

# NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION

1161 Route 130 North, Robbinsville, NJ 08691

Phone 609-259-2776

## TOURNAMENT ASSIGNORS JOB DESCRIPTION

### Requirements

- Must have proficient knowledge of the current officials assigning platform.
- Must have strong writing and organizational skills with an intention to detail.
- Must have your own computer or laptop with email capability
- Must have a workable knowledge of Microsoft word and Excel.
- Must be able to problem solve and demonstrate sound unbiased judgment.
- Must be of high moral character and have an impeccable record of sound integrity and honesty.

### Experience

- Candidates currently working as a chapter, conference, county, or league level assignor in the interscholastic sport for which you are applying is preferred but not required.
- Candidates currently working as a chapter, conference, county, or league level assignor in any interscholastic sport is preferred but not required.
- Candidates that have worked in any capacity in a NJSIAA State Tournament in the interscholastic sport for which they are applying is preferred but not required.
- Candidates that have worked in any capacity in a NJSIAA State Tournament in any interscholastic sport is preferred but not required.
- Candidates with varsity level officiating experience in the interscholastic sport for which they are applying is preferred but not required.
- Candidates with varsity level officiating experience in any interscholastic sport is preferred but not required.

### Responsibilities

- Schedule all officials as per NJSIAA tournament regulations and guidelines.
- Communicate effectively with all necessary parties when changes to game schedules are necessary.
- Must schedule assignments in a timely manner.
- Communicate all correspondence through the NJSIAA Director responsible for the sport.
- Candidate must follow all guidelines for state tournament assignors.
- Must communicate effectively with all chapters and regional assignors to develop a workforce of the best officials for the state tournament.
- Must coordinate all tournament assignments for all rounds with the NJSIAA regional assignors.
- Be available to answer questions from officials, Athletic Directors, coaches, and NJSIAA staff.
- Assignments should be made through an established evaluation process proportionally over all chapters.
- All assignments should be coordinated through the NJSIAA Assistant Director responsible for the sport. The NJSIAA has the final decision-making authority.
- Report any concerns to the NJSIAA.