



Section Education Administrator

Purpose

The AYSO volunteer position of section education administrator is intended to implement, monitor, and maintain the Unified Instructor Program and the Management Program at the section level. This includes program delivery, staff development, communication and coordination at the section level.

Specific Duties and Responsibilities

The section education administrator is expected to:

1. Assist the section director and the area director's with orientation of new area directors and regional commissioners;
2. Identify and train successor;
3. Prepare an annual section education work plan and budget for submittal to the section director. The work plan will include goals and objectives for the upcoming year;
4. Maintain a database of all instructors in the section, including courses taught over the last year;
5. Maintain a database of area and regional boards, including a list of certifications and level of training;
6. Monitor instructors in the section, provide mentoring, and make recommendations for instructor upgrades;
7. Coordinate with the section referee administrator and the section coach administrator to provide training venues at the section level;
8. Assist the section director with providing instructors for the Section Conferences and other section training venues;
9. Approve instructor training and management courses;
10. Assist the section director and the area directors with conflicts and dispute resolution;

11. Maintain a liaison with the National Director of Instruction and the National Director of Management Instruction; and
12. Attend the Section Conferences, and the planning meeting.

Qualifications and Desired Skills

To be considered for the position of the section education administrator, the applicant should:

1. Have acknowledged, unswerving commitment to the AYSO Philosophies;
2. Have administrator skill;
3. Have previous area, regional management or administrative experience;
4. Have a good working knowledge of the AYSO National guidelines, policies, rules and regulations;
5. Be detail oriented;
6. Be BASIC Certified;
7. Be Introductory Management trained; and
8. Be at least a G-4 management instructor or instructor trainer.

Supervision Protocols

While performing as the section education administrator, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the section director; and
3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

The anticipated time commitment for a section education administrator is a full year. The estimated hours to fulfill duties by month shall be filled in by the section director:

Jan:	hrs.	Feb:	hrs.	Mar:	hrs.	Apr:	hrs.	May:	hrs.	Jun:	hrs.
Jul:	hrs.	Aug:	hrs.	Sep:	hrs.	Oct:	hrs.	Nov:	hrs.	Dec:	hrs.

Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of section education administrator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the section director;
2. Introductory Management Training;
3. Advanced Management Training; and
4. Grade 3 Instructor Management or Instructor Trainer (must meet prerequisites).

Activity Locations

While performing the duties of section education administrator, the volunteer is limited to the following locations, unless expressly authorized in writing by the section director to hold activities in another location.

1. Section Conferences;
2. Area meetings;
3. Regional meetings;
4. Assigned field locations;
5. Assigned classroom locations; and
6. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.