



Officials

The Director of Officials of the KSHSAA is hired by and reports to the KSHSAA Executive Director, or Executive Director's designee.

Operational Responsibilities

- Oversees the officials' services department, including officials' registration and requirements.
- Annually updates the KSHSAA officials' handbook.
- Assists sports administrators and officials with rules exams and meetings.
- Creates content for officials information to be used by sport administrators in rules meetings.
- Is the KSHSAA liaison with the Officials' Advisory committee and oversees yearly meeting.
- Is the KSHSAA liaison with League Commissioners and provides leadership & guidance as needed.
- Assists sports administrators with player and coach ejection reports.
- Evaluates all School Reports on Officials
- Assists sports administrators in the assigning of postseason officials.
- Oversees the KSHSAA Arbiter account, updates contacts, administrators, and official information.
- Oversees the KSHSAA Postseason account and enters all postseason assignments.
- Oversees the KSHSAA ArbiterGame account.
- Oversees the contracts with manufacturers of officials' apparel.
- Assists in the management of the KSHSAA ArbiterPay account.
- Coordinates the submission of NFHS Official of the Year award nominations.
- Is the KSHSAA liaison with NFHS Officials Coordinator.
- Is a member of NASO and coordinates orders from Referee.
- Coordinates mailing of rules books, casebooks and manuals to officials.
- Oversees the KSHSAA Officials Awards Program.
- Maintains the KSHSAA Hudl account.
- Investigate officials who indicated they have been convicted of a felony or misdemeanor.
- Oversees evaluations of Area Supervisors by postseason eligible officials.
- Oversees evaluations by Area Supervisors of their programs.

Recruitment/Retention Responsibilities

- Promote, coordinate and oversee the KSHSAA Official Scholarship Program.
- Makes presentations to groups requesting information on officiating.
- Coordinate officials communication with YMCA's, Recreation Departments, Intramural Departments.
- Develops initiatives to recruit and retain officials.
- Is the KSHSAA liaison with local officials' associations.
- Oversees observance and promotion of NFHS Officials week (Fall, Winter, Spring)

Training Responsibilities

- Develops, coordinates and promotes officials' mentoring, education and evaluation/observation programs.
- Attends the Area Supervisor organizational meeting for each sport.
- Attends rules meeting for each sport in which officials are used.
- Assists sports administrators with development of officials' clinics and attends clinics as requested by sports administrators.
- Assists schools in implementing RefReps training.
- Works with colleges on developing officiating courses on their campus.
- Attend officials' camps & clinics throughout the state as invited.
- Attend Midwest Officials Summit.
- Observe officials.
- Develops video library of images to be used in officials training.
- Develops and deploys best practices for schools interacting with officials.

General Responsibilities

- Handles incoming and outgoing correspondence, emails and telephone calls related to responsibilities in a timely manner.
- Maintains a positive working relationship with other staff members.
- Maintains a positive working relationship with other professional organizations.
- Represents the KSHSAA in a positive and professional manner.
- Participates in professional growth and development.
- Performs other duties as assigned by the Executive Director.