

JOB DESCRIPTION

JOB TITLE: Supervisor of Officiating Services

DEPARTMENT: Officiating

REPORTS TO (Title): Commissioner

FLSA STATUS (Exempt or Non-Exempt): EXEMPT

SUPERVISORY RESPONSIBILITY: Officials Program Manager, Administrative Assistant shared between officiating and sports/championships departmentS

POSITION SUMMARY

This position is responsible for providing leadership, oversight, and management of the Officiating Program. This position is responsible for planning, organizing, and facilitating the Officiating Program including conducting State Rules Clinics, providing rules interpretations, working with the National Federation of High Schools (NFHS) rules development, supervising regional supervisors, making post-season game assignments for NCHSAA Playoff games, and working with the Officiating Advisory Council (OAC).

This position is also responsible for presentations and speaking engagements for coaching clinics, Athletic Director meetings, regional meetings, system/school special programming requests, sports clubs, athletic banquets, and civic clubs.

ESSENTIAL FUNCTIONS

- Manage all NCHSAA officials and Regional Supervisors
 - Conduct compliance trainings
 - Set officiating regulations
 - Provide resource materials relative to each sport program
- Develop policy and procedures for data base management
 - Oversee annual registration process
 - Oversee eligibility criteria
- Conduct State Rules Clinics
 - Conduct clinics for football and basketball
 - Conduct Regional Supervisor/Clinician trainings in selected sports
 - Develop materials for presentations
 - Produce training videos/DVDs for rules/play/mechanics/interpretations
 - Conduct rules presentations/interpretations at NCCA Coaches Clinic
 - Train/instruct Regional Supervisors and Officials
 - Oversee annual renewal/search committees for Regional Supervisor openings
 - Communicate new NFHS rule(s) – implementation, interpretation, point of emphasis, mechanics
- Observe and evaluate officials
 - Attend contests as travel/calendar allows
 - Coordinate with Regional Supervisors/member schools on contest assignments during the regular season
- Assign booking associations for NCHSAA early-round playoff games, Regional finals, and State Championship finals

- Provide interpretations and NFHS rules updates for contest situations/plays – via telephone and/or electronic – from the membership, officials, booking agents
- Oversee NFHS online testing
 - Coordinate with Dragonfly for testing times for sports
- Assist the Board Officiating affiliate member in coordination, implementation, and leadership of the Officiating Advisory Council (OAC)
- Facilitate publication orders for all sports – schools and officials
 - Coordinate ordering based on number of officials/schools per sport
 - Coordinate mailings and electronic communications
 - Coordinate distribution(s) to Regional Supervisors

OTHER FUNCTIONS

Collaboration/Coordination/Communication

- Work as Review and Officiating Committee liaison for NCHSAA Board of Directors
- Provide input and feedback to NFHS Rules Committee and/or attend rules interpreter meetings, as appropriate, for:
 - Football
 - Soccer
 - Basketball
 - Wrestling
 - Baseball
 - Softball
 - Lacrosse
 - Volleyball
 - Track and Field
 - Swimming and Diving
 - Tennis
- Attend state and national meetings, as assigned

Planning and Development of NCHSAA Sport Programs and Championships

- Direct sports and/or championship events, as assigned
- Coordinate state championship event management
 - Game officials, workers, staff, and volunteers
 - Operations manual
 - Other event responsibilities and duties, as appropriate and assigned

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

EQUIPMENT USED

- Desktop/laptop computer
- Printers/copiers/fax machines
- Phones
- Projectors and video
- Video programs to create teaching/instructional tools
- Vehicles

WORKING CONDITIONS

- Daily office environment
- Indoor and outdoor sports venues
- Local, regional, and State conferences
- Statewide travel during certain times of the year
- Production set-up for events

PHYSICAL AND MENTAL REQUIREMENTS

- Must be able to lift at least 50 lbs.
- Must be a critical thinker
- Must be able to be a presenter and motivational speaker
- Must be able to make sound, difficult decisions often under emotional, stressful conditions

EDUCATION AND EXPERIENCE REQUIREMENTS

- Required: Master's degree in related field
- Required: Minimum of ten (10) years of demonstrated experience in education-based athletic setting(s)
- Required: Officiating experience across multiple sports

KEY COMPETENCIES

- General knowledge of school athletic program management
- Demonstrated knowledge of assigning/officiating registration database platform and/or willingness to learn upon assuming position
- Ability to create presentations relative to topical issues affecting our member schools and NFHS rule codes
- Ability to interpret NCHSAA and NFHS rules and policies effectively and concisely with fairness and consistency
- Sound oral and written communication skills
- Capacity to deliver effective presentations and motivation through public speaking opportunities
- Ability to plan and manage events that aid the organization in meeting its vision and mission
- Detail-oriented with ability to deliver accurate work within established deadlines through excellent time management skills
- Independent judgment and decision-making skills
- Willingness to participate and function in national level settings with other state association colleagues
- Sound knowledge of Microsoft Office Applications

LICENSE

- Driver's License Required