**ASSISTANT SUPERINTENDENT FOR BUSINESS AFFAIRS**

**REPORTS TO:** Superintendent of Schools

**SUPERVISES:**

1. Fiscal and Data Processing Personnel

1. Facilities Personnel
2. Transportation Personnel
3. School Lunch Personnel

**GENERAL JOB DESCRIPTION:** Provides administrative support to the instructional process in a way that ensures a consistent, high level of service to all functions affecting pupil safety, pupil environment, property management, staff relationships, community understanding, fiscal responsibilities, and long-range planning.

**PERFORMANCE RESPONSIBILITIES:**

1. FISCAL MANAGEMENT

1. Develops a systematic annual fiscal plan to make budget assumptions for both short-term and long-term capital and operational expenditures. Assists the Superintendent in all budget preparations.

2. Develops a descriptive budget document that displays proposed expenditures in a way that isunderstandable and easy to read, consistent with community and state mandates.

3. Supervises and controls expenditure of budget appropriations in accordance with the Board’s budget goals and objectives.

4. Compiles data and reports regularly to the Superintendent and the Board on matters relating to budget revenue and budget expenditures and balances.

5. Functions as the fiscal liaison for the Board of Education with the community and other town officials and agencies.

1. PERSONNEL MANAGEMENT

1. Responsible for the management, supervision, and evaluation of classified personnel.

2. Determines employee classifications, job placements, disciplinary procedures, termination procedures, and work analysis programs for classified personnel.

3. Negotiates with bargaining units representing all classified and certified personnel consistent with guidance from the Superintendent and the Board of Education.

4. Develops comparative data and cost estimates relating to compensation for negotiations between the certified and classified staff and the Board of Education.

5. Interprets terms of negotiated contracts to staff.

6. Maintains personnel records on a current basis and determines personnel cost estimates for negotiations for both classified and certified personnel.

C. PUPIL TRANSPORTATION

1. Administers the Board of Education policy governing pupil transportation of all school children, both regular and special education.

2. Develops written specifications and other requirements necessary for obtaining competitive school bus bids or renegotiations of contracts and arranges for appropriate contract documents for new and/or extended contracts.

3. Manages the development of appropriate routing and scheduling procedures for efficient and economical school bus routes. Develops systems and procedures that monitor bus contractor services, including pupil safety measures.

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5. Evaluates all transportation contracts and recommends appropriate action to the Board of Education.

D. ACCOUNTING AND FISCAL MANAGEMENT

1. Directs the development of all accounting and reporting procedures, systems, and upgrades put in place to record budget appropriations, expenditures, and revenues in accordance with acceptable accounting and reporting procedures.

2. Responsible for monitoring all accounting functions against budget appropriations, and reports to the Board on the status of budget appropriations.

3. Actively supervises payroll systems and procedures: Accounts payable systems and procedures; and relevant cost accounting systems and procedures.

4. Monitors the systems for internal audit of periodic bookkeeping and accounting transactions, particularly student activities and other fiduciary funds.

5. Remains current regarding state and federal legislations relating to: employee compensation, employee benefit programs, grants programs.

6. Presents timely budget status reports to the Superintendent and the Board on a regular schedule.

7. Serves as a resource regarding the legality and feasibility of financial transactions and procedures.

8. Maintains a current inventory of all school equipment and furnishings.

9. Serves as liaison and resource person with all committees for major school building projects; attends meetings as required.

E. MANAGEMENT OF PURCHASE OF SUPPLIES AND MATERIALS

1. Develops procedures and supervises programs for purchases of supplies and materials consistent with budget requirements and constraints.

2. Prepares bid specifications for purchases of equipment, supplies, and services consistent with budget requirements and constraints.

3. Develops means for evaluating or testing goods or services that are purchased through efforts of CREC or internally.

F. OPERATIONS AND MAINTENANCE OF PLANT

1. Direct the supervision and management of maintenance and operation personnel.

2. Sets work standards and evaluation methods to measure personnel performance.

3. Supervises the purchase of materials, supplies, and equipment acquired by and for the maintenance and operation staff.

4. Allocates funds, manpower, and equipment resources to achieve established standards of cleaning and maintenance.

5. Manages Board policy governing the community use of public school buildings.

6. Directs the establishment of employee training and work improvement programs.

7. Manages state mandated programs to monitor environmental conditions which may affect school children and other school building occupants.

G. SCHOOL FACILITY CONSTRUCTION, RENOVATION, OR EXPANSION

1. Represents the Superintendent, as requested, and the Board on matters relating to the construction, renovation, or expansion of school buildings and other facilities.

2. Meets with appropriate officials of the town and the State Department of Education regarding the planning of school construction and meeting reporting schedules mandated by legislative and state department mandates.

3. Assists in enrollment studies and long-range facilities projections, as directed by the Superintendent, which lead to the expansion or reduction in the needed building capacity.

4. Meets with building committees, architects, and other appropriate officials or agencies and serves as the custodian of school building plans and specifications.

H. FOOD SERVICE PROGRAMS

1. Develops rules, regulations, and procedures governing the operations and maintenance of the school food service program consistent with Board policy.

2. Obtains competitive bid quotations from school food service contractors for the Board’s approval.

3. Supervises the cafeteria department operations and monitors the program’s profitability and reports the results to the Board on a regular basis.

4. Establishes cost accounting and cost analysis and reporting programs. Also reviews the cafeteria department’s policies on staff employment, management, and supervision.

I. SCHOOL HEALTH PROGRAM

1. Supervises and directs the health services provided students and monitors the program assisted by the health director, medical advisor, and supervising nurse.

2. Reviews and reports periodically to the Board of Education on changes required through state and federal mandates.

3. Recommends to the Board of Education appropriate modifications to the school health policies.

4. Meets periodically with school nurses to review and update health room practices in all schools.

J. OTHER RELATED DUTIES

1. Compiles, prepares, and transmits required fiscal reports and data to appropriate local, state, and federal agencies.

2. Serves as Board resource person on all matters relating to school property, liability, and automobile insurance programs.

3. Serves as the school resource person on employee benefit programs with particular emphasis on health insurance. In this connection, is responsible for a forecast of premiums, claims, and experience.

4. Serves as liaison with legal counsel in matters of dispute except for matters involving special education and certified personnel, except as directed by the Superintendent.

5. Such other duties and responsibilities as may be assigned by the Superintendent.

**QUALIFICATIONS:**

1. Master’s degree from a regionally accredited institution with a major concentration in either business administration or public administration, with course work in the following areas: law, accounting, finance, management, personnel, and informational systems; or

2. Master’s degree or a sixth-year certificate in educational administration or educational management, with a minimum of 12 semester hours in course work in the following areas: School business, administration, school finance, budgeting and resource management, school law, personnel administration, school plant planning and operation, collective bargaining, system analysis’/operations research; or

3. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**CERTIFICATION:** Intermediate Administrator/Supervisor