



## Tennessee Secondary School Athletic Association

### Position Opening: Director of Officials Education and Services

#### General Qualifications:

- Bachelor's degree required
- A minimum of five years of experience as a sports official, supervisor, or in a leadership position related to athletics
- Strong knowledge of NFHS rules and mechanics across multiple sports
- Demonstrated ability to lead training and educational initiatives
- Excellent interpersonal, communication, and organizational skills
- Proficiency with technology tools relevant to officiating and education (e.g. video review systems, online testing platforms)
- Effective at listening to and explaining information to people with various perspectives
- Ability to deliver effective public presentations, both written and oral, as well as to develop and maintain positive relationships with stakeholders
- Strong computer skills; ability to operate computer programs is essential
- Knowledge of office procedures and ability to work with and supervise adult office personnel
- Ability to foresee needs and initiate programs to serve the needs of local officials associations and member schools
- Collaborative personality, good judgement, tact, integrity, and ability to cope with unforeseen situations
- Must have good general health
- Ability to report to the TSSAA office in Hermitage, TN daily, as well as additional travel to events throughout the state
- Willingness to travel and to work evenings and weekends to meet job requirements
- Must have a valid Tennessee driver's license and meet minimum Tennessee vehicle insurance requirements

#### Position Overview:

The Director of Officials Education and Services plays a vital role in supporting the mission of the TSSAA by providing leadership, training, and oversight to the athletic officials across all sanctioned sports. This individual is responsible for the recruitment, education, evaluation, and retention of officials throughout the state, ensuring consistency in rules interpretations and the highest standards of professionalism and sportsmanship.

#### Application Requirements

Candidates must submit:

- A cover letter
- A resume
- A minimum of (3) references
- Candidates must also provide a basic outline of potential strategies to address some of the key responsibilities outlined in the job description.

Those interested in this position should email their cover letter, resume, outline, and references to Lauren Jones at [ljones@tssaa.org](mailto:ljones@tssaa.org).

#### Salary and Benefits

The salary will be competitive, based on previous experience and comparable to the administrative level pay in the school setting plus a benefit package.

Deadline for Applications: September 19, 2025

Target Start Date: Negotiable

#### Non-Discrimination Policy

TSSAA is an equal opportunity employer.



## **Job Description**

### **Leadership and Administration**

- Assist each sport administrator by serving alongside that individual to serve as a liaison between the TSSAA and local officials associations
- Assist in the development and implementation of minimum standards for supervisors and assigning officers for local officials associations recognized by TSSAA
- Serve as the primary liaison to the TSSAA Officials Advisory Committee
- Oversee policies, procedures, and initiatives related to officiating across all TSSAA-sanctioned sports
- Assist each sports administrator by providing leadership in matters of sports rules, rule changes, recommendations for officials fees and interpretations of NFHS rules

### **Education and Training**

- Develop and implement standardized training programs and continuing education for officials
- Coordinate and lead clinics, workshops, and annual rules meetings for officials statewide
- Stay updated on NFHS rules and ensure consistent interpretation and enforcement across all levels of competition

### **Recruitment and Retention**

- Develop and execute statewide strategies to recruit new officials and retain current officials
- Promote officiating as a valuable service to education-based athletics and a pathway for personal and professional development

### **Evaluation and Performance Management**

- Coordinate evaluation systems for officials to improve performance and consistency
- Collaborate with regional supervisors and assigners to assess performance and provide feedback
- Work with local association leadership and TSSAA staff to develop a standardized set of expectations for local officials associations, TSSAA Supervisors, and Assigning Officers
- Address complaints, concerns, and disciplinary matters involving officials in accordance with TSSAA policies

### **Communication and Collaboration**

- Work collaboratively with TSSAA administrators, member schools, and stakeholders to support positive experiences for student-athletes
- Communicate effectively with officials, coaches, and administrators on officiating matters and rule interpretations

### **Any other responsibilities assigned by the Executive Director**

### **Preferred Attributes**

- Experience working with high school athletic associations, officials organizations, state-level governance bodies, and/or national governing bodies
- Public speaking experience in clinics or professional development settings
- A strong advocate for the role of officials in education-based athletics

### **Working Conditions**

- Frequent travel within the state of Tennessee
- Evening and weekend work is required during the sports seasons
- Office based in Hermitage, TN, with some flexibility for remote administrative tasks