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Position Description

Position Title:	Deputy Superintendent
Department / Location:	Administration Office
Reports to:	Superintendent
Employees Supervised:	Business Services Department, Human Resources Department, Director of Buildings & Grounds, Director of School Nutrition , , Business Services / HR Administrative Assistant/Receptionist
Classification:	Exempt
Status:	12 month
Created / Revised:	February 2025 / June 3, 2026
Board Approved:	August 11, 2026

Job Purpose

This position provides leadership, assistance, and support to business and operational staff. Administer finance and operational affairs of the District to provide the best possible educational services with the financial resources available. Works closely with other administrators, Board of Education, teachers, support personnel, parents, community members and business / non-profit partners.

Essential Functions and Responsibilities

SUPERVISION

- A. Has overall responsibility for Finance and Human Resources staff.
- B. Recruits and hires Finance and Human Resources staff.
- C. Supervises and evaluates staff who provide Finance and Human Resource Services.
- D. Employees Supervised:
 - 1. Business Services Department
 - 2. Human Resources Department
 - 3. Director of Buildings & Grounds
 - 4. Director of Food Services
 - 5. Administrative Assistant

ORGANIZATIONAL LEADERSHIP

- A. Provide leadership, direction, and counsel to the central office administrators to ensure students and staff have the resources necessary to be successful.

- B. Analyze critical needs in assigned areas and work collaboratively to design, implement, refine, and evaluate assigned programs and policy for continuous improvement.
- C. Advise and provide information to the Superintendent's staff, Board of Education, district administrators and others, as necessary.

ORGANIZATIONAL PLANNING

- A. Advise the Superintendent on matters related to the implementation of the strategic plan, policy and practice related to Board goals and other assigned functions/departments.
- B. Design budgets, staff development, policy and practice that aligns with the pillars of the strategic plan and Board goals.

COMMUNICATIONS

- A. Communicates the objectives and programs of assigned functions / departments to the Board, administration, staff, families, and the public.
- B. Communicates with various state / federal offices and / or agencies in relevant areas of responsibility.

GENERAL MANAGEMENT

- A. Serve as designee to the Superintendent in select matters involving student, staff and / or parents.
- B. Serve as Chief Financial Officer for the district.
- C. Serve as Chief Operating Officer for non-instructional operations.
- D. Supervise and/or manage all financial / non-instructional operational matters of the District.

FINANCIAL PLANNING & BUDGET MANAGEMENT

- A. Works with the Superintendent to develop a budget calendar.
- B. Prepares and oversees the annual District budget.
- C. Assures sufficient cash is available to meet district financial obligations.
- D. Assure availability of finance resources and service as needed.
- E. Develops long-range capital budgets.
- F. Advises Board on the short-term and long-term fiscal implications of budget decisions and recognizes and explains internal and external influences on the budget.
- G. Presents budget at Annual Meeting.
- H. Prepares reports to the Superintendent and Board concerning the status of all District budget accounts.
- I. Uses multiple approaches to determine reliable enrollment and personnel projections.
- J. Applies the legal requirements for budget adoption including necessary / required postings etc.
- K. Communicates the relationship between programs, revenues, and appropriations of the school district to the stakeholders.
- L. Develops multi-year budgets forecasts for the Superintendent and the Board.
- M. Develops a financial model to monitor a school district's financial health.
- N. Analyzes comparable data of other school districts.

FINANCIAL SERVICES

- A. Supervise and/or manage Accounting & Reporting, Accounts Payable and Accounts Receivable, Federal and State Grants Accounting.
- B. Secure an external auditor.
- C. Purchasing and Materials Management
 - a. Develops and implements an integrated purchasing process that complies with all government regulations.
 - b. Adheres to a strict code of purchasing and procurement ethics.

- c. Administer District purchasing program to assure materials are ordered, placed in service, and paid for in accordance with Board policy (e.g. – requisitions, purchase orders, etc.).
- d. Develops and implements a program for the effective current and long-range acquisition, maintenance, repair of equipment.
- e. Prepare and/or supervise preparation of bids and specifications as needed.
- f. Develops and implements a system for the proper valuation, classification, and depreciation of fixed assets.
- g. Develops and implements a system to adequately control and account for capital assets.
- D. Cash Management, Investments, and Debt Management Supervise and/or manage
 - a. Administer District's investment program.
 - b. Administer short-term and long-term debt, in accordance with Board policies and state/federal regulations.
 - c. With District Administrator, recommends professional advisors/contractors such as bond counsel, rating agencies, financial advisors, and underwriters
 - d. Develops and recommends investment policies to include investment objectives such as maximizing investment income and preserving the investment principal.
 - e. Develops specifications for the selection of banking and other financial services.
 - f. Applies various methods of cash forecasting.
 - g. Applies appropriate types of short-term debt financing instruments available to school districts.
 - h. Analyzes the legal constraints and methods of issuing long-term general obligation bonds, including the bond rating process and the role of the bonding attorney and rating services.
 - i. Analyzes the implications of arbitrage rules that may apply to the issuance of
- E. Long-term general obligation bonds; provide for arbitrage payable when appropriate.
 - a. Prepares a cash flow analysis, including a fund balance report, for the board of education.

