


Openings as of 6/5/2024

Assistant Superintendent, Finance and Operations

JobID: 16149

Position Type:

Administration/Assistant Superintendent

[Email To A Friend](#)

[Print Version](#)

Date Posted:

6/5/2024

Location:

Earhart Administration Building

ANN ARBOR PUBLIC SCHOOLS
LEAD. CARE. INSPIRE.



POSITION TITLE:	Assistant Superintendent, Finance and Operations
FTE:	1.0
POSITION LOCATION:	Earhart Administration Building
SALARY: Qualifications)	\$152,250 - \$173,250 (Commensurate with Experience & Qualifications)
REPORTING TO:	The Superintendent of Schools

SUMMARY:

It is an exciting time in the Ann Arbor Public Schools (AAPS) following the passage of a significant Capital Bond in November 2019 and as the AAPS team continues on a path of growth and development to achieve educational excellence through ensuring equity and opportunity for every child, every day. The Ann Arbor Public Schools seeks a competent, committed, and visionary financial leader with a proven record of success who will oversee the district finances, facilities, and operations division.

The Assistant Superintendent is an Executive Cabinet-level position that serves as the Chief Finance and Operations Officer for the school district and reports directly to the Superintendent. The position provides vision and leadership for finance and operations in the areas of Business and Financial Services, Operations, and Physical Properties, including student and school safety, custodial, maintenance, and environmental and oversight of major contracts such as Custodial, Food Services, and Transportation. The Assistant Superintendent is responsible for the leadership and oversight of the overall financial and physical operations of the district, including legislative coordination and analysis, strategic planning, long-range physical property and financial planning, and other district priorities as needed.

The position of Assistant Superintendent, Finance and Operations presents an extraordinary

opportunity to provide strong fiscal leadership that will move the district forward to achieve its critical mission of student achievement while ensuring that the district is financially strong and well-positioned for the future. The right leader will understand the critical importance of proactive, insightful planning, competent financial oversight and attention to detail, will have the ability to build a high-performing team, and be comfortable with the challenge of working across multiple groups of stakeholders to realize a vision of sound, innovative fiscal management. We are currently extending and enhancing our support of staff and development of quality programs to achieve even higher levels of distinction while continuing the quality for which the Ann Arbor Public Schools has long been well known, across Michigan and around the world.

QUALIFICATIONS AND REQUIREMENTS:

In the Ann Arbor Public Schools, our district Equity Plan drives our staff and school community to ensure we have an anti-racist, fully inclusive environment in each of our schools, district departments and divisions. We believe that equity is the moral responsibility of every leader to take the intentional actions necessary to create learning communities free of barriers, biases, and disproportionality for each and every person, regardless of personal characteristics and social circumstances.

We seek an experienced leader with proven success in leading finance and operations with integrity and deep conviction in achieving equity for all students. This individual must be a reflective, innovative, anti-racist, equity-focused leader with a core belief in equity, diversity, and inclusion as our greatest asset. Applicants for this executive leadership position should be able to share successful execution in systems work aligned with these beliefs, while also communicating challenges experienced in the work. Applicants should be able to set vision, provide hands-on and direct leadership and support to the finance and operations team, and ensure integration with schools and other departments across the district.

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 essential functions.

Certificates, Licenses & Registrations

- Current CPA endorsement preferred
- Eligible for MSBO Chief Financial Officer Certificate

Education & Experience

- Master's Degree from an accredited university (AACSB requirements or equivalent)
- Coursework completed in the area of Business Administration and/or Public Administration, MBA, or Masters in Accounting required
- Minimum of five (5) years of successful school business administration/operations leadership

JOB RESPONSIBILITIES:

- Participate as a part of Superintendent's cabinet, serving as the representative of the operational areas in all applicable committees
- Serves as the Chief Finance and Operations Officer for the school district, in charge of long-term planning for district sustainability, particularly in the areas of physical properties, contracts, and financial sustainability

- Responsible for budget oversight and long-range financial planning for the district. Monitor district expenditures to ensure compliance with approved budgets
- Responsible for development, professional assessment, and community engagement to support a long-term plan to achieve sound and sustainable physical properties in the district, including management of properties to accommodate projected student growth
- Provide leadership and supervision necessary to maintain effective support services such as Business Services (finance, grants, purchasing), Physical Properties, (custodial, maintenance, and environmental), Food Services, and Transportation
- Lead and supervise the management of the Debt Services and Capital Projects Funds, Bond and Sinking fund projects and equipment requests
- Supervise the investment of school district funds, including general fund, special revenue funds, debt service, capital project funds, and scholarship funds
- Plan, organize, direct the activities of the Finance and Operations Division, ensure continued professional growth and development for the Finance and Operations staff
- Advise the Superintendent, Board, and others on all matters relating to the functions of the Finance and Operations Division and direct the development of Board policies related to same
- Assist the Superintendent and staff in analyzing finance and operation problems and develop solutions that, ultimately, improve the daily operations and function of the district
- Participate with legislative, school business, state, and national organizations in staying abreast of school finance reform and other district-related issues
- Oversee the preparation of District financial reports. Ensure that report formats meet all State, local, and in-district reporting requirements. Appraise the District's financial position and issue periodic reports on the District's financial stability and growth
- Oversee the preparation and submission of tax resolutions for the Board. Ensure timely transfer of funds from taxing authorities to the District. Monitor tax appeals and SEV adjustments
- Invest all receipts and cash revenues according to the investment laws of the state and the cash flow needs of the District
- Serve as a member of District negotiation teams
- Establish and maintain efficient and effective criteria and procedures for research and development to continuously improve the operation of Finance and Operations
- Other duties as assigned or requested by the Superintendent

LANGUAGE SKILLS:

Read, write, and comprehend basic instructions, short correspondence, and memos

Effectively present information in one-on-one and small group situations to staff, parents, students, and administrators

Communicate clearly and concisely both orally and in writing

Ability to read and interpret safety rules, operating and maintenance instructions, and procedure manuals

Ability to speak effectively before groups of students, staff, and parents

MATHEMATICAL SKILLS:

Add, subtract, multiply, and divide in all units of measure using whole numbers, fractions and decimals

REASONING ABILITY:

Apply common sense understanding to carry out instructions given in written, oral, or diagram

form

Deal with problems involving a few concrete variables in standardized situations

OTHER SKILLS and ABILITIES:

Work with parents and children of diverse cultural backgrounds

Develop effective working relationships with students, staff, and the Ann Arbor community

Perform duties with awareness of all district requirements and Board of Education policies

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and AV carts.

Specific vision abilities required by this job include close vision such as reading handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and staff.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate. The employee is frequently required to interact with the public and staff and is directly responsible for the safety, well-being, or work output of others.

METHOD OF APPLICATION:

All applicants must apply online at A2Schools.org --> District Links --> Job Postings.

FMLA regulations require all employers to post the [updated FMLA notice](#).

Powered by applicant tracking, a product of Frontline Education.