

WAYNE-WESTLAND COMMUNITY SCHOOLS
36745 Marquette Street
Westland, MI 48185-3289

TITLE: Director of Program Evaluation and Resource Management
REPORTS TO: Chief Finance and Operations Officer
LOCATION: Board Office, Timothy J. Dyer Center
DATE: June 25, 2018
CLOSING DATE: Until Filled

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The Director of Program Evaluation and Resource Management under the direction of the Chief Financial and Operations Officer, is responsible for the planning, implementing, conducting and reporting district program evaluation services; assisting with preparation of all required reports; preparation of budget estimates and revisions for all District programs/projects; serves as a member of the District negotiating team; assists in analyzing and administering Business Maintenance and Instructional Operations functions, including but not limited to: pupil accounting, student registration, instructional and operational program evaluation, transportation, maintenance, purchasing, technology operations, food services services, student activities and risk management; and is also responsible for coordinating the flow of financial information to District administrators. In addition to providing supervision, training, and evaluation of Fiscal Services staff, the Director acts for the Chief Financial and Operations Officer, in his/her absence, and performs related duties and responsibilities as required.

- Assists with development of the annual budget at district and school level, compilation of data, estimates or income/expenses, and preliminary and final budgets for Board adoption
- Determines and creates systems to perform program evaluation including design of a plan and timeline to meet needs including all forms, processes, procedures and documents
- Serve as chairperson of the Academic Return on Investment program evaluation committee and develop and assist with process to prioritize programs for evaluation and communicating progress and results.
- Design survey instruments to use in program Evaluations collected through various means such as classroom observations, survey instruments, student assessments and/or division's database.
- Provide leadership regarding effective evaluation models, methods, and systems.
- Provide leadership and assistance to schools and departments in planning, designing and conducting program evaluation activities.
- Design, conduct and report results of program evaluations and longitudinal studies.
- Analyzes legal changes, and keeps abreast of new legislation and professional improvements
- Provides technical advice and information to administrators and staff
- Handles special assignments and assists in analyzing other Business, Maintenance and Instructional Operations activities as directed
- Plans internal controls, processes, forms and monthly reporting to protect the District and keep Superintendent informed of financial status.
- Creates, budgets and assists with the recruitment and selection process as assigned by CFO/COO when utilizing outside vendors
- Oversees student registration.
- Assists with planning, organizing, and/or overseeing internal audits and works closely with external auditors to ensure compliance with GASB, federal, state and county guidelines
- Assists with district accounting functions and activities including payroll, accounts payable, student registration, nutrition service, financial and project reporting, revolving cash, and records management

- Assists with supervision activities of clerical personnel including evaluating and overseeing the evaluation of Fiscal Services staff
- Attends city, county, state, District Board meetings, and hearings concerning fiscal services and related subjects as necessary
- Prior experience in responsible fiscal and operational management, including financial analysis, budget planning and preparation, and responsible management responsibilities preferred
- Ability to develop and maintain excellent working relationships with District staff, consultants, public agencies, and legislators; effectively supervise technical and clerical staff members; effectively and efficiently assists in the planning, management, and direction of the District fiscal operation and activities
- Attend and/or present at meetings such as School Board meetings, school or division committee meetings or as assigned or requested
- Regular and predictable attendance
- Other duties as assigned

EDUCATION AND/OR EXPERIENCE:

- Five years of increasingly responsible accounting and/or auditing experience, including three years in a supervisory capacity in a governmental or school district setting, preferred.
- Experience in a K-12 school environment preferred.
- Supervision of student extra-curricular activities in a K-12 environment preferred.
- Training in accounting, business management or economics; as it relates to the position
- Bachelor's or Master's Degree in accounting or a related field, from an accredited college or university, is required.
- MSBO certification preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Fiscal and operational management, including financial analysis, budget planning and preparation, and responsible management duties.
- Laws and regulations relating to the financial administration of public school districts.
- Categorical grant funding laws and regulations including Title I, Title II, Title IV, Partnership Agreements, etc.
- Internal controls and audit principles and practices.
- Principles and practices of public administration, including purchasing, contracting and the maintenance of public records.
- Ability to work with a variety of computer platforms and district and county systems.
- Plan, organize, manage and integrate the District's finance and accounting activities and operations to meet District objectives, professional standards and legal requirements.
- Evaluate district programs financial programs, procedures and controls and implement recommendations for improvements.
- Understand, interpret, explain and apply District policies and state and federal laws and regulations applicable to District financial accounting, reporting and record keeping.
- Develop and maintain excellent working relationships with District staff, consultants, public agencies, and legislators.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The physical requirements indicated below are examples of the physical aspects that persons within this classification must perform in carrying out essential job functions.

- Will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- Will sit most of the time, but may walk or stand for brief periods of time: will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool
- Must be capable of providing oral information, both in person and over the telephone
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually quiet. The employee is frequently required to interact with staff and occasionally with the public.

TERMS AND CONDITIONS OF EMPLOYMENT:

Compensation per the W-WCOAA master agreement, the salary range for a Grade 13 position is \$83,651 - \$101,960.

EVALUATION:

Job performance is evaluated in accordance with District guidelines and the W-WCOAA collective bargaining language by the direct supervisor.

APPLICATION PROCEDURE:

Apply on line at <http://wwcsd.net> or come to the Human Resources Department to access the online application system.

The information contained in this job description is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. Job descriptions are not intended as and do not create employment contracts. The Wayne-Westland Community Schools is an Equal Opportunity Employer.