OPERATIONS

- A. Insurance & Risk Management
 - a. Determine risk management needs of the district.
 - b. Employ insurance consultant to assist the district in risk management needs.
 - c. Maintain and update the implementation of a district-wide safety program.
 - d. Maintain district-wide security and emergency management plan.
 - e. Coordinate district security operations, when applicable.
 - f. Adhere to legal requirements for insurance coverage.
 - g. Maintain district's property and liability, fleet, loss, errors, and omissions. unemployment, workers' compensation, and student accident insurance.
 - h. Assess current insurance coverage and recommend any changes consistent with district needs.
 - i. File insurance claims when appropriate.
- B. Human Resource Management: Supervise and/or manage all human resources related matters of the District
 - a. Act in accordance with federal and state constitutional provisions, statutory and case law, regulatory applications toward education, local rules, procedures, and directives governing human resource management.
 - b. Administration of employee contracts, benefits, and financial accounts.
 - c. Prepare job descriptions and evaluation instruments of personnel.
 - d. Provide appropriate staff development to improve the performance of all staff members.
 - e. Maintain records of supervision / evaluation of staff.
 - f. Select and maintain approved vendors for 403b and 457 plans.

- g. Select and maintain approved vendors for Section 125 plans.
- h. Develop, design, implement, and communicate benefit plans (health, dental, vision, life and LTD insurance including fully insured vs self-funded plans.
- i. Comply with federal labor laws, including FMLA.
- j. Apply the legal requirements for personnel selection, development, retention, and dismissal.
- k. Development, design, implementation, and communication of compensation plans.
- l. Monitor staff-to-student ratios.
- m. Provide wellness management.
- n. Develop total compensation packages.
- C. Payroll Management: Supervise and/or manage all payroll related matters of the District
 - a. Learn, maintain, evaluate, and update payroll system.
 - b. Develop a schedule of salary payments and process payroll accordingly.
 - c. Communicate payroll information to staff.
 - d. Prepare payroll deductions and corresponding deposits and reports in a timely manner and in accordance with legal and regulatory requirements such as TSAs, Section 125 plans, state and federal taxes and Wisconsin Retirement.
 - e. Ensure compliance with all payroll laws and regulations.
 - f. Maintain salary, leave and absence data.
 - g. Assist in the settlement of base wages with groups, such as teachers and support staff.
 - h. Coordinates the development and management of an appropriate personnel database to provide seamless integration with payroll and other school district functions.
 - i. Manages and continually evaluates the effectiveness of the school district's payroll operations.
 - j. Supervise payroll, employee attendance tracking, employee benefit programs, and personnel administration procedures.
 - k. Maintains accurate records of personnel information (including, but not limited to, absences and leaves).
- D. Facilities Operations & Management: Supervise and/or manage all related matters of the District facilities
 - a. Facilities Planning, Construction & Management
 - b. Maintain a long-term facility improvement plan.
 - c. Analyze financial impact of school facility maintenance and construction program.
 - i. Adhere to the appropriate procurement and contract laws.
 - ii. Adhere to all local, state, and federal facilities regulations (ADA, environmental, architectural, engineering, etc.).
 - iii. Determine school facility needs of the district by utilizing pupil projections, demographic studies, educational requirements, facilities requirements, and financial projections.
 - iv. Coordinate sale and acquisition of real property in accordance with state and federal laws.
 - v. Attain outside professional consultants (project managers, architects) in specialized areas.
 - vi. Prepare a comprehensive plan for the management of school facility maintenance, operations, and security programs including police liaison officers.
 - vii. Monitor the school facility maintenance, operations, and security programs, and adjust as needed.
 - viii. Manage community use of school facilities and generate rental fee invoices.

