

**MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT
JOB DESCRIPTION
ASSISTANT SUPERINTENDENT FOR BUSINESS**

Summary: Under the supervision of the Superintendent of Schools, incumbent serves as the Assistant Superintendent for Business and is responsible for all functions of that office, including supervision and evaluation of all assigned professional, clerical and support staff. The primary function of this position is to provide leadership, direction and supervision of the District's Business Office. The incumbent's principal duties shall include planning, implementing, managing and evaluating the office. Member of the Superintendent's Cabinet. This position includes the duties and responsibilities below and other functions as assigned by the Superintendent of Schools.

Qualifications: A Master's Degree (minimum); appropriate NYS administrative certificate in Educational Administration

AND

A minimum of five years teaching experience.

Such alternatives to the above qualifications as the District may find applicable.

Essential Duties and Responsibilities:

1. Supervises and provides leadership, direction, guidance and support to the Business Office, Buildings and Grounds, Transportation, Health, Safety and Security, School Lunch Program.
2. Develops the budget, including preparing and administering the annual budget, as well as long range financial planning. Responsible for the collection of data needed to prepare the school budget and to compile same in document form.
3. Supervises the financial affairs of the District, Including investment of all funds, accounting and reporting procedures. Responsible for internal control system to safeguard District assets.
4. Supervises the District's insurance programs. Provides direct administration and oversight of the District's program for property and casualty, including legal liability. Works cooperatively with legal counsel appointed by the Board of Education to handle property and casualty/liability matters.
5. Supervises the purchasing and warehousing of goods and services. Reviews all contracts and makes recommendations for their disposition.
6. Oversees the preparation of all financial and state aid reports.
7. Supervises the operations of the Facilities Department. Responsible for the health, safety, and security of the District.
8. Supervises the District's transportation program.

Job Description (Continued)
Assistant Superintendent for Business

9. Supervises the food service/child nutrition program.
10. Participates as a member of the District's management negotiations team. Creates scattergrams, spreadsheets and cost/benefit analysis.
11. Provides for the direct oversight of tuition, fees, or other reimbursable units of measure for all departments within the School District which generate revenues. Provides for the verification of actual participation, enrollment, registration, or receipt of services to verify timely and appropriate billing for same, utilizing Business Office personnel or other staff which may be assigned for such purposes.
12. Is responsible for developing and tracking the School District's housing patterns and facility needs of the District in order to adequately house students.

Reports to: Superintendent of Schools
Prepared by: James Donovan
Approved by: Dr. Roberta Gerold, Superintendent of Schools