



## **MAINE PRINCIPALS' ASSOCIATION**

50 Industrial Drive - Augusta, Maine 04330

Phone # - 622-0217

Email - mpa@mpa.cc

### **FULLTIME POSITION**

- Assistant Executive Director

### **POSITION SUMMARY**

- To play an integral part in the promotion and management of the co-curricular activity programs in Maine's member high schools.
- To provide positive educational experiences through participation in co-curricular activities which will contribute to the development of well-rounded citizens.
- To participate in the Professional Division mission to support educational leaders.

### **MAJOR DUTIES/RESPONSIBILITIES**

- Tournament/Conference planning and management.
- Development and interpretation of student eligibility standards.
- Represent the Association to superintendents, administrators, athletic/activity directors, coaches, media and the public in promoting the values of interscholastic athletics and activities.
- Liaison to officials and Maine Interscholastic Athletic Administrators Association.
- Work closely with individual sport/activity committees.
- Contribute to the Professional Division mission.

### **QUALIFICATIONS**

- Background in interscholastic athletics and activities in one or all of the following capacities: participant, coach/director, administrator
- Strong writing and verbal skills with a broad range of technical knowledge and capabilities
- Varied talents which complement the ability to work with others
- Understanding the need to support building administrators in their professional duties

### **SALARY/BENEFITS**

- Competitive salary, health, and retirement benefits.

### **APPLICATION**

- Submit a letter of interest, a [completed application form](#) and a complete resume, including three current educational references. Deadline for application is Wednesday, March 4. Position begins July 1, 2026.

The Maine Principals' Association is an Equal Opportunity Employer.