

Job title: Assistant Superintendent of Business Services

Date: 7/8/2024

Classification: Full-time, Exempt

Number of working days: 250

Supervisor: Superintendent

Salary/rate of pay: On the Assistant Superintendent of Business Services pay scale



Benefits: Sick, paid holidays, 403(b) and 457 retirement plans through CalSTRS Pension2, childcare in Club M (subject to availability, application fees apply), and wellness resources. For Full-time positions: medical, dental, vision, and a basic life policy.

Summary/Objective: The Assistant Superintendent of Business Services is a key leadership role responsible for overseeing the financial, operational, and administrative functions of the organization. This individual ensures that all business operations align with the school's mission, vision, and strategic goals, promoting fiscal responsibility, operational efficiency, and compliance with all relevant regulations.

Essential Functions

- **Financial Management**
 - Collaborates with Superintendent, Directors, Principals, and Governing Board in the development and management of the annual budget
 - Monitor financial performance, ensuring effective control over income, expenditure, and investments, with support of the Superintendent, Directors, and Principals.
 - Proactively monitors budget projections and strategically facilitates multi-year budget planning
 - Oversee financial reporting, including preparation of monthly, quarterly, and annual financial statements.
 - Coordinate audits and ensure compliance with federal, state, and local financial regulations.
- **Operations Management**
 - Supervise the operations team, including human resources, data management, and accounts payable, technology/facilities, and development.
 - Ensure that all operational functions support the academic mission and enhance the learning environment.
 - Develop and implement policies and procedures to improve operational efficiency and effectiveness.
- **Strategic Planning**
 - Assist in the development and implementation of the school network's strategic plan.
 - Provides leadership and coaching in the development of long-term financial and operational plans
 - Analyze trends and forecast future financial and operational needs.
- **Compliance and Risk Management**
 - Ensure compliance with all federal, state, and local regulations related to finance, operations, and human resources.
 - Develop and implement risk management strategies to mitigate potential risks.
 - Oversee insurance programs and ensure adequate coverage for all aspects of the school network's operations.

- **Communication and Collaboration**

- Serve as a liaison between the business operations and the academic leadership team.
- Communicate effectively with the Board of Directors, staff, parents, and all educational partners.
- Foster a collaborative culture that supports the overall goals of the school network.

Supervisory Responsibilities: Will have direct reports. Oversees the following departments: Account Payable, Data Management, Human Resources, Technology and Facilities, and the Director of Development.

Work Environment

- **Environment:** This role often works in an office and sometimes in classroom environments. The noise level in the office environment is generally quiet with occasional exposure to noise and heat/cold. Classroom environments may include noise and student/staff interactions.
- **Continuity:** The employee may be subjected to frequent interruption, along with consistent and changing deadlines.
- **Collaboration:** Regular interaction and collaboration with admin team, principals, teachers, teaching assistants, and all other staff.

Physical Demands

The role of the Assistant Superintendent of Business Services involves various physical demands due to the nature of working with students. These demands may include:

- Frequently requires sitting, walking, and standing.
- Frequently requires use of hands to finger, handle, feel, grasp, and reach
- Frequently required to talk and hear
- Frequently requires the employee to read paper and electronic documents
- Frequently required to lift and/or carry objects up to 20 pounds and occasionally lift objects up to 50 pounds

Position Type and Expected Hours of Work: This position is full-time, working Monday through Friday.

Travel: Frequent, between our seven campus locations and our central administration building. Adherence to CMP's Motor Use Vehicle policy.

Preferred Education and Experience

- 5+ years of experience in a senior financial or operational management role, preferably in an educational setting.
- Proven track record of successful financial and operational management.
- Strong understanding of public charter school operations and regulations.
- Excellent leadership, organizational, and communication skills.
- Ability to analyze complex financial and operational data and make informed decisions.
- Commitment to the mission and vision of the public charter school network.

Desired Competencies

- Strategic Thinking: Ability to develop and implement long-term strategic plans.
- Financial Acumen: Strong knowledge of financial management principles and practices.
- Operational Excellence: Proven experience in managing and improving operational processes.
- Leadership: Ability to inspire and lead a diverse team towards common goals.
- Collaboration: Strong interpersonal skills and ability to work effectively with various stakeholders.

Affirmative Action Plan/Equal Employment Opportunity AAP/EEO Statement: It is the policy of California Montessori Project to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities.

Other Duties Disclaimer: Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.

Employee Signature: _____ **Date:** _____