



**MILWAUKEE  
PUBLIC SCHOOLS**

# JOB ANNOUNCEMENT

## PROFESSIONAL OPPORTUNITY

OFFICE OF HUMAN RESOURCES

5225 W. VLIET ST.

P.O. BOX 2181

MILWAUKEE, WI 53201-2181

Administrative applications for the following position are being accepted by the Office of Human Resources by **11:59 PM** CST on **April 14, 2019**. A current resume and three (3) signed letters of recommendation less than one (1) year old must be attached to the completed application (**if you are unable to electronically attach these documents, you must notify human resources that you are sending hard copies which must be received on or before the deadline date listed above**). Appointment is subject to a criminal background check, drug/alcohol test and credential verification, external applicants must submit transcripts. No applications will be accepted after the deadline date and time. **APPLY ONLINE FOR JOB OPENING #1011972** at [www.milwaukee.k12.wi.us](http://www.milwaukee.k12.wi.us) → Employment → Job Openings → **Administrator/Supervisor positions** and follow the link.

### **Manager I, Athletics & Academics (Commissioner of Athletics)**

Cultivates a comprehensive sports program for youth and teens. Primary responsibilities include the supervision of seven (7) full-time staff, oversight of a large network of citywide youth and high school sports programs, leveraging sponsorship opportunities to support program growth, and the establishment of partnerships with community groups and sports organizations to ensure Milwaukee's youth have access to high quality athletic and interscholastic academic programs. The ideal candidate possesses a strong background in sports programming, solid leadership skills, and the creativity and vision to take Milwaukee Public Schools athletic programs to the next level.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Oversees MPS interscholastic and youth sports programs.
- Provides supervision, guidance and leadership to 7 full-time staff.
- Prepares and manages a budget in excess of \$5.8million.
- Conducts regular site visits (evenings and weekends) to determine program effectiveness and to provide evaluation feedback and support to full-time staff.
- Provides guidance as necessary to school administrators concerning their athletic programs.
- Ensures compliance with eligibility rules for all athletic programs and investigates rule violations as necessary.
- Identifies alternative ways to secure funding to meet program needs.
- Oversees marketing of MPS Interscholastic and youth sports programs.
- Oversees district permit process.
- Prepares manuals and resource materials for all programs.
- Works with Recreation Facilities staff to ensure outdoor fields are properly prepared for competition.
- Implements business practices and policies including contract development, oversight of fees and charges, inventory control and supply purchases.
- Oversees hiring, assigning, training and evaluating of athletic officials.

- Conducts meetings and develops training opportunities for coaches and athletic directors.
- Oversees payroll process for youth sports and interscholastic staff.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

#### **QUALIFICATIONS:**

- Bachelor's degree from an accredited college or university in sports management, recreation, education, physical education or related field. Master's degree preferred.
- Certified Athletic Administrator (CAA) preferred.
- Membership in professional organizations including Wisconsin Athletic Directors Association (WADA), and National Interscholastic Athletic Administrators Association (NIAAA) preferred.
- Minimum of 5 years of increasingly responsible full-time experience in the management of youth and/or high school sports programs.
- Experience working in a large urban agency preferred.

**The salary range is \$75,538 – 109,553 (12 months)**

**APPLY ONLINE FOR JOB OPENING #1011972.** For further information call Pepper LaMothe, Human Resources – Talent Management at (414) 475-8083 or email at [lamothe@milwaukee.k12.wi.us](mailto:lamothe@milwaukee.k12.wi.us).

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#### **QUALITY EDUCATION BEGINS WITH QUALITY PERSONNEL**

The Milwaukee Public Schools does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of a person's sex, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or disability.

In accordance with Wisconsin Statutes, every applicant for a position with Milwaukee Public Schools will be subject to the open records law. Any applicant not wishing to have his/her identity released, must submit a written statement to that effect to the Office of Human Capital Services. The identities of all "final candidates" may be released. Milwaukee Public Schools reserves the right to interview the best qualified candidates.