Adams 12 Five Star Schools

Job Description
Prepared/Revised: **February 2026**

Job Title: **Executive Director, Business Services**
Job Family: **Non-Certified Administrative**
Pay Program: **Administrative**
Work Year: **12 months**

Job Code: **5086**
FLSA Status: **Exempt - E**
Pay Range: **L21**

SUMMARY: Responsible for ensuring the success of Business Services' strategic initiatives, aligning critical Business Services functions, and processes that engage multiple divisions under the direction of the Chief Operating Officer. Responsible for the health of key processes managed by Business Services impacting multiple divisions of Adams 12 Five Star Schools. Strategic initiatives typically feature highly visible, complex, long-term projects involving multiple stakeholder groups in process improvement, change management, business transformation, and customer satisfaction. Executes the duties and responsibilities identified in the Board of Education operating limitations during the Chief Operating Officer's absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Support Chief Operating Officer with management, supervision and leadership across the Business Service division and its departments. Provides direction and guidance across all departments of Business Services staff to ensure success in mission critical, complex projects involving multiple stakeholder groups across multiple divisions.	D	30%
2. Meets with district team members and process stakeholders from multiple divisions regularly to provide leadership of Business Services initiatives, support district wide initiatives and build partnerships to assure coordination and synergy throughout all District operations.	D	20%
3. Leads process improvement, change management, business transformation, and customer satisfaction to achieve district and division goals. Lead large-scale projects that require management, support, collaboration and coordination across multiple divisions and multiple stakeholder groups.	W	20%
4. Provide technical expertise, information and assistance to the Business Services Directors and Chief Operating Officer regarding assigned functions; assist in the formulation and development of budgets, policies, procedures, and programs; advise of unusual trends or problems and recommend appropriate corrective action; maintain constant communication and contact concerning the day-to-day of Business Services operations.	D	15%
5. Collaborate with the Chief Operating Officer and other senior staff in strategic planning, engagement and problem resolution of complex issues and needs. Assists in accurate and timely data collection for reporting to the Superintendent, Board of Education, and others.	M	10%
6. Perform other duties as assigned	Ongoing	5%
	TOTAL	**100%**

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in business administration or related field.
- Five (5) or more years of experience in an administrative capacity within a large and complex business, government, or education organization.
- Master's degree in related fields preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver's license.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

● Ability to frequently travel among district facility locations.
● Ability to stay current with district policy, standards, and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
● Advanced skills in personnel management, budget development, conflict resolution, organizational and planning, specification writing, procurement, report writing information analysis, strategic planning, marketing.
● Able to provide reports to the chief operating officer.
● Ability to organize, assign, direct and inspect work of subordinates and exercise good judgment in evaluating situations and making decisions.
● Ability to understand and implement federal, state, local requirements.
● Possess ability to speak before large and small groups and organizations.
● Ability to promote and follow Board of Education policies, District policies, building, and department procedures.
● Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to stay current with district policy, standards, and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information.

● Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

● Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
● Operating knowledge of and experience with personal computers and peripherals.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Operating Officer	3075

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:			
	Business Services Directors	3-4	Various

Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training, and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for adjusting staffing and resources at the central office and the sites to keep the departments within budget.
- Initiate requisitions.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environmental factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste				X
Smell				X

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions	X			
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	