

JOB TITLE: ASSISTANT SUPERINTENDENT - BUSINESS

QUALIFICATIONS:

1. Successful experience in teaching and school administration
2. Education Specialist's Degree; Doctorate preferred
3. Appropriate Missouri Administrative Certification
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Superintendent

SUPERVISES:

1. Transportation
2. Maintenance/Building Maintenance and Grounds
3. Food Service
4. Technology
5. Nurses

JOB GOAL: To assist 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.

PERFORMANCE RESPONSIBILITIES:

1. Extensive knowledge of bidding procedures, transportation planning, maintenance and operations, food service operations.
2. Ability to analyze, plan, organize and administer the District's business affairs.
3. Ability to develop short and long-range plans and effectively organize and administer District support operations.
4. Develops and implements financial plans of action that assure compliance with district regulations and procedures, as well as State and Federal law.
5. 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.
6. Develops a comprehensive plan for the maintenance and renewal of District facilities.
7. Assures that all bidding and business affairs are conducted in a legal and professional manner.
8. Responsible for development and implementation of comprehensive plans for Pupil Transportation, Procurement, Maintenance and Operations, and Business Services.
9. Responsible for recommendation and planning of Bond and Override Elections that should be conducted to meet District facilities and programmatic needs.
10. Responsible for developing and administering the District's insurance programs.
11. Preparation and presentation of all Business Services agenda items to the Board
12. Shall be responsible for administering the District rental of facilities program.

13. Shall assure that expenditures within areas of supervision do not exceed approved budget amounts.
14. Shall periodically meet with appropriate staff to review the status of the budget.
15. Shall work with architects and engineers to develop District new construction and remodeling plans.
16. Shall supervise purchasing and see that quotes, bids and RFP's are prepared and released according to State Statutes and District Policy.
17. 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.
18. Shall sign purchase orders, vouchers and contracts as allowed by Board Policy and State Statutes.
19. Shall see that all business-related contracts are fulfilled.
20. Shall provide for effective copy machines for district and schools.
21. Shall keep the Board and Administration aware of property insurance liability and damage to district property.
22. Maintains confidentiality unquestionable integrity.
23. Maintains regular attendance.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Signed:_____ Date:_____
(Assistant Superintendent – Business)

Signed:_____ Date:_____
(Superintendent)