

Assistant Superintendent of Business Services

Reports to: Superintendent of Schools

Qualifications

- Education: Specialist Degree in Education.
- Certification: Appropriate Missouri Administrative Certificate.
- Experience: Two (2) years of Administrative experience.

Other Requirements

Clearance on background check that is satisfactory to the Senior Administration. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Functions

1. Oversee purchasing of all district goods/services and will more directly oversee purchases for building maintenance purposes.
2. Oversee all district Insurance Programs.
3. Review the school district budgets.
4. Monitor the daily operation of school district budgets.
5. Manage school districts investments.
6. Assume responsibility for an equipment inventory for accounting and insurance purposes.
7. Oversee matters in regard to non-certificated personnel.
8. Assume responsibility of to overseeing Technology, Transportation, Food Service, and Physical Plant.
9. Assist the Superintendent in formulation of the annual school district budget.
10. Oversee construction projects, building projects, and bond issues.
11. Assume the position as District Safety Coordinator.
12. Participate in the review of policies relative to Business Operations.
13. Participate in professional growth activities: attend relevant state and local professional development workshops and conferences.

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

Physical Demands

The individual who holds this position:
Is regularly required to sit, walk, hear and speak. Meet deadlines with severe time constraints. The position occasionally requires an employee to work extended hours. A moderate amount of travel, both in and out of state, is required.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The individual who occupies this position will regularly work in a typical office environment.

Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Superintendent. The Assistant Superintendent Business Services will be considered for employment at the regular February meeting of the Board of Education, as per the recommendation of the Superintendent.

Length of Contract

12 months

Type of Position

Exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.