



Job Title: Assistant Athletic Director

Position Title: Assistant Athletic Director	Reports to: Director of Athletics
Job Category: Administrative	FLSA: Exempt
FTE: 1.0; year-round position	Current Date: April 2022

General Summary: Assists in managing the School's Athletic Department, including managing the Middle School Athletic Program to ensure optimal scheduling, efficient operations, safety, fiscal health, customer satisfaction, and instructional needs, in alignment with strategic goals and the School's curriculum.

Essential Duties and Responsibilities:

- Manages the Middle School Athletic Program to ensure the School is offering a quality co-curricular program.
- Ensures Middle School conference compliance, and represents USM at all required meetings.
- Evaluates staffing needs, supervision, scheduling, evaluating, and training coaching personnel, in compliance with HR standards. Makes adjustments as needed.
- Supervises the Middle School coaching staff, Middle School liaisons, Lower School liaisons, and SID. Assists in managing all other department personnel.
- Coordinates and schedules Middle School athletic events and other related co-curricular activities.
- Increases profitability using a combination of strategies and cost control mechanisms.
- Assumes administrative duties including, but not limited to, coordination of various meetings, special events, awards, captains meetings, preparation and control of operational budgets and purchasing.
- Manages USM web and social media content.
- Provides exceptional and timely customer service related to all facets of Athletics. Develops and maintains strong relationships with coaches, students, and parents.
- Serves as a resource by providing information and consultation to USM faculty, administration, parents, and the community at large regarding the Athletic program.
- Works in conjunction with the Marketing & Communications Department to maximize athletic presence on myUSM and the School's website.
- Works collaboratively with internal and external stakeholders (i.e. USM Athletic Department, USM administration, Head of Middle School, Milwaukee Winter Club, Hall of Fame Committee, college counseling, etc.).
- Initiates, implements, and coordinates a variety of program components, which will further enrich the USM Athletic Program.
- Manages and facilitates all aspects of coaching professional development (NFHS, WADA, NIAAA, etc.).
- Coordinates emergency plans with the Safety & Security Department.
- Reviews Athletic Handbook with Athletic Director as needed and makes recommendations.
- Maximizes resources and stays abreast of new and emerging trends in technology.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Strong knowledge and experience of Athletic Department operations and equipment
- Ability to understand developmental levels of students and apply to practice
- Ability to competently use technology
- Experience working with a diverse population
- Effective communication skills
- Strong interpersonal skills; capable of using tact and diplomacy in dealing with others
- Excellent organizational skills with a strong degree of self-direction and motivation
- Ability to maximize resources, think strategically, improve and build new programs
- High level of maturity, confidentiality, and assertiveness
- Ability to work effectively both independently and collaboratively as part of a team

Education and Experience:

- **Bachelor's Degree in Education, or related field**
- **2-4 years' field experience preferred**

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and ability to adjust focus.				X
Hearing: Must be able to hear well enough to communicate with students, employees, and others.				X
Standing/walking/sitting				X
Climbing/Stooping/kneeling/balancing.		X		



Lifting/pulling/pushing up to 5-25 lbs (i.e. boxes of books and mobile computer carts, etc.)		X		
Manual dexterity to operate computer and office equipment.				X
Bending at the neck and waist.			X	
Communication: Ability to talk, hear, and express and understand ideas and thoughts. Able to meet multiple demands from several people and interact with public and staff.				X

Working Conditions: Good working conditions in a school environment; exposed to diverse weather conditions.

Drug Free Workplace:

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment at University School of School of Milwaukee pursuant to the Substance Abuse/Drug Free Workplace policy.

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding the position and additional rules may be assigned.

University School of Milwaukee does not discriminate in employment on the basis of any characteristic protected under State or Federal law including, but not limited to, race, color, age, sex, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, membership in the national guard, State defense or reserves, sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off school premises during non-working hours, or any other characteristic protected by law in its employment practices.