



**Job Title: Associate Director of Auxiliary Programs**

Position Title: Associate Director of Auxiliary Programs	Reports to: Director of Auxiliary Programs
Job Category: Professional	FLSA: Exempt
FTE: 1.0; year-round position	Current Date: May 2023

**General Summary:** The Associate Director of Auxiliary Programs supports the Director of Auxiliary Programs with administration, management and supervision of summer programs, facility rentals, transportation, after school, and bookstore operations. The individual also supports the Director in the expansion and oversight of auxiliary programs that support the overall mission of the school.

**Essential Duties and Responsibilities:**

- Manage and lead the daily operations and long-term strategy of the transportation department including the transportation coordinator, bus drivers, mechanic, and contracts with bus vendors.
- Manage and lead the facility rental operations such as marketing, contracts, insurance and billing.
- Manage the vendor contracts for all summer programs.
- Plan and execute the marketing and communication strategies for all summer programs.
- Assist in providing an appropriately safe, caring and enriching environment for program participants.
- Assist in the establishment of program routines and enforcement of policies and procedures.
- Enforce discipline policies by using effective and age-appropriate conflict resolution or intervention strategies.
- Recognize and responds effectively to emergencies.
- Assist with training and supervision of assistants, faculty and program assistants.
- Update content across the social media platforms in coordination with Marketing & Communications Department.
- Supervise the work of the program photographer, and coordinates the online photo sharing application.
- Assist with registration/parent communication via phone and email as needed.
- Assist with scheduling substitute instructors/helpers and provides classroom supervision when needed.
- Work with the Director of Auxiliary Programs to identify and develop auxiliary revenue streams.
- Establish policies related to management of building rentals and other auxiliary programs.
- Assume other duties as assigned.

**Knowledge, Skills and Abilities:**

- Strong knowledge of auxiliary programs such as transportation, summer programs, after school care, enrichment programs, and bookstore operations
- Effective speaker, writer, and leader
- Ability and desire to develop in a leadership role
- Strong interpersonal skills; capable of using tact and diplomacy in dealing with others
- Strong organizational and effective time-management skills
- High level of maturity, confidentiality, and assertiveness
- Strong conflict resolution and personal coaching skills
- Capable of competently operating technology
- Ability to work flexible hours as needed

**Education and Experience:**

- **Bachelor's Degree**
- **Previous experience working in auxiliary programs preferred, but not required**
- **3-5 years' related successful experience as an educator or administrator**
- **Successful experience working with students**
- **Previous experience working effectively with culturally and socioeconomically diverse populations**

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				<b>X</b>
Climbing/Stooping/kneeling/ balancing.	<b>X</b>			
Lifting/pulling/pushing up to 5-25 lbs (i.e. boxes of books and mobile computer carts, etc.)	<b>X</b>			
Manual dexterity to operate computer and office equipment.				<b>X</b>
Bending at the neck and waist.			<b>X</b>	
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.				<b>X</b>

**Working Conditions:** Good working conditions in a positive and progressive school environment

**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.*