



GENERAL INFORMATION

TITLE Assistant Superintendent for Finance and Operations, CSBO
DEPARTMENT Administration
LICENSURE Professional Educator License (PEL)
ENDORSEMENT School Business Official
CLASSIFICATION Certified
FLSA STATUS Exempt
REPORTS TO Superintendent
SUPERVISORY RESPONSIBILITIES Director of Building and Grounds, Assistant Business Manager, Payroll Coordinator, Business Office Specialist, Benefits Specialist, Administrative Assistant – Business Services, Administrative Assistant – Accounts Payable
PRIOR EXPERIENCE Full/part-time experience as a teacher or certified employment in an educational setting
EVALUATION Evaluated by the Superintendent and/or other certified evaluators using the agreed upon evaluation tool. This includes formal observation of job performance, inclusion of informal observation data, an artifact file, student growth measures, and other sources of data. The evaluation cycle for the Assistant Superintendent for Finance and Operations shall be one school year.

JOB GOAL

Under general supervision, the employee assists the Superintendent in the fiscal administration, organization, safety, supervision and educational leadership of the District.

MAJOR DUTIES & PERFORMANCE RESPONSIBILITIES

The criterion indicated below are intended to describe various types of work that may be performed. The exclusion of specific responsibilities does not prohibit them if the work is similar, related, or a logical task of the position.

PERFORMANCE RESPONSIBILITIES:

- Directs the fiscal planning and budgeting process by the preparation of the legal budget and by monitoring the district’s performance against the budgetary plan. Prepares the district’s revenue and expenditure budgets.
- Coordinates the tasks of business record keeping and the operations of business services including payroll, benefit programs, accounts payable, accounts receivable, budgetary reports, student fees, student activity funds, and related management information and data processing systems.
- Reviews and directs the various data processing aspects that relate to the operations of the district.
- Conducts the duties of Treasurer as provided by Board Policy and statutes, which include care and custody of all district funds and securities and all fiduciary responsibilities of the district.
- Administers all areas of procurement involving bidding for and/or purchasing of supplies and equipment for use within the district.
- Directs the district’s capital equipment acquisition and planning process, as well as all major capital projects, including the financing of same.
- Directs the district’s transportation services by evaluating alternatives for providing transportation, monitoring contracts with transportation companies, and directing the general administration of transportation-related matters.
- Administers the district’s insurance programs, both those paid by district monies as well as those paid by contributions from individual employees or students. Serves as district representative in all insurance cooperative.
- Represents the Board’s management team in collective bargaining negotiations with the District’s collective bargaining groups, and prepares detailed staff cost information as needed in such negotiation processes.
- Administers contract compliance with provisions of the collective bargaining agreements.
- Acts as the district’s primary representative in matters dealing with lawsuits and state/federal investigations.
- Consults with employees anticipating retirement benefits through TRS, IMRF or FICA and serves as resource for retirement planning for all employee groups as requested.
- Participates in hiring decisions for certified and non-certified personnel, as needed.

- Collaborates with legislative and professional associations regarding significant educational issues at the local, state and national levels.
- Oversees the Building & Grounds Department in the legal, contractual, and operational functions relating to all facilities, including the work of all outside consultants.
- Oversees the District's technology operations in legal, contractual, and operational functions, including the work of all outside consultants.
- Prepares annual long and short-range enrollment and financial forecasts for the district.
- Completes special projects as assigned by the Superintendent.
- Attends Board meetings and prepares such reports for the Board as the Superintendent may request.
- Perform all other duties and responsibilities as required by the Board and Superintendent.

MENTAL DEMANDS

Knowledge

The employee must have foundational knowledge of best practices in school business, finance and operations and maintenance.

Ability

The employee shall evaluate the district's financial condition and lead, plan, develop, and implement, deliver, and evaluate appropriate financial controls; identify and remediate deficiencies in collaboration with the Superintendent and Board of Education; engage in the collaborative dialogue with peers; maintain records and prepare reports; communicate effectively both orally and in writing; read, interpret, apply, and explain policies and procedures; meet the requirements of state and federal regulations and time lines; take professional initiative; plan and organize work independently; develop effective staff development; read a variety of materials; efficiently employ differentiated leadership methods; learn new methods of leadership through ongoing professional development; ability to work cooperatively and effectively with other certified and non-certified personnel, parents, and community members.

Education/Preparation

The employee shall possess the equivalent of a Master's Degree with a Chief School Business Official license through the State of Illinois; completion of a leadership preparation program through an accredited university or college; successful completion of State proficiency exams.

Reasoning

The employee must have the ability to solve complex problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to handle or feel materials. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The employee shall possess personal computing skills with the following types of software; web browsers, word processing, spreadsheet, and databases and student database systems. The employee shall use board approved resources, technology, and assistive technology. While performing the duties of this job, the employee may work in a building setting with children, works in outdoor weather conditions, and is subject to noises associated with both an educational environment and other setting such as the gymnasium, lunchroom, LMC, busses, traffic coordination, and construction noises..

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.

REVIEWED/REVISED

- June 9, 2014