

## **MANAGEMENT JOB DESCRIPTION**

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# **ASSISTANT SUPERINTENDENT FOR BUSINESS SERVICES AND SUPPORT**

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### **JOB SUMMARY:**

Under the direction of the Superintendent, plans, organizes, and administers the successful implementation of the business operations of the District; assures the District is financially stable; contributes to the strategic direction of the District in carrying out the District's Shared Vision and Values, goals, and objectives; and supervises and evaluates the performance of assigned personnel. Serves as an Executive Cabinet member and Superintendent designee.

### **ESSENTIAL JOB FUNCTIONS:**

- Establishes business procedures to support the educational program.
- Presents periodic financial reports to the Board of Education through the Superintendent of Schools.
- Oversees Director of Purchasing, Publications & Warehouse and purchasing, distribution of school supplies and equipment, and publication services.
- Oversees Director of Information Technology and computer/technology services.
- Oversees Director of Child Nutrition Services and school lunch program.
- Oversees Director of Transportation and transportation services.
- Oversees Director of Maintenance & Operations and the facilities, maintenance, and operations program.
- Prepares the annual District budget and maintains budget control at all District sites.
- Provides data for the preparation of federal and state program applications.
- Oversees the school facilities construction program.
- Negotiates site purchases and develops alternatives for financing facilities as needed.
- Coordinates the analyses of sites, the acquisitions of properties, and the developments of designs and plans for the purpose of carrying out the District's facilities master plan.
- Analyzes the impact of new development on the District for the purpose of projecting future facilities and student and technology needs.
- Leads Budget Advisory Committee meetings.
- Oversees preparation of warrants for payrolls and contingencies.
- Participates in collective bargaining process with employee groups.
- Evaluates the performance of immediate subordinates.
- Performs other duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- **Training and Experience:**

Graduation from a recognized college or university with major coursework in business, public, or school administration. Advanced degree desirable. Progressively responsible experience in management, including public school business administration.

*Cabinet Salary Schedule*

*BOARD APPROVED: 05/22/24*