

School Administration**Central Administration and Supervisory Personnel****Director of Business Services – Job Description**

Title: Director of Business Services

Qualifications: Valid certification as required by the Wisconsin Department of Public Instruction. Such qualifications as shall be required by the Superintendent and/or the Board of Education.

Reports To: Superintendent of Schools

Performance Responsibilities:

- A. **Provides Leadership**
1. Provides leadership in the identification, development, and implementation of district goals.
 2. Provides leadership in the identification, development, and implementation of department goals.
 3. Serves as a contributing member of the administrative team and on assigned committees.
 4. Attends school board and committee meetings, serves as a resource person, assists with presentation of information and or recommendations, and is prepared to field and discuss questions consistent with agenda items representing the area of responsibility.
 5. Recommends Board Policies related to areas of responsibility and cooperatively develops administrative guidelines as needed.
 6. Maintains a high level of integrity, is fair, and acts in an ethical manner.
- B. **Maintains Personal Professional Growth**
1. Maintains personal professional growth through graduate work, professional organizations, seminars, and/or reading related professional literature.
 2. Maintains current knowledge with all appropriate school laws pertaining to area of responsibility.
 3. Maintains current knowledge of technology and systems related to job responsibilities.
- C. **Serves as Financial Officer**
1. Serves as the district financial officer, managing the finances of the district through the investment of funds, debt retirement, activity funds and depositories. Authorized to co-sign all public school and trust and agency fund checks.
 2. Responsible for the processes relating to accounting /bookkeeping, payroll, insurances, accounts payables, and managing fringe benefits.
 3. Prepares the annual school district budget and the program budgets directly related to the job assignment and directly supervises their implementation. Monitors the budget and provides current up-to-date information on the budget as directed to all administrative staff.
 4. Develops budget information and reports as directed by the Superintendent of Schools or required by the Department of Public Instruction and appropriate governmental agencies.

5. Supervises the bidding, procurement of supplies, receiving, storage, and distribution of same. When necessary, develops bid specifications and seeks competitive bids.
6. Prepares the certification of tax levies to municipalities and ascertains the collection of taxes.
7. Responsible for the official enrollment counts including open enrollment and tuition waivers.
8. Develops and promotes a well-planned risk management program, giving leadership and direction in the administration of this program. Interprets board policies and the state/municipal codes/polices. Reviews accident summary reports and investigates serious accidents.
9. Coordinates and revises bussing contracts for the student transportation program.
10. Represents the school district at any fair hearing meetings involving parents of children disagreeing with the findings of the annual Free/Reduced Lunch Verification Program required by the Department of Public Instruction.
11. Develops and manages the budget related to areas of responsibility.
12. Maintains and updates the district's property insurance valuation amounts.
13. Understands and demonstrates competence in the Wisconsin Administrator Standards.
14. Facilitates a vision of learning and a culture of collaboration and excellence.
15. Supports a culture of innovation.

D. Supervises, Hires, and Evaluates Staff

1. Supervises the Supervisor of Buildings and Grounds, Supervisor of School Nutrition, and business office staff and oversees the operations of these departments.
2. Supervises all new building/remodeling projects, and assists as directed in the development of school sites.
3. Evaluates immediate subordinates and makes recommendations regarding employment, assignment, and salary.
4. Works with the Director of Human Resources and building principals during the hiring process of personnel in each program area of responsibility.

E. Additional Responsibilities

1. Coordinates the development and implementation of the district's Crisis Communications Plan.
2. Communicates to the Superintendent the requirements and needs of the district related to budget, transportation and facilities.
3. Keeps the Superintendent advised on all relevant matters.
4. Performs other duties as assigned by the Superintendent, or as appropriate to the job assignment.

Policy Approved: July 22, 1999

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