



SALT CREEK SCHOOL DISTRICT #48

Job Description

Job Title: **DIRECTOR OF OPERATIONS & BUSINESS SERVICES**
Reports To: Superintendent
Approved By: Board of Education
Approved Date:

Direct Reports: Bookkeeper/Payroll Administrative Assistant, Accounts Payable Administrative Assistant, Manager Buildings/Grounds, and other staff members designated by the Superintendent

QUALIFICATIONS:

The Director of Operations and Business Services shall possess the following:

- Minimum: Graduate degree in school administration, school business management, or Accounting-CPA
- Required to hold and maintain licensure as a Chief School Business Official and/or Superintendent in the State of Illinois

EXPERIENCE:

- Minimum of five-years of experience in education, business management, or accounting, including a minimum of one year in a supervisory role is preferred
- Experience as a building or central office administrator and/or certified public accountant is preferred. Such acceptable alternatives to the previously stated qualifications as may be approved by the Board of Education

SUMMARY:

Oversees and directs the administration and coordination of business and operation services district-wide, including finance, payroll, purchasing, insurance, food service, transportation, and custodial operations of the school district. Assists the Superintendent in the overall operations and management of the school district.

A recently retired business manager or superintendent looking for a permanent part-time position (100-130 days per fiscal year) or a current business manager or superintendent seeking part-time work is preferred.

Essential Functions and Responsibilities:

- Direct the administration and coordination of the district's business and support services ensuring operations support

- Follow Superintendent and Board of Education directives. Plan, direct, organize, coordinate, implement, monitor and manage business services programs, policies, and procedures for the following areas: finance, payroll, purchasing, insurance, food service, transportation, architect services, and construction. Assist the Superintendent in the overall management of the school district
- Supervise the management of the financial affairs of the district. Maintain and supervise the program of accounting and reporting for financial affairs of the district including monthly and annual financial records as required. Manage and control the district's financial investment program. Experience using Skyward Business is preferred
- Provide staff leadership and training to ensure understanding and promotion of the educational services of the district. Act as a leader in fostering professional growth and staff morale throughout the district. Provide counsel to administrators and staff regarding fiscal and operational areas
- Assume responsibility for budget development and long-range financial planning
- Develop, manage and monitor budgets in all areas of control, including analysis of budget expenditures and recommendations for ongoing operational effectiveness, ensuring fiscal integrity and compliance
- Assist building administrators in developing building-based budgets. Experience using Forecast 5 programs is preferred
- Establish and maintain effective working relationships with key district staff, government agencies, school districts, community groups and others to support and further district initiatives and goals
- Serves on the Administrative Team and Superintendent's senior leadership team
- Prepares and delivers reports related to program effectiveness and monitoring
- Serves as backup for accounts payable, payroll, and financial reports using Skyward Business Accounting program
- Recommends new policies or revisions to existing policies as conditions and requirements change
- Ensures district compliance with state and federal laws and reporting requirements
- Assumes responsibility for fiscal oversight, support and timely submission of all federal and state grant expenditure reports in ISBE/IWAS
- Recommend to hire, train, direct, evaluate, mentor and develop staff in all areas of responsibility
- Actively participate in contract negotiations and provide data and resources for the negotiations processes

- Supervises the preparation of all accounts, vouchers and contracts relating to the schools and overall district operation
- Prepares financial reports as required by state and federal agencies having jurisdiction over public school funds
- Works closely and cooperatively with independent auditors employed by the Board in order to meet legal obligations for ensuring sound fiscal controls
- Coordinates overall master facility planning and the scheduling of maintenance and repair construction of the district working closely with the architect of record
- Establishes appropriate maintenance/grounds keeping, and custodial contract specifications for school facilities
- Works with the food service contractor and DuPage District 45 to ensure meals served to students meet USDA/ISBE guidelines
- Works with the transportation contractor to ensure safe and economical transportation services are provided to eligible students
- Assists building principals as needed who are responsible for approving rental of their school district facilities
- Responsible for debt service and capital fund management
- Responsible for five-year projection of revenue and expenditures using Forecast 5 Plus modeling
- Responsible to work with PMA and bond counsel for the preparation of prospectus for bond sales
- Responsible for the management of the district's Liquid Assets investment portfolio
- Establishes and maintains the district's fixed assets inventory
- Ensures compliance with all legal requirements and Board of Education policies for purchasing supplies and equipment necessary for the operation of the school district
- Prepares bid specifications and administrative procedures
- Responsible for the operation of the District's Purchasing Card Program
- Assists principals, who are responsible for scheduling student transportation, to meet daily instructional programs and extracurricular activities
- Submits applications and submit meal program claims in ISBE/IWAS
- Actively participates in professional organizations, committees, etc.
- Performs other duties as assigned by the Superintendent

Technical Skills, Knowledge and Abilities:

- Advanced oral and written communication skill
- English language skills, bilingual oral and written skills is preferred
- Advanced interpersonal skills in dealing with parents, students and staff with diverse needs at various levels
- Advanced accounting software and spreadsheet skills
- Experience using the Skyward Business Accounting Program is preferred
- Advanced leadership management, problem solving, collaboration and team-building skills
- Advanced time management and organizational skills
- Advanced data analysis and forecasting skills using Forecast 5 is preferred
- Advanced knowledge of accounting, budget, business systems, laws, policies, procedures and guidelines
- Competent user of all forms of technology
- Ability to develop, evaluate, and manage budgets
- Ability to maintain confidentiality in all aspects of the job
- Treat others with respect
- Works with integrity and ethics and demonstrates teamwork skills
- Ability to recommend new and follow existing Board of Education policies
- Ability to recommend new and follow existing building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

Materials and Equipment Operating Knowledge:

- Advanced operating knowledge of and experience with personal computers, peripherals and office/financial software
- Operating knowledge of and experience with typical office equipment, such as telephones, multi-function copier, scan, and fax machines, email, etc.

Physical Requirements and Working Conditions:

The physical demands, work environment factors, and mental functions described below 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 the essential functions.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

The noise level in the work environment is usually moderate.

Mental Functions:

While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate and negotiate. The employee is frequently required to instruct and copy.

TERMS OF EMPLOYMENT: Permanent part-time position (100-130 days per fiscal year)

Contract Length: July 1st through June 30th

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the Board of Education.

EVALUATION: Superintendent of Schools

November 2021