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| **Director Of Business Services** | | | | |
| **Position Goal(s)/Summary:** | | | | |
| Provide leadership in developing, achieving and maintaining quality business services for local districts and the (School District). To lead the business and financial operations for the school district | | | | |
| **Supervision:** | | | | |
| **Reports to:** Superintendent | | | | |
| **Supervises:** Business Coordinator, Accounting Assistants, Custodial and Maintenance Staff | | | | |
| **Key Responsibilities:** | | | | **Evidence of Performance:** |
| Maintain a high level of professionalism in the administration of all programs, and create a positive image of the (District) to the general public while insuring quality programming for all students | | | | Cooperatively work with representatives at the Michigan Department of Education and community agencies  Strive for improvement through participation in professional growth activities  Complete required paperwork accurately and in a timely manner  Attend scheduled administrative/staff meetings  Coordinate and support staff certification and licensing mandates  Maintain an understanding of appropriate investment options  Monitor deposits and budgets |
| Responsible for on-going communication with ISD and LEA staff members and community | | | | Serve on various committees and attend required meetings  Plan and implement relevant professional development activities with appropriate staff members  Present resources to local districts and assist them as needed  Coordinate the efficient gathering and timely reporting of business services related data |
| Create and maintain an environment in which all staff members can feel free to constructively contribute to the goals and objectives of the ISD Board of Education | | | | Maintain regular communications with the Superintendent, other administrators, and staff members conducive to creating positive working relationships  Provide positive interactions with students, parents, ISD staff members, LEA staff members, and community agencies |
| Effectively and efficiently evaluate supervised staff members in a timely manner | | | | Schedule and conduct growth planning meetings, observations and record reviews for all supervised staff and forward all summative evaluations to the Superintendent  Follow all ISD Board Policies, Guidelines and Superintendent directives  Assign staff members work responsibilities, to ISD committees, etc |
| Prepare for job openings and prepare materials as needed | | | | Prepare decision making information on template to provide Board of Education with a data driven rationale for positions  Compile information pertaining to job postings and deliver to the Human Resource Assistant in a timely manner  Select potential candidate(s) and conduct interview(s)  Submit recommendation to Superintendent in timely manner |
| **General Responsibilities:** | | | | |
| * Problem solve a wide range of challenges, use initiative and be flexible daily, to maintain continued delivery of services * Prepare, maintain, and evaluate all necessary records as directed by the ISD Superintendent and the Michigan Department of Education * Work cooperatively with the board and administrators to ensure quality programs for students within the ISD * Support the integration of technology to assure cost and time effectiveness and efficiency * Work effectively as a team with ISD, LEA, and community agency staff * Be well organized and work effectively with specific timelines * Demonstrate effective interpersonal and teamwork skills * Assist in the development of long range planning and staff in-services * Present a positive image of the ISD * Maintain a high level of professionalism and commitment to the mission and vision of the ISD * Keep up to date professionally * Other duties as may be assigned | | | | |
| **Educational Requirements:** | | | | |
| High School Diploma or GED  Vocational School or some college classes  Associate’s Degree or equivalent  Industrial or Military Certification in related field | | | Bachelor’s Degree  Master’s Degree  Other – Certification as a Certified Public Accountant | |
| **Minimal Qualifications:** | | | | |
|  | **Upon date of hire:** | 1. Three years of satisfactory experience in school administration or professional office management 2. Must have Business Administration Degree 3. Satisfactory experience in the Educational Administration of Business Services 4. Must have demonstrated skills with computer applications 5. Must have demonstrated skills and knowledge of human relations 6. Must have demonstrated math, written and verbal communication skills | | |
| **Within 90 days of hire:** | 1. Complete Bloodborne pathogens course | | |
| **Additional Requirements:** | | | | |
| * Valid MI State Driver’s License or State ID * Must have own transportation to and from assignments * Ability to Pass Criminal History Check | | | | |