

## **Director of Business and Operations/CSBO Job Description**

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**Title or Position:** Director of Business and Operations/CSBO

**Job Description:**

Serves as Director of Business and Operations/CSBO and reports directly to the NDSEC Executive Director. The Director of Business and Operations is responsible for all the business and financial operations of the Cooperative and the operation and maintenance of the Cooperative facilities. The Director of Business and Operations is the Cooperative's treasurer and is responsible for investing funds and the reporting requirements related to the position. The Director of Business and Operations is a member of the Administrative Team and Supervisory/Administrative Team.

**Core Competencies:**

- Effective communication and collaborative problem-solving ability
- Has knowledge of state and federal laws as well as rules and regulations that guide the Cooperative's budget
- Understands fiscal resources and the facilities' requirements of the organization
- Exemplifies high moral standards, personal ethics, and integrity

**Qualifications:**

Required:

1. Experience in a School Business Office or Setting
2. Degree in Education, Business Management or Accounting

Preferred:

1. Illinois State Board of Education Professional Educator License
2. Illinois State Board of Education General Administrative Endorsement
3. Illinois State Board of Education Chief School Business Official Endorsement
4. Minimum of two years' experience in business management or accounting

**Job Responsibilities of the Director of Business and Operations:**

1. Finance

- Prepare and file the official state budget form
- Prepare monthly and annual financial reports for the Board; highlight any permanent variances in revenues or expenditures
- Monitor and forecast monthly cash flow of revenues and expenditures
- Supervise accounting systems and perform monthly reconciliation of all bank accounts
- Facilitate annual audit and ensure Cooperative compliance with all accounting standards and reporting requirements
- Supervise and assist with annual tuition billing for member and non-member districts
- Provide overall direction and supervision to the billing/pupil reimbursements assistant, payroll/bookkeeper, and student data assistant

2. State and Federal Grants/Claims Reports

- Supervise the submission of all special education reimbursement claims (including, but not limited to, Medicaid, student claims, and transportation) for Cooperative and member districts
- Assist member districts in submission and reporting of IDEA grant requirements
- Facilitate timely and meaningful consultation meetings for member districts
- Facilitate member districts' submission of IDEA Excess Cost and Maintenance of Effort (MOE)
- Provide guidance to member districts in special education fiscal matters

3. Personnel

- Serve as the Cooperative administrator for employee insurance benefits, including PPO, HMO, dental insurance, and life insurance
- Provide necessary research for successful rate and salary administration
- Attend and participate in required meetings sponsored by the insurance cooperative (EBC)
- Supervise the administration of the Cooperative's retirement systems (IMRF and TRS)
- Manage leaves of absence

4. Transportation

- Supervise transportation administrative assistant
- Work with contracted service provider to ensure efficient services and accurate invoicing
- Assist with the approval process for NDSEC employees seeking a school bus driver permit

5. Technology

- Plan and arrange for appropriate training of all administrative and secretarial staff on software related to the business office function
- Work with the Cooperative Technology Coordinator to annually assess the technology needs of the Cooperative and make recommendations to the Board
- Supervise E-Rate applications and claim forms

6. Buildings & Grounds

- Responsible for the operation of all NDSEC buildings and grounds
- Make recommendations to the Executive Director and Board for needed repair and maintenance which should be included in the budget
- Manage all construction projects

7. Liability and Property Insurance

- Evaluate programs to ensure competitive rates and satisfactory coverage
- Supervise and administer the filing of all insurance forms and claims
- Attend and participate in required meetings sponsored by the insurance cooperative (CLIC)

8. Training and Resources

- Plan and provide appropriate training for business office personnel in order to implement job functions
- Meet regularly with the Executive Director for discussion and sharing of information and ideas
- Attend workshops and conferences to enhance knowledge and keep license current
- Maintain membership in School Business Official's professional organizations
- Network with other CSBO's

**Terms of Employment:**

Twelve-month year. Salary to be established by the Operational Board.

**Evaluation:**

Performance of this job will be evaluated annually in accordance with provisions of the Governing Board's policy on Evaluation of Administrative Personnel

## PHYSICAL DEMANDS DOCUMENTATION CHECK OFF LIST

**Required:**

Documentation in a job description to accurately reflect the essential duties of the job and physical demands.

**Specify Significant PHYSICAL DEMANDS for the Job Requirements:**

Clarify how much on-the-job time is spent on the physical activities required to perform the job effectively. Use the chart below to develop your description of physical demands by checking the appropriate boxes.

**1. How much daily/weekly on-the-job time is spent on the following physical activities?**

	Amount of Time			
	None	Under 1/3	Up To 2/3	Over 2/3
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**2. Does this job require that weight be lifted or force be exerted? If so, how much and how often?**

	Amount of Time			
	None	Under 1/3	Up To 2/3	Over 2/3
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**3. Does this job have any special vision requirements?**

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

Specify the essential job duties that require the physical demands indicated above.

i.e., Position requires standing 1/3 of the time.

i.e., Position requires lifting 1/3 of the time up to 10 pounds.

personal care, transfer, physical assistance, lifting and positioning of students, physical intervention procedures, transporting, monitoring student safety, lifting and carrying school supplies, moving equipment, implementing emergency procedures, provision of academic instruction

Any special physical demands should be clearly communicated to any applicant applying for this position and all employees occupying this position.