

## ASSISTANT SUPERINTENDENT - BUSINESS

<b>Reports to:</b>	<b>Superintendent</b>
<b>Classification:</b>	<b>Certified</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Terms of Employment:</b>	<b>12 Months according to Board Policy</b>
<b>Evaluation:</b>	<b>Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy</b>
<b>Compensation:</b>	<b>Reviewed and established annually by the Board of Education</b>

### **Job Summary:**

The Assistant Superintendent for Business Services assists the Superintendent in the administration of the business affairs of the District in such a way to provide the best possible educational services with the financial resources available.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned***

- Extensive knowledge of bidding procedures, transportation planning, maintenance and operations, food service operations.
- Ability to analyze, plan, organize and administer the District's business affairs.
- Ability to develop short and long-range plans and effectively organize and administer District support operations.
- Develops and implements financial plans of action that assure compliance with district regulations and procedures, as well as State and Federal law.
- Coordinates with the Superintendent the development and implementation of an approved five-year financial and facilities plan, which supports the District's Mission and Goals.
- Develops a comprehensive plan for the maintenance and renewal of District facilities.
- Assures that all bidding and business affairs are conducted in a legal and professional manner.
- Responsible for development and implementation of comprehensive plans for Pupil Transportation, Procurement, Maintenance and Operations, and Business Services.
- Responsible for recommendation and planning of Bond and Override Elections that should be conducted to meet District facilities and programmatic needs.
- Manages the investment of District funds in a prudent manner that ensures maximum returns.
- Responsible for developing and administering the District's insurance programs.
- Preparation and presentation of all Business Services agenda items to the Board
- Shall be responsible for administering the District rental of facilities program.
- Shall be responsible for efficient mail delivery, print shop and warehouse servicing.
- Shall design and present financial reports to the Board.
- Shall assure that expenditures do not exceed approved budget amounts.
- Shall periodically meet with appropriate staff to review the status of the budget.
- Shall oversee Employee Benefits Committee.
- Shall work with architects and engineers to develop District new construction and remodeling plans.
- Shall supervise purchasing and see that quotes, bids and RFP's are prepared and released according to State Statutes and District Policy.
- Shall establish an up-to-date procedure for the inventory of facilities, and equipment with proper identification numbers, location, room assigned, date purchased, and purchase order number.
- Shall sign purchase orders, vouchers and contracts as allowed by Board Policy and State Statutes.
- Shall see that all business related contracts are fulfilled.
- Shall provide for effective copy machines for district and schools.
- Shall maintain a fair and impartial attitude for the distribution of approved funds following the guidelines set forth by the policies of the district.

- Shall keep the Board and Administration aware of property insurance liability and damage to district property.
- Shall report outside audit to Board and Administration.
- Oversees School Safety/Violence Prevention Programs.
- Maintains confidentiality unquestionable integrity.
- Maintains regular attendance.

**SUPERVISORY RESPONSIBILITIES:**

The Assistant Superintendent for Business Services supervises all staff members assigned to the Business Services Department including, the Supervisor of Maintenance, the Coordinator of Accounting, Transportation Company, and Food Service Company.

**EDUCATION AND EXPERIENCE:**

- Bachelor's Degree required with a major in Business Administration, Accounting or related field. A Master's Degree in Educational Administration, Business Administration, Management, or other related field. Additional graduate study beyond the degree is highly desirable.
- Three years of successful experience in educational administration, including at least three years experience in directing financial activities of a school system.
- Considerable knowledge of school administration, school law, finance, facilities, procurement, planning, operational principles and techniques.

**COMMUNICATION SKILLS:**

- Ability to effectively present information and respond to questions from administrators, staff and the general public.

**MATHEMATICAL SKILLS:**

- Ability to financial concepts such as compound interest, time value of money, tax rates, and discounts.

**REASONING ABILITY:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS AND ABILITIES:**

- Must have strong communication, computer and interpersonal skills.
- Must have ability to learn and utilize new software programs as systems are upgraded.
- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with staff and the school community.
- Ability to speak clearly and concisely both in oral and written communication consistent with the duties of this position.
- Ability to perform duties in full compliance with all district requirements and Board policies.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 30 lbs. such as to lift files and paper.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. The employee continuously is interacting with the public and staff.

**The information contained in 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 this position and additional duties may be assigned.**

Assistant Superintendent – Business  
Revised: SY 2004-2005