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San Fernando Area Liaison of Officials Vacancy

CIF Southern Section is currently accepting applications for the position of San Fernando Area Liaison of Officials.

According to the Blue Book:

1208 Liaison Representation

The liaison shall be directly responsible to the CIF Southern Section Commissioner of Athletics and shall maintain a neutral position and shall represent both the officials associations and the leagues in their respective areas. At the direction of the area liaison, leagues may be directed to play on alternate days when there is a shortage of officials in a specific sport.

Liaison duties shall include but not be limited to:

1. Gather all master schedules from member schools.
2. Provide schools' schedules to each association assigners.
3. Organize and chair a standing committee of assigners for each association and keep an open line of communication with assigner of each association.
4. Provide a list to member schools of the name, phone number and email addresses of all assigners.
5. Be available to schools and officials for a reasonable amount of time daily.
6. Process misconduct reports via CIF-SSHome and other reports as necessary on a daily basis.
7. Serve as a primary contact for schools and officials associations.
8. Prepare a list of assigners and instructional chairs to discuss misconduct report procedures.
9. Meet with assigners and instructional chairs to discuss misconduct report procedures.
10. Attend general membership meetings for each sport.
11. Represent the CIF-SS Commissioner of Athletics at events as requested.
12. Attend the semi-annual Area Liaison meetings.
13. Attend CIF-SS playoff meetings.
14. Assist officials in recovering delinquent officiating fees from schools.
15. Monitor the overall effectiveness of the various officials associations in the areas of certification, recruitment, training and retention.

16. Observe and evaluate officiating units when requested by CIF-SS or area associations.
17. Conduct a year-end meeting with a representative of each sports officiating unit to review the previous seasons officiating.
18. Perform other duties as assigned by the Commissioner of the CIF-SS.

1209 League Meetings

The liaison shall attend, upon request or when possible, meetings of leagues within their jurisdiction. When attendance at such meetings involves excessive travel, the league involved shall reimburse them for any travel expense incurred.

1212 Assignment Responsibilities – School/League

1212.1 Schools and/or leagues must submit completed master schedules into CIFSSHome www.cifsshome.org using the following timeline (or as specified by the CIF-SS):

Fall Sports:	June 1 st
Winter Sports:	July 1 st
Spring Sports:	December 1 st

1213.1.1 Area Liaisons will send school and/or league schedules to area assigners within two weeks of receipt.

Please send your letter of application listing your qualifications for this position, resume and three written and current letters of reference to Susan Miller at the CIF Southern Section office by Friday, January 6, 2017.

Paper screening will take place on Monday, January 9, 2017.

Interviews will be held on Tuesday, January 10, 2017.

If you have any questions, please contact Susan Miller, 562-493-9500.

SAN FERNANDO AREA SCHOOLS

AGBU/Canoga Park	Hoover
Alemanya	Louisville
Bellarmino-Jefferson	Loyola
Brentwood	Lycee International
Bridges Academy	Milken Community
Buckley	Notre Dame/Sherman Oaks
Burbank	Oakwood
Burroughs/Burbank	Pilibos
Campbell Hall	Providence/Burbank
Canyon/Canyon Country	San Fernando Valley Academy
Chaminade	Santa Clarita Christian
Concordia/Sylmar	Santa Clarita Valley International
Crescenta Valley	Saugus
Crespi	Sierra Canyon
de Toledo	St. Francis
Delphi Academy	St. Genevieve
Einstein Academy (Albert)	Summit View
Faith Baptist	Trinity Classical Academy
Glendale	Valencia/Valencia
Golden Valley	Valley Torah
Hart	Viewpoint
Harvard-Westlake	Village Christian
Heritage Christian	Village Glen
Highland Hall	West Ranch
Holy Martyrs	Westmark