JOB DESCRIPTION

TITLE: ASSISTANT SUPERINTENDENT FOR BUSINESS SERVICES (CSBO)

LOCATION: Administrative Office

QUALIFICATIONS:
- Certified School Business Office (CSBO) endorsement required
- Master’s or Doctorate in Educational Administration preferred
- Three or more years of successful experience as a School Business Official required
- Strong knowledge and experience in school finance and school business office leadership
- Knowledge of relevant software and technology for financial management and reporting.
- Strong finance, computational, and business skills required
- Strong orientation toward providing customer service
- Effective human relations and problem-solving skills
- Strong written and oral communication skills
- Strong work ethic and organizational skills

REPORTS TO: Superintendent

SUPERVISES:
Director of Fiscal Services, Director of Safety and Security, Director of Facilities, and Director of Operations

PURPOSE OF JOB:
The Assistant Superintendent for Business Services, also known as the Chief School Business Official (CSBO), reports directly to the Superintendent and is entrusted with overseeing the organization, direction, and planning of the district's business affairs and services staff. In this pivotal role, the Assistant Superintendent is tasked with skillfully administering the district's financial resources to ensure the delivery of exceptional educational services and facilities. Additionally, the CSBO serves as the Treasurer of the Board of Education.

The Assistant Superintendent of Business Services is seen as a dynamic leader who is dedicated to advancing diversity, equity, and inclusion initiatives within the district. This individual will champion the cause, ensuring that every student, staff member, and stakeholder has equal access to resources and opportunities, thereby fostering an environment of inclusivity and excellence.
RESPONSIBILITIES:
1. Plan, develop, organize, implement, direct, and evaluate the fiscal function and performance of the District.
2. Direct the fiscal operations of the District in the capacity of Chief School Business Official and District Treasurer.
3. Organize and prepare the annual budget and property tax extension levy request.
4. Evaluate and advise on the impact of long-range plans and programs of the District.
5. Administer the contracted services for the District in the areas of Food Service, Transportation, Print/Copy Services, Custodial/Maintenance Services and Benefit Services
6. Direct, maintain and annually review the District insurance program.
7. Act as the District’s Employee Benefits Plan Administrator, overseeing financial planning, budgeting, and fiscal management.
8. Administer a building custodial and maintenance program, and serve as consultant to the principals on the work of maintenance service personnel.
9. Direct the program of accounting and reporting for the financial affairs of the District.
10. Act as the District's representative in the renovation and construction phases of school building programs.
11. Maintain familiarity with laws governing school business, and ensure compliance with such laws.
12. Provide financial leadership and direction for negotiations/labor relations/contract administration processes.
13. Act as a resource for property acquisition efforts.
14. Participates in professional groups with peers and legislative bodies.
15. Serve as an integral part of the District leadership team in communicating and implementing the strategic plan.
16. Participate in the decision-making and policy development processes within the District. Act as an advisor concerning financial affairs and matters of general importance to the educational program.
17. Engages students, staff, and colleagues in the problem-solving and decision-making process as appropriate.
18. Maintains open communication with all staff members through various meetings to ensure information is disseminated in a timely manner.
19. Lead efforts to promote diversity, equity, and inclusion across the district, collaborating with various stakeholders to enhance cultural awareness and foster inclusivity.
20. Perform other tasks and responsibilities assigned by the Superintendent.

SKILLS REQUIRED:
- Ability to perform essential duties with an awareness of school district requirements and Board of Education policies.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
● Ability to maintain effective working relationships and a positive rapport with students, staff, and the community.
● Ability to effectively present information and respond promptly to questions.
● Ability to create a diverse, equitable, and inclusive environment. Will actively contribute to these efforts and demonstrate a strong commitment to advancing DEI initiatives.

**TERMS OF EMPLOYMENT:**
Twelve-month 260-day position. Salary/benefits are determined by the Board of Education. Performance is evaluated annually in accordance with the District Administrative Performance Evaluation Process.

11/2023