

East Maine School District 63 Job Description

ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES AND CHIEF SCHOOL BUSINESS OFFICIAL

Supervisor: Superintendent of Schools
Employee Group: None
Licensing Requirements: Professional Educator License
Chief School Business Official (CSBO) Endorsement preferred
Certified Administrator of School Finance and Operations (SFO) preferred
Certified Public Accountant (CPA) preferred

Purpose

The Assistant Superintendent of Business Services and Chief School Business Official position is established to provide financial and operational leadership and management for the school district. This position serves as the Chief School Business Official for the district.

Essential Functions

- Financial Planning & Budgeting
 - Develop budget guidelines, coordinate preparation of the budget, and assist administrators in review of the budget.
 - Utilize program budgeting procedures in preparing the District budget.
 - Coordinate the presentation of, justification for, and preparation of additional analyses required to understand the budget proposal for action by the Board of Education.
 - Submit periodic statements to the Board of Education detailing the status of the budget appropriation.
 - Develop and maintain a five-year financial projections model.
- Accounting & Finance Systems
 - Establish and supervise a program of accounting and reporting for the District's financial affairs.
 - Establish controls for transfer of budgeted funds, as necessary.
 - Prepare financial reports as required by state and federal agencies.
 - Prepare appropriate financial reports to record data and provide information for management decisions.
 - File a financial report annually for audit by an independent certified public accountant.
 - Implement audit recommendations in a timely manner.
 - Complete, monitor, and report the activities applicable to state and federally funded activities.
 - Monitor a District-wide plan for the management of school activity, student body, and school-based internal funds.
- Purchasing & Supply Management
 - Coordinate the purchase, maintenance, and inventory of all supplies and equipment for offices and instruction to take advantage of bidding, cooperative, and bulk purchase, based upon requisition specifications.
 - Develop and administer a program for securing contracted services.
 - Direct the purchase, by competitive bidding, informal quotations, and negotiation, of items of supply, equipment, and contracted services necessary for the operation of the school district.
 - Review or prepare bidding documents, including notices to bidders, instructions to bidders, specifications, and forms of proposal.
 - Develop a fixed-asset inventory for insurance and control purposes, in conjunction with a third-party appraisal company.

- Personnel Management & Collective Bargaining
 - Supervise the Business office staff and all related data in the area of personnel administration; i.e., keep the necessary information concerning the number of personnel, the dollars involved with such personnel, and all other related data concerning professional and support staff.
 - Verify employee services and prepare special reports required for income tax, social security, and other special withholdings.
 - Prepare pertinent fiscal data for negotiations, including data relevant to benefit programs, and participate in negotiations as appropriate.
 - Delegate the authority necessary to accomplish department functions.
- Office Management
 - Establish procedures for recordkeeping and for maintaining all records that audit and legal requirements demand.
 - Establish standard operating procedure manuals for the effective workflow of paper processing.
 - Review form design and update form requirements as needed.
- Program Management
 - Develop a comprehensive plan for the operation of the total school business services program.
 - Implement and observe all Board of Education business policies for the District.
 - Develop and operate a management control system that monitors department activities.
 - Keep abreast of issues and trends in school business administration through literature, participation in school business officials' associations, and attendance at approved workshops and seminars.
- Insurance/Risk Management
 - Coordinate the student, workers' compensation, liability, automobile, and property insurance.
 - Oversee the selection and revision of employee health insurance programs.
- Transportation Services
 - Administer the District transportation program and prepare and administer the budget.
 - Develop recommendations for future transportation needs based on forecasts of resident students.
- Facility Operations
 - Participate as part of the team in making decisions related to construction planning.
 - Review, process, and pay invoices for new construction.
- School Facility Planning and Construction
 - Develop appropriate procedures for selecting and using the professional services of architects, engineers, risk managers, construction managers, general contractors, and other professionals, and understand their roles and responsibilities.
 - Apply protocols and procedures for developing and using educational specifications and for selecting school sites.
 - Analyze the legal and administrative responsibilities of advertising, awarding, and managing construction contracts, and knows how to respond to contractor bankruptcy, product failure, and poor workmanship.
 - Analyze the legal context within which school facilities are planned, constructed, and operated, and the various federal and State agencies and their roles in the process.
 - Plan for facilities-related needs: prepare population projections; develop educational specifications; analyze amortization of bond issues; evaluate buildings, etc.
- Food Service
 - Oversee all food service operations and/or contracts.
 - Apply State and federal guidelines regarding free and/or reduced-price meal subsidies and qualification for participation.
 - Interact with representatives of nutritional and regulatory agencies in planning, conducting, and reporting on food service programs.

- General Administration
 - Act as advisor to the Superintendent concerning financial affairs and matters of general importance to the educational program.
 - Provide necessary business services in cooperation with the School District's instructional activities.
 - Participate in the decision-making and policy development processes within the system.
 - Participate constructively in professional meetings with administrative staff and colleagues.
 - Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, participating in professional societies, etc.
 - Perform such other tasks and assume such other responsibilities as the Superintendent may assign from time to time.

Job Requirements

Specific skill and knowledge-based competencies required to satisfactorily perform the functions of the job include:

- Federal, state, and district policies, regulations, and laws pertaining to job functions.
- Business appropriate mastery of grammar and punctuation in English.
- Reading, spoken fluency, and comprehension in English.
- Operation of standard office equipment, including using pertinent job-related software applications.
- Mathematical skills.
- Safety practices.

Specific ability-based competencies required to satisfactorily perform the functions of the job include:

- Maintaining the accuracy of work products.
- Maintaining confidentiality.
- Communicating tactfully and courteously with diverse groups.
- Setting priorities and organizing work to meet deadlines.
- Coordinating a variety of projects simultaneously.
- Maintaining cooperative working relationships with those contacted during the course of work.
- Effectively presenting information in one-to-one and group situations, both face-to-face and on the telephone.
- Working independently, staying focused on tasks, and assuming responsibility for assigned projects and duties.
- Working collaboratively as part of a team.
- Adapting to changing work priorities.
- Applying common sense understanding to carry out instructions.
- Follow established procedures for requesting and reporting work absences.

Specific physical ability-based competencies required to satisfactorily perform the functions of the job include:

- Completing tasks using fine finger dexterity.
- Utilizing computer keyboards and screens to enter, retrieve, and transform information or data.

The physical demands described here are representative of those that must be met by an employee to

successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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