

JOB DESCRIPTION

JOB TITLE: Assistant Commissioner

DEPARTMENT: Officiating

REPORTS TO (Title): Commissioner

FLSA STATUS (Exempt or Non-Exempt): EXEMPT

SUPERVISORY RESPONSIBILITY: Assistant to the Supervisor of Officials

POSITION SUMMARY

This Assistant Commissioner position is responsible for oversight, management, and leadership for the Officiating Program. This position serves as Supervisor of Officials (Supervisor) and 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, and making post-season game assignments for NCHSAA Playoff games.

This position is 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

Supervision of Officiating Program

- Manage all NCHSAA officials and Regional Supervisors
 - Conduct compliance trainings
 - Set officiating regulations
 - Provide resource materials relative to each sport program
- Develop policy and procedure for data base management
 - Oversee annual registration(s)
 - Oversee eligibility criteria
- Order rule books and training manuals 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
- Conduct State Rules Clinics
 - Arrange sites/times for all sports
 - 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 NFHS for testing times for all sports

Assistance to Sports Department

- On a daily basis, interprets NCHSAA Handbook Rules and Policies relative to NCHSAA athletic programs, including eligibility
- Assists in hardship reviews
- Helps interpret NFHS rules for selected sports

OTHER FUNCTIONS

Planning and Development of NCHSAA Sport Programs and Championships

- Direct sports as assigned
- Coordinate with facilities management of state championship events
 - Workers
 - Operations Manual(s)
 - Additional NCHSAA staff to assist as needed
 - Site volunteers as needed
 - Team awards and participant certificates
 - Marketing/Sponsor requirements for event(s)
- Coordinate team arrangements and details
 - Site arrangements
 - Game details
 - Officials

Collaboration/Coordination/Communication

- Work as Review and Officiating Committee liaison for NCHSAA Board of Directors
- Attend rules interpreter meetings for:
 - Football
 - Soccer
 - Basketball
 - Wrestling
 - Baseball
 - Softball
 - Lacrosse
 - Volleyball
 - Track and Field
 - Swimming and Diving
 - Tennis

- Attend meetings as assigned
 - Regional Meetings
 - Athletics Directors Conference
 - National Federation meetings
- Serve on National Federation Football Rules Committee
- Provide input and feedback to NFHS Rules Committee for:
 - Football
 - Soccer
 - Basketball
 - Wrestling
 - Baseball
 - Softball
 - Lacrosse
 - Volleyball
 - Track and Field
 - Swimming and Diving
 - Tennis
- Perform other duties as 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 (Apple preferred)
- 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 settings
- Required: Officiating experience across multiple sports

KEY COMPETENCIES

- Ability to create presentations relative to topical issues affecting our member schools and NFHS rule codes
- General knowledge of school athletic program management
- 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