



HIGHLAND SCHOOL DISTRICT NO. 203

P.O. BOX 38 – 17000 SUMMITVIEW ROAD
COWICHE, WASHINGTON 98923
(509) 678-8630 FAX (509) 678-4177

Superintendent
Mindy Schultz
School Board
David Barnes
Lupita Flores
Kerry Jones
Carlos López
Cindy Reed

December 12, 2025

Highland School District is accepting applications for the following position:
EXECUTIVE DIRECTOR OF BUSINESS & OPERATIONS

Purpose Statement:

The Executive Director of Business & Operations is responsible for the administration of the overall financial and business operations of the district. The Executive Director advises the Superintendent regarding fiscal and operations management issues and plays a critical role in budget development, bargaining strategy, financial planning, and analyzing District program expenditures to ensure fiscal and budget integrity. This position provides leadership and direct supervision to Operations Directors (Transportation, Technology, Food Service, and Facilities), overseeing district operational departments to ensure effective management, regulatory compliance, and strong support for overall district operations.

Essential Functions Include:

- Responsible for annual budget development processes, administration, and long-range financial planning for the district, including developing, implementing, and facilitating processes for establishing baseline and comparative data, assessing needs, gathering input, analyzing options, creating scenarios, facilitating discussions, presenting drafts, soliciting feedback, presenting proposals, and getting approvals.
- Regularly attends school board meetings to provide business and financial updates.
- Participates as a member of the Superintendent's Cabinet
- Advises the Superintendent's Cabinet on all fiscal matters, providing feedback and keeping the Superintendent informed.
- Assists the Superintendent's Cabinet in the development of business policies, procedures, and programs to improve efficiency and service and to ensure clear guidance to staff, effective communication to the community, and compliance with local, state, and federal laws.
- Administers the District's financial program within Federal, State and County legal requirements and budget limitations; assures timely and accurate financial reporting; assures proper internal controls, audit documentation and records maintenance.
- Aligns resources with District goals and priorities through budget development and management.
- Manages the finance and business function of the district including accounting, payroll, purchasing, accounts payable, accounts receivable, revenue, expenditure, and internal audit systems for all funds.
- Directs the review of all business-related contracts to ensure compliance of District and legal guidelines.
- Prepares a wide variety of documentation (e.g., financial reports, bonds, fiscal budget, program results) for the purpose of providing written support and/or conveying accurate and timely information to the Superintendent, Board, and other District personnel.
- Presents information (e.g., services, regulations, financial changes) to the Superintendent, District staff, Board and public for the purpose of conveying financial services information.
- Directs and coordinates compilation, analysis, and consolidation of budget information; assures proper budgetary controls and transfer of funds to accomplish approved financial objectives; administers and directs the program of accounting for District funds.
- Directs, evaluates, supervises and provides oversight/leadership to assigned personnel to ensure effective delivery of services to schools, departments, and the community; conducts performance appraisals, makes recommendations for appropriate employment actions and promotes professional growth for employees.
- Provides direct supervision and evaluation of Operations Directors ensuring alignment with district goals, performance expectations, and continuous improvement practices.
- Supports Operations Directors in fulfilling state and federal reporting requirements, offering guidance on compliance, data accuracy, fiscal accountability, and timely submission of mandated reports.

- Collaborates with Operations Directors to manage departmental operations, including budget oversight, problem-solving, conflict resolution, and implementation of efficient systems that promote safe, effective, and student-centered services.
- Leads and/or facilitates District committees pertaining to areas of responsibility, including levy and/or bond committees.
- Establishes collaborative working relationships with school site administration and staff.
- Serves as a member of the District Leadership Team facilitating transformational work to promote academic achievement, community engagement, service to school, and an ethical and accountable organization.
- Administers and interprets statutes, regulations, and policies concerned with the responsibilities of business and finance and other areas of oversight.
- Leads studies on enrollment, staff projections, staff utilization, and budgeting needs for personnel.
- Manages District staffing allocations through the budget process to ensure adequate position controls are in place. Collaborates with others to develop and seamlessly implement position control.
- Assists the Superintendent and staff to analyze financial and educational issues and develops solutions to problems, which improves daily operations.
- Assists with the development of levy and bond issues by providing financial information to the Superintendent and developing processes, information and materials related to bonds and levies.
- Oversees and coordinates matters pertaining to bond sales and post-bond issuance requirements.
- Monitors financial changes (e.g., tax levies, rates) for the purpose of calculating District needs and/or impacts.
- Performs other duties related to the above in scope and function as required and assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Qualifications:

Education and Experience:

Bachelor's degree in Accounting, Business or Public administration or three years increasingly responsible professional experience in business administration, education administration, public administration, or management; or any combination of experience and training provides the applicant with the knowledge, skills, and ability required to perform the work.

