



OK Conference

James Haskins, Commissioner

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David Bos, Assistant Commissioner

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Steve Scholten, Assistant Commissioner

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OK Conference Commissioner Position

The OK Conference is seeking applications for the OK Conference Commissioner.

Experience

Applicants with the following attributes will be preferred:

1. Experience in high school administration and high school athletics
2. Knowledge of Title IX
3. Knowledge of MHSAA policies and procedures
4. Strong communication skills in speaking and writing
5. A global thinker, a person who plans for the future as well as one who deals with the present
6. Comfortable working with officials, athletic directors, principals, superintendents, and the media
7. Committed to promoting all sports
8. Able to use technology
9. Strong organizational skills
10. Strong problem-solving skills
11. Good listening skills
12. Ability to coordinate/facilitate large group discussion/resolution
13. Managing conflict resolution

The Following is a list of responsibilities of the OK Conference Commissioner:

- A. Conference spokesperson/communication coordinator/distributor of information
- B. Stay up to date with current issues in high school athletics
- C. Serve and speak on the behalf of the Conference to the media and other public relations outlets
- D. Provide communications and updates to conference membership regarding current events and policy changes
- E. Serve as a liaison to state, national, and local athletic organizations to advocate for the Conference's best interests
- F. Serve as a liaison to the following organizations:
 - a. OK Conference Basketball Observers
 - b. West Michigan Officials Association (WMOA) and other officials associations as appropriate

- c. Gridiron Giving Program
 - d. Champions of Character Program
 - e. Superintendent Advisory Committee (3 times/year)
 - f. West Michigan League Leaders and/or assignors (2 times/year)
 - g. Title IX Updates (KISD and/or OAISD)
 - h. West Michigan Sports Commission
 - i. Grand Rapids Hall of Fame Committee
 - j. Varsity News Network (VNN) Negotiations
 - k. iHeart Radio programming
 - l. ISD Superintendent groups (as needed)
 - m. MHSAA Officials Review Committee
- G. Facilitator of Meetings: Athletic Commission, Executive Board, and Executive Council
 - H. Committee Coordinator: non-voting member of all OK Conference committees
 - I. Establish sites and management concerns for meetings, ie, locations, rooms, timing, meals, etc.
 - J. Prepare a yearly calendar for all events
 - K. Update the Conference handbook as needed
 - L. Initiate any investigations, collect information, and render decisions in cases of dispute between two conference schools or between divisions within the conference
 - M. Supervise the Assistant Commissioner
 - N. Complete questionnaires requested by the MHSAA and conference as needed
 - O. Organize for the assignment of game officials in all sports as requested
 - P. Attend as many sporting events as feasible
 - Q. Attend local, state , and national meetings as requested by the Executive Board
 - R. Create the initial proposal for expansion/realignment consideration at the start of a realignment cycle

Method of Application:

Email (preferred) or mail a letter of interest and resume to:

Jerry Haggerty, OK Conference Assistant Commissioner
 Grandville High School
 4700 Canal SW
 Grandville, MI 49418
jhaggerty@gpsbulldogs.org

Salary:

At or near \$25,000 annually. The Commissioner's job is part-time, but s/he may have duties to perform on a year-round basis. To review the job description, please visit the Conference website, www.okconference.org and look up the handbook. Article 3, section ADC-1 further outlines the position.

Timeline:

Application Deadline: March 2nd
 First Round Interviews: March 12th – 14th
 Second/Final Round (if needed): March 21st – 23rd