

Ohio High School Athletic Association Position Opening *(May 2026)*

POSITION

- District Administrator – Northwest District

JOB DESCRIPTION

- Train and educate Local Officials Association secretaries, overseeing local association meeting attendance records, develop and coordinate recruiting programs for new officials including females and minorities, and overseeing programs such as the Hall of Fame nominations and the application process for new associations.
- Have a dedication to the use of OHSAA officiating rules, regulations, and procedures.
- Oversee attendance records for officials in the district as requested by OHSAA office.
- Assist in the coordination of appeals process and investigate attendance discrepancies and disputes.
- Serve on the centralized Officials Attendance Appeals Review Board.
- Supervise Hall of Fame nominee selection process in district
- Conduct preliminary investigation of any application for a new local officials association and report findings.
- Develop/present education programs for local secretaries and assist in training and orientation of new local association secretaries.
- Investigate complaints, problems, issues, etc. made by and/or concerning officials' regulations, local associations, and assigners or officiating requirements.
- Attend Assigners workshop and work with OHSAA in training and oversight of Assigners Program.
- Attend and assist as needed with local officials association secretaries summer meeting.
- Assist Directors of Officiating Development (DODs) as needed and upon request.
- Other duties as assigned.

REQUIREMENTS AND SKILLS DESIRED

- Have and maintain a complete and thorough knowledge of OHSAA officiating regulations and procedures.
- Possess excellent communication and presentation skills.
- Display strong written communication skills for presentation development, bulletins, responding to questions and communication with association officers and officials.
- Basic computer skills to include email, Microsoft Word, PowerPoint, and accessing/updating websites (must provide access to reliable computer, printer, projection equipment, and adequate transportation).
- Strong communications skills with ability to make effective written, oral and electronic presentations.
- Display interpersonal, leadership, and evaluation skills.
- Responsive to inquiries.

EMPLOYMENT BENEFITS

- \$2,500 annual stipend
- Annual expense allowance

TIMELINE FOR COMPLETING EMPLOYMENT PROCESS

- May 8, 2026 – Deadline for submitting applications.
- May 8 – 15, 2026 – Interviews and selection.
- To be determined – Official start date.

APPLICATIONS

- Applicants are subject to a criminal background check, a health history assessment and drug screen.
- Applications must be submitted electronically and contain a cover letter, résumé, and a list of three references along with their positions, telephone numbers and e-mail addresses.
- Send to: Director of Officiating & Football Sport Administrator Beau Rugg at brugg@ohsaa.org.

The OHSAA is an Affirmative Action/Equal Opportunity Employer.