

**Dennis-Yarmouth Regional School District
Job Description**

Job Title: Assistant Superintendent for Administrative and Business Services
Reports To: Superintendent of Schools
FLSA Status: Exempt
Prepared Date: July 5, 2017
Approved By: Carol A. Woodbury *CAW*
Approved Date: July 5, 2017

SUMMARY

The Assistant Superintendent for Administrative and Business Services is a member of the Superintendent's Executive Team with a central role in school district planning and analysis of current programs, support systems, and expenditures. This position is responsible for the administration of the business, finance, food service, facilities, safety, and all transportation operations of the district. The Assistant Superintendent for Administrative and Business Services partners with the Superintendent in general organization, planning, and management of the District for the purpose of providing clear and positive direction for all programs. In the absence of the Superintendent, the Assistant Superintendent for Administrative and Business Services assumes his/her role.

REPORTS TO: Superintendent of Schools

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Leadership and Administration

- Keeps the Superintendent informed; works cooperatively with all other administrators in school and district-related matters.
- Leads appropriate professional meetings.
- Establishes and maintains efficient, effective administrative procedures in all areas of responsibility.
- Promotes effective communication and cooperation among administrators, managers, and business office personnel.
- Supports the Superintendent, School Committee, Business Office Coordinator, Food Service Manager, and the Facilities Manager for the purpose of developing and implementing services and programs and achieving operational goals.
- Visits schools regularly to advise the Superintendent on educational and operational matters.
- Performs other duties as may be assigned by the Superintendent.

Business and Finance

- Advises the Superintendent on all matters relating to the fiscal operations of the district and alerts him/her to any apparent discrepancies and problems.
- Assists Directors, Principals, Coordinators, and Managers in the development of budgets including staffing needs, instructional materials and resources, and other programming needs.
- Monitors and maintains federal and state grant budgets.
- Develops a wide variety of documents and presentation materials (e.g., plans, proposals, budgets, procedures, forms, grants) for the purpose of implementing and maintaining services and/or programs; develops monthly and annual financial reports for the School Committee.
- Develops internal controls, work processes, and programs for managing financial operations of the organization for the purpose of ensuring accurate and timely accounting in accordance with regulatory requirements and established guidelines.
- Manages business services and related departments for the purpose of achieving organizational objectives while complying with established requirements.
- Approves all vouchers and purchase orders authorizing the expenditure of funds.
- Monitors the schools' and other departments' purchasing and budgets to ensure performance objectives are met within budget and in compliance with established operational practices.

11. Consultation; No Representation. The Assistant Superintendent for Administration and Business Services acknowledges that he has had a full and complete opportunity to consult with counsel or representative of his own choosing concerning the terms, enforceability and implications of this Agreement, and that the School District has made no representations or warranties to the Assistant Superintendent for Administration and Business Services concerning the terms, enforceability or implications of this Agreement other than as are contained in this Agreement.

12. Completeness. This Agreement constitutes the entire agreement between the School District and the Assistant Superintendent for Administration and Business Services and supersedes any and all other agreements, written or oral, between the parties.

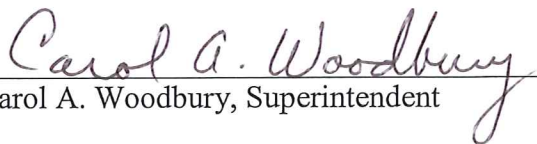
This Agreement may only be changed by written amendment executed by the School District and the Assistant Superintendent for Administration and Business Services.

13. Severability. If any portion of this Agreement is held unconstitutional, invalid or unenforceable by a court of competent jurisdiction, the remainder of the terms, provisions, covenants and restrictions of this Agreement will remain in full force and effect, and will in no way be affected, impaired or invalidated.

14. Interpretation. This Agreement will be interpreted and construed for all purposes under the laws of the Commonwealth of Massachusetts.

This Agreement has been duly executed by the Assistant Superintendent for Administration and Business Services and the Superintendent of Schools.

