



NCAA Division II Football National Director of Officiating

of openings: 1

External Close Date: 6/1/2018

Description

TERM: 3 years beginning July 1, 2018 through June 30, 2021.

ANNUAL COMPENSATION: \$10,000 plus travel expenses (up to \$5000 per year). Two complimentary tickets and the opportunity to purchase additional tickets to the NCAA Division II Football Championship.

REPORTS TO: NCAA Division II Football Championship manager, CFO National Coordinator of Football Officials and NCAA Division II Football Committee.

BASIC FUNCTION: The Division II Football Director of Officiating will recommend the conferences that are to provide officials for the NCAA Division II Football Championship and will approve the officiating crews based on recommendations from those conferences. The coordinator will also develop a method to evaluate the officials' performance during the regular season and championship.

DUTIES AND RESPONSIBILITIES INCLUDE:

Regular Season:

- a. Work with NCAA staff and national coordinator of officials on the football officiating program (recruitment, training, education, retention).
- b. Throughout the season, work regularly with Division II conference coordinators of officials to assure the most consistent and effective teaching and communication methods are utilized in developing a qualified pool of officials.
- c. Develop annual and long-term officiating improvement plans.
- d. Attend NCAA officials' regional clinic, conference coordinators of officials meeting and other training meetings (as requested).
- e. Work with NCAA staff and national coordinator to annually update officiating policies and procedures.
- f. Provide annual report to Division II Football Committee, NCAA staff and national coordinator.
- g. Attendance at Division II Football Committee annual meeting (if requested).
- h. Participate in monthly conference coordinator of officials calls.
- i. Listen, communicate and build rapport with Division II constituents (coordinators of officials, coaches and administrators).
- j. Be a resource for conference coordinators of officials and commissioners.
- k. Perform other duties as assigned by the national coordinator, NCAA staff and/or Division II Football Committee.

Championship:

- a. Recommend the selection, assignment and advancement of game officials during the NCAA Division II Football Championship to the NCAA Division II Football Committee for approval, as well as other championship officiating matters.
- b. Assign and advance officiating crews for all rounds of the championship with the assistance from on-site evaluators.

- c. Notify officiating crews of their assignments and conduct teleconferences with those selected referees.
- d. Communicate travel, game and meeting times, and lodging arrangements (if necessary) with each officiating crew.
- e. Designate and assign crews for all rounds of the championship with the assistance from on-site evaluators.
- f. Monitor that all officials selected to work post season are in compliance with the criteria set forth for selection (i.e. working minimum number of NCAA contests, years of experience, test score, conference recommendation).
- g. Assign evaluators to each round to evaluate officials.
- h. Travel to the championship final site to evaluate the officials for the championship game.

PREFERRED QUALIFICATIONS AND MINIMUM REQUIREMENTS:

1. Experience in college football as a conference coordinator of officials, evaluator of officials or official.
2. Cannot be an active NCAA coach; Division I, II or III football official; or Division II conference coordinator of officials.
3. Ability to work with little or no supervision, quickly and under pressure.
4. Ability to balance multiple tasks.
5. Excellent written and oral communication skills.
6. Demonstrated leadership and interpersonal skills.
7. Extensive knowledge of NCAA football rules and officiating mechanics and techniques.
8. Ability to use electronic mail as a means of correspondence.
9. Ability to use computer technology as a means of education (i.e. using DVSPORT or Hudl and other video analysis tools to provide teaching and training video clips).
10. Willingness to travel (as requested).

PRINCIPAL CONTACTS:

1. NCAA.
 - a. NCAA Division II Football Championship manager (regularly).
 - b. CFO National Coordinator of Football Officials (regularly).
 - c. NCAA Division II Football Committee (occasionally).
2. External.
 - a. General public.
 - b. Division II membership (coaches, institutional administrators, conference administrators, etc.).
 - c. Division II conference coordinators.
 - d. Officials.
 - e. Media.