

## Assistant Superintendent of Finance and Operations

<b>DEPARTMENT:</b>	Finance / Administration	<b>REPORTS TO:</b>	Superintendent
<b>WORK SCHEDULE:</b>	12 months	<b>COMPENSATION:</b>	Administrative Salary Schedule
<b>FULL/PART TIME:</b>	Full time	<b>FLSA STATUS:</b>	Exempt

### Position Description

Oversee and manage the Kirkwood School District budget and all district assets. Supervise accounting functions (purchasing, accounts payable and receivable, payroll, workers compensation, and financial reporting) as well as the employees in the finance office. Maintain responsibility for all aspects of, including supervision of department directors, the district's food service, custodial services, safety and security, and facilities and grounds maintenance.

Engage in a high level of internal and external customer interaction, serving as an official representative of the district with employees, the board of education, and community members. Develop partnerships with key stakeholders, understand their needs, and gather information to make strategic decisions, making a direct impact on staff, students, and community. Recommend ideas for the development of district goals, interpret and/or clarify district goals to all stakeholders, implement district goals, and assist in the assessment of district goals. Regularly involves sharing critical or sensitive information with others.

Task Title	Essential Job Functions	Percent of Time Spent
Financial Oversight	<ul style="list-style-type: none"> <li>● Oversee the finances of the district, including purchasing, revenue, payroll, cash and investments, debt, compliance, financial reporting, audits, tax rates, etc.               <ul style="list-style-type: none"> <li>○ Develop, monitor, analyze and maintain the district budget in all major revenue and expenditure areas.</li> <li>○ Prepare recommendations for the administration of the district budget, financial policies and procedures, tax rate information for residents, financial reports, audit findings, and construction reports for the board of education</li> <li>○ Make decisions and recommendations to optimize district revenues.</li> <li>○ Ensure district bills are paid from the appropriate budget accounts.</li> <li>○ Manage district bond issues.</li> <li>○ Develop long-range financial projections extending to five years.</li> <li>○ Identify various indicators of the financial posture of the district and compare them with other relevant districts.</li> </ul> </li> <li>● Manage District assets               <ul style="list-style-type: none"> <li>○ Oversee the purchasing process of materials and equipment for the district.</li> </ul> </li> <li>● Advise the superintendent, board of education and the community on the financial affairs of the district. Attend all board of education meetings and relevant workshops.</li> </ul>	60%

	<ul style="list-style-type: none"> <li>• Manage the Budget and Finance Committee to ensure community participation, involvement and “buy-in.”</li> <li>• Serve on the district’s salary discussions team.</li> <li>• Serve as the district representative for district construction and serve as treasurer for the district.</li> </ul>	
Building and Grounds Oversight	<ul style="list-style-type: none"> <li>• Oversee the Director of Buildings &amp; Grounds, including maintenance, custodial, new construction, etc.</li> <li>• Responsible for facility rentals inclusive of rental rates, accommodations, reservations, set up, and cancellations; manage district insurance, including property, liability and workers’ compensation.</li> <li>• Supervise acquisition, sale and disposal of district property, equipment and supplies.</li> <li>• Oversee department operations inclusive of accepting bids for jobs, supervision of personnel, budgetary needs, and hiring, dismissal, and terminations of personnel.</li> </ul>	15%
Safety and Security Oversight	<ul style="list-style-type: none"> <li>• Oversee the Director of Safety &amp; Security, including student and staff safety, bus transportation, etc.</li> <li>• Oversee department operations inclusive of accepting bids for jobs, supervision of personnel, budgetary needs, and hiring, dismissal, and terminations of personnel.</li> </ul>	15%
Food Service Oversight	<ul style="list-style-type: none"> <li>• Oversee the Director of Food Services.</li> <li>• Ensure compliance with the National School Lunch &amp; Breakfast program.</li> <li>• Oversee department operations inclusive of accepting bids for jobs, supervision of personnel, budgetary needs, and hiring, dismissal, and terminations of personnel.</li> </ul>	10%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

**Supervisory Responsibilities**

- **Supervisory Responsibility:** Single department
- **Supervisory Activities:** Budgeting, Developing or coaching, Directing, Disciplining, Evaluating Performance, Hiring, Investigating, Orienting or Onboarding, Promoting, Scheduling, Terminating, Training, Approving timecards or time off requests,
- **Budget Signing Authority:** Entire school district budget
- **Decision-making Authority:** Decisions impact the entire district

**Qualifications**

**Required**

- **Education:** Master's degree in educational administration from an accredited college or university
- **Licensure:** Missouri teaching and administrative certificate
- **Previous Work-Related Experience:** Five or more years of experience in education required
- Valid Missouri Driver’s License

## Preferred

- Previous finance team or department management experience
- Public finance and budgeting experience

## Knowledge & Skills

### Knowledge

- **Basic:**
  - Health Services: Treating and preventing disease and improving and preserving physical and mental health and well-being.
  - Food production: Techniques and equipment for preparing food, including storage/handling techniques.
  - Machines/tools (Custodial/Grounds/Maintenance): Machines and tools, including their uses, repair, and maintenance.
  - Skilled trades and construction: Materials, methods, and the tools involved in the construction or repair of buildings or other structures.
- **Intermediate:**
  - Communications and Public Relations, Crisis Response and Planning
  - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
- **Advanced:**
  - Administrative: Administrative and office procedures, functions and basic office tasks.
  - Computers/IT: Electronic equipment, and computer hardware and software, including social media applications and tools for communications and marketing.
  - Human Resources: Principles and procedures for staff recruitment, selection, training, compensation and benefits, labor relations, and HR information systems.
- **Expert:**
  - Accounting: Accounting principles, practices, and the analysis and reporting of financial data
  - Customer and personal service: Principles and processes for providing customer and personal services.
  - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
  - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
  - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.

### Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Active Learning, Active Listening, Critical Thinking, Management of Financial Resources, Mathematics, Reading Comprehension, Speaking, Time Management, Writing,
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Complex Problem Solving, Coordination, Instructing, Judgement/Decision-Making, Management of Material Resources, Management of Personnel Resources, Monitoring, Persuasion, Service Orientation, Social Perceptiveness
- **Occasionally (Up to 2.5 hours or 32% of the day):** Learning Strategies, Negotiation, Systems Analysis, Systems Evaluation, Technology Design

- **Rarely (Less than 1 hour or 12% of the day):** Equipment Maintenance, Equipment Selection, Science, Troubleshooting

## Working Conditions

### Physical Demands

- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Sitting, Finger Dexterity, Reaching, Hearing,
- **Occasionally (Up to 2.5 hours or 32% of the day):** Standing, Walking, Multi-limb coordination, Repetitive motion, Color Vision
- **Rarely (Less than 1 hour or 12% of the day):** Crawling, Crouching/Kneeling, Balancing, Carrying/Lifting, Climbing, Pulling/Pushing

### Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

### Work Type/Physical Demands

- *Sedentary work:* Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

### Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

## EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: 2025-6-23