7 / 18 / 17
Date


Carol A. Woodbury, Superintendent

7 / 18 / 17
Date


Kenneth T. Jenks, Assistant Superintendent for Administration and Business Services

Enclosures: Appendix A - Assistant Superintendent for Administration and Business Services Job Description

- Recommends solutions to a wide variety of complex issues for the purpose of addressing the business and financial needs of the district.
- Researches a number of financial and business resource topics for the purpose of ensuring compliance with state and federal regulatory requirements and the established guidelines of the Department of Elementary and Secondary Education, securing information for planning and/or responding to requests.
- Serves as the primary business leader for the District (e.g., financial planning and budgeting, developing plans for financing all aspects of the District's programs) for the purpose of ensuring that the performance objectives are met within budget and in compliance with established operating practices.
- Prepares financial reports as required by state and federal agencies having jurisdiction over public school funds.
- Serves as chief procurement officer for the district.
- Advises the Superintendent and School Committee relative to contract negotiations.
- Works closely with the Director of Technology to oversee and implement the district's technology plan.
- Oversees all facilities and serves on all building committees.
- Works with the transportation providers to ensure safe and timely transportation to/from school; manages district transportation including hiring drivers, maintaining buses, and working with the Director of Pupil Services to establish routes.
- Manages the district's borrowing.
- Handles insurance programs and meets at least quarterly with the Insurance Advisory Committee.
- Maintains an inventory of school property.

Safety and Security

- Leads the District's Safety Committee and the Health and Wellness Committee.
- Works with School Resource Officers and other public safety personnel to develop safety plans for each school and ensure drills occur regularly.
- Makes recommendations for improving safety and security.

School-Community Relations

- Creates and maintains a district communications plan to promote the district to the public.
- Develops and maintains good working relations with the school community, families, and the towns.
- Seeks talent and support from the community to further the educational goals of the district, as necessary.
- Works cooperatively with colleagues within the district, from other school districts, and the collaborative.
- Collaborates with a wide variety of internal and external groups for the purpose of implementing program components; creates long and short term plans; addresses organizational objectives.
- Presents information on a variety of topics (e.g., district's budget, various agreements and contracts, various district functions, reports) for the purpose of conveying information, gaining feedback and/or making recommendations regarding district services.
- Responds to a wide variety of inquiries from internal and external sources for the purpose of identifying relevant issues; recommends and/or implements action plans.
- Serves on district committees, participates in district activities, and represents the district as needed, or as directed by the Superintendent.

Supervisory and Evaluation Responsibilities

- Evaluates all managers, assistant managers, and coordinators of the business, facilities, and food service departments.
- Evaluates bus drivers and bus assistants collaboratively with the Director of Pupil Services; may be assigned to evaluate other Directors or Principals as assigned by the Superintendent.
- Supervises and evaluates the Administrative Assistant to the Assistant Superintendent for Administration and Business Services, the Business Office Coordinator, and the Assistant Treasurer.
- Provides oversight for the evaluation of all business office personnel.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty in an exemplary fashion. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Master's degree or equivalent

Hold a DESE Superintendent/Assistant Superintendent Certification

Demonstrated leadership in school administration

A minimum of five years of supervisory experience

Excellent interpersonal and communication skills

Must have the ability to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a wide variety of factors when making decisions. Flexibility is required to independently work with others in a wide variety of circumstances. Must have the ability to work with diverse individuals and/or groups. Independent problem solving is required to analyze issues and create action plans. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relations; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

LANGUAGE SKILLS

Ability to read, to analyze, and interpret common professional and technical journals, financial reports and legal documents

Ability to respond to inquiries or complaints from parents, regulatory agencies, or members of the community

Ability to write grants

Ability to effectively present information to various audiences including administrators, staff, public groups, and/or school committee

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference

Ability to apply basic mathematical concepts to practical situations

Ability to use data as tools to identify barriers to success, and design strategies for improvement

Ability to develop and manage a budget

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems; to deal with nonverbal symbolism (formulas, graphs, etc.); to deal with a variety of abstract and concrete variables; to prioritize and manage.

TECHNOLOGICAL SKILLS

Proficient with personal computers and relevant software such as word processing, spreadsheet, database, and presentation applications. Able to use technology as an integral tool while addressing responsibilities.

PHYSICAL DEMANDS

The physical demands described here 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.

While performing the duties of this job, the employee is often required to stand; walk; sit; and talk or hear; maintain a demanding schedule.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate