



JOB DESCRIPTION

Job Title	Executive Director of Business Services
Department	Business Services
Reports To	Superintendent of Schools
Classification	Administration
Location	District Office
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Executive Director of Business Services, under the guidance of the Superintendent, is responsible for the organization and administration of the financial and business affairs of the school district. This position is responsible for all matters related to the district budget, district purchasing processes, district payroll and accounting processes, and coordination of District construction projects with shared support from the Executive Director of Administration. In addition, this position calculates the annual tax levy and reviews the district revenue limit calculation to ensure DPI’s calculation is correct. This position provides guidance to all staff that have budget responsibilities for the District. The Executive Director makes recommendations that impact the budget in an effort to maximize revenue and reduce expenses. Additionally, this position serves as a member of the Superintendent’s Cabinet.

Essential Job Functions

- Oversees the development and administration of the school district budget.
- Provides support for various Board committees.
- Plans, implements, and monitors budgets in all areas of Business Services including referendum projects.
- Maintains oversight of the food and nutrition, buildings, and grounds, purchasing, accounting, and payroll departments.
- Oversees the financial component of the District’s pupil transportation contract.
- Oversees school district elections.
- Serves as Deputy School District Clerk.
- Provides supporting documentation for school district referendums.
- Advises the Superintendent and School Board on legal matters pertaining to the business and financial interests of the District.
- Provides necessary information to key parties to assist in updating salary schedule development and adjustments for all employee groups.
- Administers and monitors employee salary, benefit, and retirement programs through the oversight of the payroll office.
- Provides financial analysis services to other departments.
- Administers the Business Services department.

- Administers School District contracts.
- Oversees district debt.
- Calculates the annual tax levy.
- Reviews the revenue limit calculation to ensure DPI's calculation is correct.
- Administers the property and casualty insurance program.
- Collaborates with the Cabinet in preparing the annual District budget.
- Works collaboratively with school, community, and media outlets related to school budget matters.
- Works to strengthen connections with the community to support students.
- Attends all School Board meetings and makes presentations to the Board and community.
- Serves on District committees as assigned/appointed.
- Attends principals' meetings to provide updates and information regarding financial matters and to maintain ongoing communication.

Ancillary Job Functions

- Performs other related duties as assigned by the Superintendent of schools and School Board.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Master's degree in School Business Management or related field.
- 10 years or greater cumulative experience in the following areas:
 - Minimum of 5 years in one or more of the following:
 - PK-12 Administration.
 - PK-12 Business Services.
 - Other public or private sector Business Administration experience.
- Wisconsin Administrative Certification: School Business Administrator (#5008).
- Certified Public Accountant.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Advanced graduate work beyond the master's degree.
- Wisconsin Administrative Certification: Principal Licensure (#51).
- Bilingual/bicultural skills.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Leadership skills including visioning, active listening, coaching, facilitation, and using data for decision making.
- Ability to ensure all staff receive effective supervision and evaluation.
- Thorough knowledge of school operations.
- Ability to communicate effectively both orally and in writing, including speaking publicly to large groups.
- Ability to work effectively with individuals and groups.

- Ability to maintain confidentiality in all tasks.
- Ability to effectively plan, organize and manage time.
- Ability to work independently with minimal supervision.
- Ability to learn and adapt quickly as situations change.
- Ability to accurately maintain records and meet deadlines with a high degree of accuracy.
- Ability to demonstrate creative problem solving and conflict resolution skills.
- Knowledge of IRS regulations regarding employee benefit and compensation programs.
- Knowledge of property and liability insurance regulations as they pertain to school districts.
- Ability to understand and interpret a wide variety of vendor and partner contract language.
- Familiarity with the school district election process.
- Demonstrates an understanding and use of equitable and culturally responsive practices.
- Ability to assist with the implementation, oversight, and monitoring of the District's EMLSS
- Ability to travel to multiple District and community sites in compliance with the District driving policy.
- Ability to work a flexible schedule including evening and weekend hours as required.
- Ability to assist with the implementation, oversight, and monitoring of the District's Equitable Multi-Level System of Support (EMLSS).

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office environment and moderate noise levels.

Physical Requirements – The physical demands described below 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 essential functions.

- Must be able to sit for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Regularly required to talk and listen.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout their employment in the District.