



Midland Public Schools

Inspiring Excellence

POSITION ANNOUNCEMENT:

Associate Superintendent of Facilities, Finance, and Operations

REPORTS TO: Superintendent of Schools

TERMS OF EMPLOYMENT: Salary range: \$122,366 - \$143,960, 52 weeks per year position-full time. Hours during summer and school breaks may vary, as determined by District administration

POSTING PERIOD: April 15, 2024, through May 3, 2024

POSITION SUMMARY

Midland Public Schools is seeking an innovative, transformative, progressive, and collaborative leader for the Associate Superintendent of Facilities, Finance, and Operations in a high expectation, high achieving 7000+ student school district. This position reports directly to the Superintendent and provides strategic vision and decision-making leadership for all district funds and operations: facilities planning & maintenance, transportation, food service, procurement, budgeting, financial management, competitive grants, federal grants, and state grants.

MINIMUM QUALIFICATIONS

- Master's degree in business, financial management, accounting, educational leadership, or related field
- Minimum of five (5) years of organizational leadership experience which included financial and operations management
- Strong mathematical, analytical, and problem-solving skills
- Ability to work both independently and cooperatively
- Demonstrated skills in leadership, communications, and team building
- Knowledge and skills in data collection and analysis, and data-informed

DESIRABLE QUALIFICATIONS

- MBA, CPA, School Administrator Certification, and/or Michigan School Business Officials Chief Financial Officer Certification
- Experience with school-based leadership and budgeting, preferably budgets in excess of \$75 million
- Knowledge of and experience with organizational change models, implementation science, and program evaluation

KNOWLEDGE/SKILLS/ABILITIES

- **Communication:** Knows and demonstrates vibrant two-way communication with school leaders and staff members. Must write accurately, using technical language and serve as a solid verbal communicator. Capable of presentations that make technical, complex issues accessible and comprehensible for all.
- **Teamwork:** Creates and motivates a diverse team. Assists team members in seeing their role as part of an overall effort and something greater than themselves.
- **Leadership:** Demonstrates extraordinary leadership ability to include strategic planning and visioning, project management, goal setting, and program planning and implementation.
- **Motivation:** Works to motivate staff members to excel.
- **Knowledge:** Demonstrated supervisory ability to include selection, development, evaluation, and management of administrators and professional staff members.
- **Emotional Intelligence:** Capable of strong human connection; the ability to manage both their own emotions and understand the emotions of others; exhibits self-awareness, self-regulation, motivation, empathy, and social skills.
- **Focus:** Proven ability to set goals and measures of achievement for said goals, and provide multiple strategies to achieve these goals
- **Multitasking:** Has excellent time management and problem-solving skills. Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge.
- **Sound Judgement:** Someone who exhibits sound judgment with the ability to prioritize and make decisions.
- **Self-starter:** A detail-oriented self-starter with prior experience in facilitating success; energetic and eager to tackle new projects and ideas.

SCOPE OF RESPONSIBILITIES

The Associate Superintendent of Facilities, Finance, and Operations (ASFFO) is an executive position, providing administrative leadership to the district and schools. The ASFFO will work collaboratively to support the district vision: *Lead with respect, trust, and courage. Ensure an equitable, collaborative, and inclusive culture. Enable all to achieve success.* The ASFFO leads the finance and operations teams and collaborates closely with the superintendent team, principals, the administrative council, all staff, and the school community to meet the following responsibilities:

- Lead the financial and operations teams as highly functioning groups capable of accuracy, precision, dexterity, efficiency, and responsiveness
- Develop a systematic annual fiscal plan to make budget assumptions for both short-term and long-term operational expenditures
- Develop a systematic annual facilities plan for both short-term and long-term capital expenditures
- Use forecasting tools and strategies to forecast resource requirements and to predict future needs
- Anticipate and develop strategies and programs that respond effectively to anticipated needs and to the changing educational environment
- Advise the Superintendent and Board of Education on the financial and operational needs and implications of district programs

- Lead and monitor all aspects of the budget process to ensure compliance and a positive financial status
- Lead and monitor food services and transportation services
- Prepare reports and presentations for the superintendent team, Board of Education, administrative council, and other groups as requested
- Review and develop internal control procedures and monitor compliance
- Lead and evaluate the job performance of team members responsible for operations and fiscal services
- Establish annual tax rates, author corresponding Board of Education resolutions, and prepare the L4029
- Procure and manage all insurance programs including Property and Casualty, Worker's Compensation, Long-Term Disability, Health, MUSTA, etc.
- Establish salary rates for affiliated and non-affiliated employee group in alignment with budget and district priorities
- Ensure state transparency compliance mandates are posted/completed in a timely fashion
- Assist with Freedom of Information Act requests as applicable to areas of responsibility
- Facilitate board FFO committee meetings and attend all Board of Education meetings
- Complete disclosure mandates, the qualifying statement, and maintain a positive credit rating for the District
- Facilitate the sale of bonds and manage funds according to established priorities
- Maintain internal calculations necessary for district operations such as Dual Enrollment rates, Visa tuition, etc.
- Monitor systems and operations to mitigate the potential of external and internal fraud (including fundraising activities)
- Maintain current and projected enrollment figures
- Oversee, lead, and actively participate in all applicable fiscal and operational audits to ensure district compliance
- Lead procurement and bidding to ensure competitive pricing and compliance with all state, federal, and programmatic mandates
- Work collaboratively with the district grant team and provide leadership and support for all matters related to state and federal programs and grants, including the development, implementation, and evaluation of budgets, activities, and programs
- Provide support for the district's diversity, equity, and inclusion strategy and initiatives
- Ensure work in all areas of responsibility and leadership align with the Board of Education policies, the district vision, and contractual obligations
- Engage in district, community, and state-level work groups and teams as directed by the Superintendent
- Engage in professional learning opportunities as determined in the annual learning plan
- Lead district-level projects and initiatives as assigned by the Superintendent
- Organize work, set priorities, and meet deadlines
- Other duties as assigned by the Superintendent

OVERVIEW

Come join Midland Public Schools as our next Associate Superintendent of Facilities, Finance, and Operations. Midland Public Schools encompasses approximately 140 square miles and serves 7,425 students in pre-kindergarten through 12th grade. The District operates 12 schools with an operating budget of \$113 million with a 31% fund balance. The District is uniquely linked to and intertwined with the surrounding community and boasts a strong tradition and expectation of exceptional academics. Midland Public Schools holds a high concentration of STEM-degreed individuals and readily offers business needs for strong-skilled trades. The district is located adjacent to the world headquarters of Dow Chemical as well as large employers, such as MyMichigan Health, Dupont, and Corteva. Midland provides big-city amenities with a small-town feel and is the home to Midland Center for the Arts, Greater Midland Tennis Center, Great Lakes Loons/Dow Diamond, Dow Gardens/Whiting Forest and the nation's longest canopy walk. Please visit the Midland Public Schools website for more information: <https://www.midlandps.org> and the Midland Awaits video: [@Midland Awaits](#)

Midland Public Schools is an Equal Opportunity Employer. The district does not discriminate on the basis of race, religion, color, sex, gender identity, marital status, familial status, genetic information, age, weight, height, national origin, or disability.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the district.

District administration reserves the right to alter or amend job descriptions at any time. This job is not limited to any or all of the listed qualifications or functions.