**ASSISTANT SUPERINTENDENT FOR BUSINESS**

**FUNCTION:**

* To be responsible for the financial affairs of the school district.
* To be responsible for the supervision of:
  + Transportation Management: Personnel, policies, routes, community liaison, contracts, and agreements.
  + School Food Service Program: Policies, accounting and reporting, purchasing and inventory.
  + Plant Operation and Maintenance: Custodial and maintenance policies, procedures, purchasing and record keeping.
  + Accounting and Auditing: Fund accounting, property accounting, financial reports, and audits.
  + Purchasing and Distribution: Method of purchase, receipt and payment of purchase, specifications and supply lists, receiving, storage, distribution, inventory, and repair service.
  + Budgeting and Financial Planning: Budget formulation, budget document, administration of the budget, receipt of estimates, budget control.
  + Special Fund Management: School activity accounts, investments, debt service.
  + Revenue Sources: State and federal aid, special aid, taxation and miscellaneous revenues.
  + Insurance Management: Property values, insurance coverage, claims, and legal reporting.

**RELATIONSHIPS:**

* Directly responsible to the Superintendent of Schools.
* Coordinate responsibility with Assistant Superintendent for Instruction, Assistant Superintendent for Personnel, Principals, District-wide Coordinators and Directors, Superintendent of Buildings and Grounds.
* Member of the Instructional Cabinet.