Assistant Superintendent, Business Services & Human Resources
Festus R-VI School District

Position Title: Assistant Superintendent of Business Services & Human Resources
Department: District Office
Reports to: Superintendent

Summary: This position is responsible for supporting the execution of the R-VI District's vision and direction by overseeing and aligning critical district level administrative functions, processes, and special projects that engage multiple divisions. This position has direct oversight responsibility for all Personnel and Financial Matters of the R-VI District including - ensuring compliance with the established tax rate, debt management, risk management, purchasing and distribution, auditing, payroll, and human resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Supports the delivery of human resources services and business services, operational services including but not limited to, purchasing and distribution, facilities services, selection and partnering with outside depository for district funds and risk management services.
- Represents the R-VI District as requested by the Superintendent.
- Engages with legal counsel as needed for R-VI District matters.
- Effectively manages a variety of complex situations, as needed.
- Provides general administrative and departmental assistance to the Superintendent in daily operations; coordinates and facilitates a wide variety of projects as requested; and is a valued resource in the development and prioritization of program planning for improvement of the District's Strategic Plan.
- Oversees the negotiation of employee benefits including broker selection, risk-financing options including retention levels and broker selection, bond underwriter services, realtor services, financial auditor services, and internal auditor services.
- Monitors the District's comprehensive property and liability insurance plan via MUSIC
- Provides visionary leadership for the departments and programs which directly influence operations for the purpose of ensuring the support of student success.
- Participates in community engagement for the purposes of advocating for identified priorities and increasing community support, including professional membership and service on local, state, and national committees and boards.
- Maintain active and regular attendance at a myriad of district sponsored activities throughout the school year.
- Maintain active and engaged membership in local civic clubs.
- Performs other related duties as assigned ensuring the efficient and effective functioning of the work unit.

Business Services

- Oversees the development and monitoring of the annual budget for revenue and expenditure projections/amendments, enrollment projections, and the long-range facilities plan to manage the school district's fiscal responsibility.
- Oversees the district debt structure and as needed makes recommendations for improvement.
- Oversees the analysis of contractual agreements for legal compliance.
- Oversees the development of an appropriate system of internal controls to ensure that R-VI District assets are properly safeguarded and that all records and reports are both accurate and complete.
- Manages and oversees all real estate matters including purchases, sales, transfers, and other legal requirements.
- Maintains various budgetary functions to ensure compliance with regulatory and administrative requirements at the Federal, State, and Local levels.
- Aides process of salary & welfare negotiations.
- Assists the R-VI District as needed with any ballot initiative and/or comprehensive strategic planning.

Human Resources

- Serves as liaison for the District's health insurance plan. Supports the Superintendent through participation in required R-VI Board and committee meetings along with other activities deemed necessary.
- Essential in assisting with maintaining a culture of high performance and service orientation among team members.
- Performs personnel administrative functions *(e.g. evaluating, supervising, training, etc.)* for the purpose of enhancing productivity of personnel and achieving objectives.
- Prepares a wide variety of materials in order to document activities and issues, meet compliance requirements, and/or provide supporting materials for requested actions.
- Compiles data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with organization policies and procedures and/or monitoring program components.
- Supports the Superintendent serving as a liaison with other District personnel, external agencies and the patrons of R-VI.
- Supervises and evaluates work of all assigned staff; develops recommendations for staff, which may involve staff development, placement, dismissal, or reassignment of personnel in conjunction with the appropriate district staff personnel.

Knowledge, Skills, and Abilities

- Knowledge based competencies required to satisfactorily perform the functions of the job include pertinent codes, policies, regulations and/or laws; current trends and practices in assigned area; principles of employee development and management; project development, goal attainment and time management.
- Skill based competencies required to satisfactorily perform the functions of the job, including utilizing pertinent software applications; planning and managing projects; preparing and maintaining accurate records.

- Ability to analyze situations to define issues and draw conclusions.
- Ability to work with others under a wide variety of circumstances; working with data utilizing defined but different processes.
- Ability to work with a significant diversity of individuals and/or groups.
- Ability to analyze issues and create action plans as needed.
- Ability to collaborate and communicate effectively with both internal and external stakeholders.
- Ability to maintain confidentiality; set priorities; meet deadlines and schedules; work with detailed information; and adapt as necessary for unplanned priorities.
- Ability to work as part of a team and work with frequent interruptions. Ability to set high expectations for self and others and utilize and offer effective feedback for continuous improvement.

Supervisory Responsibilities:

- Oversight of the employees in the departments of food service, transportation, custodial & maintenance, including facility and project planning, certificated & classified personnel and substitute teachers.
- Planning, assigning, and directing professional tasks.
- Addressing complaints and resolving problems.

Desirable Qualities:

- Task oriented with the ability to multi-task
- Detail Oriented
- Strong interpersonal skills allowing for success in facilitating groups/audiences of varied backgrounds.
- Outstanding work ethic. Understanding the importance of devoting attention to the entire school community.
- Strong knowledge base in the areas related to research-based strategies that result in student success.
- Proficiency in all areas of Microsoft Office, particularly Excel and Google Suite.

Education, Experience, Certificates, Licenses and Other Special Requirements

- Minimum of a graduate Degree in Educational Administration or other similar discipline, with a Doctorate preferred.
- Prior building level and/or district level administrative experience preferred.
- Building level administrative experience in an accredited K-12 public school is required. Central Office experience in Missouri school finance is strongly desired.
- Administrator Certification as required by the MO Department of Elementary & Secondary Education or certification deemed acceptable for the position.
- Must pass a Criminal Background Clearance, the results of which must be satisfactory to the District, required.
- ***District residency required***.

Evaluation: Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Terms of Employment: Initial contract is twelve-months with salary to be established by the Board of Education. Potential for a multi-year contract after the first year. Benefits will be the same as those entitled to other 12-month employees unless otherwise noted by the Board of Education.