



Nicholas E. Ceglarek, Ed.D., Superintendent
Carol Greilick, Assistant Superintendent for Special Education
Stephanie Murray, Assistant Superintendent for Ancillary Services

Traverse Bay Area Intermediate School District
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www.tbaisd.org

July 3, 2018

TITLE: Assistant Superintendent for Administrative Services

CLASSIFICATION: Level V

LOCATION: TBAISD Administration Office

EFFECTIVE DATE: August, 2018

REPORTS TO: Superintendent

SUPERVISES: Business Manager, Payroll, Accounting, Human Resources, Information Technology and General Operations

QUALIFICATIONS:

- M.B.A. and/or M.A. in educational administration with emphasis in Human Resources.
- State of Michigan School Administrator Certification in central office or meet all state requirements for Chief Financial Officer.
- Minimum of five to seven years of previous school finance experience, related experience and/or training.
- Knowledge of Public Employment Relations Act (PERA), the Michigan Employment Relations Commission (MERC), the Americans with Disabilities Act (ADA), Fair Labor Standards Act (FLSA), PA 54 of 2011, PA 152 of 2011, PA 300 of 2012, Worker's Compensation, Unemployment Compensation, and other applicable employment and school laws.
- Knowledge of labor contract negotiations and administration.
- Knowledge of software and operations of computerized financial accounting systems.
- Strong analytical and critical thinking skills.
- Excellent financial and business acumen, with the ability to quickly assimilate numbers and reports and provide well-reasoned, thoughtful, and succinct reports and recommendations.
- Strong communication and interpersonal skills.
- Ability to provide leadership to multiple departments within the organization.

EMPLOYMENT TERMS:

12-month position, two (2) year contract renewable annually, subject to all rules and regulations covering professional personnel and as a minimum the fringe benefits covering the professional employees.

EVALUATION: Performance will be evaluated by the Superintendent.

GENERAL RESPONSIBILITIES:

FINANCIAL ADMINISTRATION

- a. Supervises the activities of payroll, accounts payable, accounts receivable, general accounting, cash management, internal accounts, budget, staff allocations, property control/disposition, and worker's compensation.
- b. Supervises the preparation of financial reports and documents for submission to the State Department of Education.
- c. Coordinates the activities of all external financial auditors and acts as a liaison between the District and the State Auditor General's office.

HUMAN RESOURCES

- a. Makes sound recommendations regarding personnel management, recruiting, selection, transfer, retention, evaluation, and dismissal procedures.
- b. Administers and interprets all employee contracts.
- c. Advises the Superintendent on business, financial, and personnel affairs.

INFORMATION TECHNOLOGY

- a. Provides direction, supervision and administration for data systems and analysis and information technology programs and services.
- b. Provides leadership within the ISD and across the districts we serve to establish a vision for information technology programs, services and purchasing.
- c. Administration of E-rate program.

FACILITIES/TRANSPORTATION

- a. Responsible for facility and district operations including oversight/supervision of custodial/maintenance staff.
- b. Responsible for oversight of contracted transportation.
- c. Responsible for oversight of school vehicles.
- d. Responsible for annual training of staff.
- e. Participation in Northern Michigan Transportation Consortium.

OTHER ADMINISTRATIVE RESPONSIBILITIES

- 1. Works with administrators and board members in constituent districts and with district personnel in collecting and evaluating data.
- 2. Reports, with the approval of the Superintendent, conclusions secured from studies to appropriate parties.
- 4. Has responsibility for preparing suggested policy and administrative guideline revisions for review by the Superintendent prior to submittal to the Board for approval.
- 5. Works with administrators and constituent board members on assignment by the Superintendent.
- 6. Furnishes reports and conclusions of research projects as directed by the Superintendent.
- 7. Directs pupil accounting audits.
- 8. Assists LEA business operations in efforts to assure their efficient and accurate fiscal management.
- 9. Serves as the District's Civil Rights Coordinator
- 10. Performs other duties as assigned by the Superintendent.

Anyone interested in this position should apply on-line at www.tbaisd.org under employment opportunities. Applicants applying on-line should include as an attachment their cover letter, resume and transcripts. Posting deadline – July 20, 2018.

C: Bulletin Boards at:

TBA Administration Building (2)	Michigan Works!	Record Eagle
TBA Career-Tech Center	New Campus	Oak Park
Life Skills Center	Admin East	Traverse Heights
MSBO, MASA, MAISA		

NOTICE OF NONDISCRIMINATION POLICY

It is the policy of the Traverse Bay Area Intermediate School District that no person shall, on the basis of race, color, national origin, creed or ancestry, political belief, sex, disability, handicap, religion, age, height, weight, or marital status be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity and in employment.