Skills, Knowledge, and/or Abilities Required:

- Knowledge of current school district accounting and payroll rules and practices.
- Knowledge of federal and state rules and regulations applicable to finance, accounting, and payroll.
- Knowledge of fixed assets and purchasing procedures.
- Knowledge of state and federal statutory requirements relating to school finance and budgeting.
- Knowledge of the district's policies and procedures related to business, finance, and operations.
- Knowledge of functions, activities and fiscal requirements of all departments and units of the district.
- Demonstrated skills in problem solving and mediation of conflict.
- Demonstrated skills in the effective management of people and programs.
- Demonstrated ability to apply technical knowledge to a variety of complex issues.
- Demonstrated ability to develop and implement accounting methods, and procedures.
- Demonstrated ability to prepare and submit written and oral reports relative to fiscal conditions of the school district in an effective manner.
- Demonstrated ability to use various business personal computer applications proficiently (e.g., word processing, spreadsheets, databases, presentation software).
- Demonstrated ability to use various school-related platforms proficiently (e.g., Skyward, Qmlativ, EGMS)
- Demonstrated ability to communicate effectively to a variety of constituents both orally and in writing.
- Demonstrated ability to resolve conflicts and deal with impatient or angry and distraught vendors, employees, and community members.
- Demonstrated ability to establish and maintain effective working relationships with a variety of people in a multi-cultural, diverse socio-economic setting.
- Demonstrated skills in promoting a strong customer service orientation.

Skills to manage personnel and services; communicate effectively; apply financial codes, policies, and regulations; prepare financial plans and develop district budgets; analyze financial data; prepare cost benefit analysis; problem solve.

Knowledge of Washington education codes, state funding system; basic budget and accounting practices; District policies; financial systems and related terminology; enrollment projection methods; tax law for schools/business; contract requirements and specifications.

SALARY & BENEFITS: Annual Salary: \$135,000.00 - \$155,000.00

Healthcare Benefits (SEBB): (All employees who work 630 hours per school year are eligible)

- Insurance: Medical, Dental, Vision, Basic Life, Accidental Death & Dismemberment, Long-Term Disability
- L & I: Self-insured plan to cover employees for injuries/accidents incurred on the job

Additional Benefits:

- Employer contribution to Health Reimbursement Arrangement VEBA plan
- Washington State Retirement System Pension
- Voluntary Deferred Compensation Plans
- Paid Sick Leave-12 days annually
- Paid Personal Leave
- Supportive Staff Development Opportunities

CLOSING DATE: Open until filled

QUALIFIED CANDIDATES: Information and application are available on our website at <https://www.highland.wednet.edu/departments/employment/job-openings> or: [FastTrack \(wa-k12.net\)](https://www.fasttrack.wa-k12.net) or by calling the District Office at (509) 678-8631.

Employment will be contingent on signing of the Washington State Sexual Misconduct Disclosure Release as well as successful completion of the WSP and FBI fingerprint screening required under 28A.400 RCW, if applicable.

Non-Discrimination Statement

The Highland School District complies with all federal and state rules and regulations and does not discriminate on the basis of any protected class as defined by law. The Highland School District complies with all federal and state rules and regulations and does not discriminate on the basis of any protected class as defined by law. This holds true for all district employment and opportunities. Highland School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age (40 or older), marital status, honorably discharged veteran or military status, sexual orientation, gender expression or identity, non-job related sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or any other legally protected status, condition or characteristic, except where a bona fide qualification disqualifies an individual, and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational and/or extracurricular school activities as well. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator and Compliance Coordinator (RCW 28A.640/28A.642): Brandon Jensen, Tieton Elementary School Principal, 711 Franklin Rd, Tieton, WA 98947, telephone 509-678-8900, e-mail- bjensen@highland.wednet.edu. Section 504/ADA coordinator: Courtney Sund, Director of Special Education, SEL and Inclusionary Practices, 17000 Summitview Rd, Cowiche, WA 98923, telephone 509-678-8772, e-mail- csund@highland.wednet.edu. Harassment, Intimidation, Bullying (HIB) Coordinator: Don Strother, Highland Middle School Principal, 17000 Summitview Rd, Cowiche, WA 98923, telephone 509-678-8870, email- dstrother@highland.wednet.edu. The Highland School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact Kirsten Lenz, Highland School District Language Liaison.