- ix. Maintain an up-to-date inventory record of property, facilities, furniture, and equipment owned and/or used by the district.
 - x. Assist in planning for facility referendums.
 - xi. Attain, analyze, and recommend bids for construction and management facility projects.
 - xii. Be knowledgeable of sources of alternative revenue (other than debt or tax levies) such as grant revenue to meet facility needs.
- E. Facilities Operations
- a. Evaluate maintenance and custodial staffing needs per facility
 - b. Administer procedures required to keep schools clean, safe, and secure through effective custodial Services and preventive maintenance.
 - i. Maintain energy conservation programs including management of energy consumption and environmental aspects.
 - ii. Determine resource allocation for maintenance and operation.
 - iii. Be able to effectively form partnerships with the private sector to enhance resources available to the district regarding facilities and equipment.
 - iv. Utilize technology to improve facilities through data management.
- F. Food Services: Supervise and/or manage all facility related matters of the District
- a. Administer and monitor food Services operations and adjust as needed.
 - b. Establish procedures for the implementation and operation of the food Services program.
 - c. Adhere to the legal requirements, including local and national government guidelines of the food Services program.
 - d. Ensure the management systems for tracking meals and inventories are in place and identify participant status.
 - e. Ensure compliance with required nutritional value is in place.
 - f. Analyze the methods available for providing food Services and identify and recommend the most beneficial methods for a given situation (i.e., Ala carte, etc.).
 - g. Interface with nutrition and regulatory agencies relative to planning, conduct, and reporting of catering Services programs within the school
 - h. Ensure effective cash handling procedures and internal controls.
 - i. Manage and control inventories and procurement.
- G. Completes other duties as assigned by the Superintendent.

PROFESSIONAL RESPONSIBILITIES

- A. Provide counsel to the Superintendent and Board of Education on future trends and policy.
- B. Engage in relevant professional growth activities, keep current with literature, new research findings, and improved educational techniques; and for attending professional meetings, classes, workshops, seminars, and conventions.
- C. Maintain knowledge of software and equipment used to perform duties.
- D. Maintains records as required by law, School district policy, and administrative regulations.
- E. Assists in upholding and enforcing Board policy and administrative regulations.
- F. Attends and participates in faculty, department, and/or school district meetings as needed/requested.
- G. Establishes and maintains cooperative professional relations with others.
- H. Oversee multiple departments and systems-wide alignment of major initiatives in the district.
- I. Interact with all district departments to ensure a culture of collaboration, alignment, and continuous improvement in service to the district's students and employees.
- J. Ensure schools have the resources they need so that every student graduates from Life, College and Career ready.

- K. Ensure policy and practice alignment to meet Board goals of reducing the predictability of student outcomes and equitable allocation of resources.

Knowledge, Skills and Abilities

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required at the time of hire, or for the continuation of employment.

- Demonstration of leadership in the development of policy and implementation of practice and resource allocation that has led to equitable outcomes for all students.
- Ability to collaborate with others, highly organized, committed to superb customer service, excellent communication skills and strong background in time management.
- Demonstrated personnel management skills.
- Demonstrated effective communication/human relations' skills with personnel, and the general public.
- Demonstrated effective budget management.
- Demonstrated effective needs forecasting and planning.
- A minimum of five years supervisory level experience.
- Demonstrated analytical and problem-solving ability.
- Proficient computer skills to accomplish management functions.
- Bilingual skills desired but not required.

Personal Attributes Required

- Must be highly organized and be able to work with nominal direct supervision.
- Must be detail-oriented providing a high level of accuracy and timeliness.
- Must be able to prioritize items within a large workload.
- Must have excellent written and verbal communication skills.
- Applies the highest values and ethical standards
- Must be well organized and demonstrate initiative.
- Must demonstrate the ability to establish and maintain exemplary relationships.
- Must understand the need for collaboration.
- Must be able to maintain self-control under stressful situations and deadlines.
- Must be able to maintain confidentiality of sensitive information and interact with others to accomplish tasks.
- Must have knowledge of good grammar, spelling, punctuation, and basic math abilities.

Working Conditions

This job is performed in an office setting. Occasionally the job requires work to be performed at a variety of District locations.

Physical Requirements

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position,

- A. The employee is regularly required to sit, stand, write, and operate a computer keyboard, standard office equipment and telephone.
- B. The employee is frequently required to move about and reach for items.
- C. The employee will need to drive to different school sites.
- D. The employee may regularly lift and/or move up to 20 pounds.

- E. The employee must have the ability to uphold to occasional stress.

Regularly and essential to this position, the individual is required to:

- A. Meet deadlines with severe time constraints.
- B. Interact with the public and other workers.
- C. Work irregular or extended hours.
- D. Meet multiple demands from several people.

Regular and predictable attendance is required.

The noise level in the environment is usually moderate. Background noise and frequent interruptions are regular.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential responsibilities are intended to describe those functions that are primary to the performance of this position, and other responsibilities include those that are considered secondary to the overall purpose of this position.

This position description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other related responsibilities requested by the District.

All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience

- Master's degree in educational administration or related fields is required.
- A minimum of five (5) years supervisory level experience.

Licenses and Certifications

- Possess or obtain within the first 18 months of employment, appropriate Wisconsin Department of Public Instruction license (08 - Business Manager).

EEO Statement

The Monona Grove School District does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed