

**ASSISTANT SUPERINTENDENT
OF BUSINESS SERVICES**

AD03

QUALIFICATIONS:

The assistant superintendent of business services shall have earned a Bachelor's Degree from an accredited university or college in business-related field.

The assistant superintendent shall have at least five years business experience preferably with a governmental entity (preferably a school district or municipality).

The assistant superintendent shall have at least seven years administrative and supervisory experience.

The assistant superintendent shall have demonstrated knowledge in areas of business services, transportation, maintenance and operations, and food service operations related to school district practices.

TERM OF EMPLOYMENT: Annually as approved by the Board of Education.

REPORTS TO: SUPERINTENDENT OF SCHOOLS

ESSENTIAL FUNCTIONS:

Perform tasks in a seated position for long periods of time. Demonstrate the ability to perform tasks at a computer terminal, keyboard, and work station. Demonstrate the ability to perform minimal lifting tasks, sorting tasks, and filing tasks. Demonstrate the ability to use print and non-print communication devices such as telephone, computer, copier, and other related equipment. Maintain working knowledge of software and hardware requirements associated with the position. Maintain thorough understanding of district accounting procedures and Board of Education policies and procedures related to the job description. Maintain confidentiality in all matters.

DUTIES AND RESPONSIBILITIES:

- Supervise and evaluate directors and supervisors of Business, Transportation, Food Service, and Operations and Maintenance Departments.
- Responsible for coordination of district planning issues, including impact statements on new developments, school site dedications and requirements, cash-in-lieu of land dedication fees, and facility capacities and needs. Consult with Superintendent as necessary.
- Work with consultants and legal representatives on issues such as oil and gas development and non-potable water sources for augmentation issues.

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- Keep abreast of appropriate legislative issues. Keep various district personnel informed as appropriate. Be involved at the state level on issues as may be required.
- Review trends in the district's assessed value and mill levy. Calculate annual mill levy requirements.
- Provide Superintendent and Board of Education with analysis of student enrollment and trends. Work with district's consultant to evaluate growth trends.
- Serve as District liaison to the Long Range Facility Planning Committee and coordinate meetings and annual update to the Board of Education.
- Assist Superintendent with bond planning work, including task force, community support and project development.
- Assist departments with the setting of annual goals and follow through to completion.
- Assist departments with budget requests of staffing, discretionary, repairs and maintenance, and capital needs for use during budget development.
- Hold director and supervisor monthly meetings for cohesive business services for the district as a whole.
- Assist directors and supervisors with budget, staffing, and other issues as necessary. Consult Superintendent as appropriate.
- Coordinate annual business services report to the board with trend data and updates from each department.
- Work with the Director of Business and Employee Services to coordinate district's annual independent audit including arranging of fieldwork, proofing of report, preparation of Management Discussion and Analysis, and presentation of final report to the Board of Education.
- Work with the Director of Business and Employee Services on the completion of required annual reports to the Colorado Department of Education and other entities.
- Work with Superintendent and Board of Education in the budget development process. Provide accurate figures and input necessary for budget development

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and salary discussions with employees. Prepare formal budget document for Board approval.

- Monitor the district's budget throughout the fiscal year and consult Superintendent as needed.
- Provide the superintendent with monthly updates of issues involving all business services departments. Communicate to the Board of Education as necessary.
- Review monthly financial reporting to the Board of Education in accordance with requirements of state statute.
- Provide oversight to the district's property and liability insurance program, including placement of the necessary policies and maintaining appropriate limits.
- Serve as representative of the district on property and liability pools or consortiums. Assist with worker's compensation program as needed.
- Serve as the District's main contact regarding risk management services and related questions and forms.
- Attend regular and special meetings of the Board of Education, including work sessions, as may be required.
- Member of district Leadership team. Attend principal and other district meetings as appropriate.
- Assume such other duties as may be assigned by the Superintendent of Schools.

EVALUATION: As specified in Board Policy related to classified personnel.

ADOPTED: May 2006
REVISED: January 2013