

BOARD OF TRUSTEES
HUMBOLDT COUNTY SCHOOL DISTRICT

POLICY 2020
ADMINISTRATION

ASSOCIATE SUPERINTENDENT OF BUSINESS AND SUPPORT SERVICES

The Board of Trustees may create the Associate Superintendent of Business and Support Services position, select a qualified individual for the position and fix the salary and term of office.

PREFERRED QUALIFICATIONS:

- (1) Master's Degree from an accredited institution.
- (2) Administrative Certification.
- (3) Broad experience in Budgetary, Fiscal Processes and Technology.

KNOWLEDGE, SKILLS AND ABILITIES:

Sound working knowledge of and passion for education. Knowledge of organizational structures which promote student achievement. Knowledge of budget and finance procedures and best practices. Knowledge of all laws, regulations and policies governing the use of and accountability of public funds. Working understanding of capital outlay funds, and facilities maintenance. Ability to communicate effectively, both orally and in writing. Positive interpersonal skills. Ability to organize, prioritize and delegate functions.

REPORTS TO:

Superintendent of Schools and Board of Trustees

JOB GOAL

Lead the district in the development of systems that support the management and effective use of all fiscal, organizational and informational assets, at minimal cost, while providing the academic support necessary to improved performance and accountability.

SUPERVISES:

Director of Special Education – (business and support)
Director of Maintenance/Transportation
Director of Food
Services Chief
Administrative Nurse
English as a Second Language – (business and support)
Technology Department Head
Business and Accounting Department
Classified Personnel
Youth Risk Behavior Coordinator

PERFORMANCE RESPONSIBILITIES:

1. Understanding organizational structures that promote efficient/effective use of revenue sources.
2. Demonstrate fiscal responsibility with limited money while increasing revenue generating possibilities. Strong understanding and work with state and federal grant programs. Effective working relationship with the Nevada Department of Education.
3. Develop organizational structures which are cost effective while promoting a strong fiscal responsibility providing a quality education for all students in Humboldt County School District.
4. Effectively communicates the financial infrastructure of the school board to all stakeholders, i.e. parents/staff/community members/business leaders.
5. Interact individually with site administrators on staffing and financial needs of each school.
6. Advise Superintendent on fiscal, organizational and personnel matters and formulate management strategies as needed for policy decisions.
7. Provide recommendations to the Superintendent regarding employee hiring, negotiations and disciplinary actions.
8. Provide strategic direction to assigned departments regarding performance, accountability, efficacy and fiscal responsibility.
9. Demonstrate leadership to the District by establishing high performance standards, while recognizing staff contributions.
10. Assist in the introduction of programs, philosophy and policies of the District to staff, students and the community.
11. Interact with parents, outside agencies, business and community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
12. Respond to inquiries or concerns in a timely manner.
13. Keep the Superintendent informed of potential problems or unusual events.
14. Disseminate information and current research to appropriate personnel.
15. Keep well informed about current trends and best practices in areas of responsibility.
16. Maintain expertise in assigned areas to fulfill project goals and objectives. Utilize the skills of current and future team members to meet organizational goals.
17. Promote and support professional growth for self and others.
18. Maintain a network of peer contacts through professional organizations.
19. Attend training sessions, conferences and workshops to keep abreast of

current practices, programs and legal issues.

20. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
21. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
22. Serve on District, state or community councils or committees as assigned or appropriate.
23. Represent, consistently, the District in a positive and professional manner.
24. Provide leadership and direction for the assigned areas of responsibility.
25. Assist in implementing the District's goals and strategic commitments.
26. Attend Board meetings.
27. Perform other duties as assigned by the Superintendent.

EVALUATION:

Performance of his/her job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel and is conducted by the Superintendent of Schools.