

School District No. 21 of Maricopa County, Arizona
MURPHY ELEMENTARY SCHOOLS

POSITION DESCRIPTION

CLASSIFICATION: Administrative

TITLE: **Senior Director for Business Services And Human Resources**

POSITION GOAL: The Senior Director for Business Services and Human Resources shall assist the Superintendent substantially and effectively in the task of providing leadership in developing, achieving and maintaining the best possible educational programs and services.

The Senior Director for Business Services and Human Resources shall administer the business affairs and service areas of the District in such a way as to provide the best possible educational services with the financial resources available.

QUALIFICATIONS:

1. Graduate of an accredited college or university.
2. Master's Degree in Education or Business Management or equivalent experience.
3. Minimum of five (5) years administrative experience.
4. Such alternative to the above qualifications as the Governing Board may find appropriate and acceptable.

SUPERVISED BY: Superintendent

SUPERVISES: All employees assigned to the Business Services and Human Resources Division.

PERFORMANCE RESPONSIBILITIES:

- 1.1 The Senior Director for Business Services and Human Resources shall supervise, directly or indirectly, every district employee assigned to the Business Services and Human Resources Division.
- 1.2 Develops and maintains a program of appraisal and evaluation of the Business Services and Human Resources employee performance within the requirements of the State law and the Governing Board, making appropriate reports regarding the program.
- 1.3 Reports to the Superintendent the case of any district employee assigned to the Business Services and Human Resources Division whose service is unsatisfactory and recommends action as appropriate and necessary.
- 1.4 Recommends to the Superintendent the suspension of any Business Services and Human Resources employee for just cause.
- 1.5 Recommends to the Superintendent the assignment and promotion of personnel in the Business Services Division.
- 1.6 Recruits or assists in securing appropriate personnel for all positions in the Business Services and Human Resources Division, maintaining Board and administrative standards as to recruitment procedures and fair employment practices.
- 1.7 Delegates at his/her discretion to other Business Services and Human Resources personnel the exercise of any power or discharge of any duties, realizing that the delegation does not relieve the Senior Director for Business Services and Human Resources of the responsibility for actions taken or performance achieved as a result of such delegation.
- 1.8 Conducts formal and informal research into the operational procedures, practices, materials, and techniques of the Business Services and Human Resources Division.
 - 1.8.1 Submits a Biannual Administrative Report to the Superintendent on the Operations of all areas of Business Services and Human Resources.
- 1.9 Assists the Superintendent concerning the formulation of recommendations relative to:
 - Location and size of new sites for schools and other district facilities
 - Expansion of existing sites
 - Location and size of new buildings on school sites
 - Plans for new school buildings
 - Improvements, alterations and other changes in the buildings and equipment of the district.
 - Evaluation of facilities with reduced student population for consideration.

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- 2.1 Considers the educational implications associated with each purchasing decision, prepares suitable specifications and standards, and utilizes good purchasing principals and procedures. Understands the effect of the educational program on the financial structure of the community and exercises sound judgment in a proper balance between the two.
- 2.2 Attends professional conferences and meetings in addition to meetings with district staff, parents, other district citizens and community organizations. Reports to the Superintendent and staff impressions gained from these meetings and makes recommendations where appropriate.
- 2.3 Informs and advises the Superintendent about the programs, activities, practices and problems of departments within the Business Services and Human Resources Division and the various school units operating under the authority of the Governing Board.
- 2.4 Responsible for the implementation; purchase of necessary equipment and software and maintenance of the district-wide technology network including but not limited to expansion; capacity building, infrastructure and staff development training.
- 2.5 The Senior Director for Business Services and Human Resources Division will assist the Superintendent and other appropriate instructional personnel in the identification, purchase, implementation and maintenance of technology used to increase student achievement.
- 3.1 Continues the process of personal and professional growth as an educational leader through the reading of professional journals, attendance at professional conferences and conferring with other educational leaders at the local, state and national levels.
- 3.2 Organizes, directs and conducts programs of inservice training aimed at increasing the skills of school business and technology management personnel and develops proper attitudes toward the educational objectives of the school district.
- 4.1 Assists the Superintendent in preparing recommendations regarding the annual budget for programs and departments within the Business Services and Human Resources Division and the school district.
 - 4.1.1 Provides effective procedures for the purchase of books, materials, equipment, and supplies.
 - 4.1.2 Provides effective procedures and safeguards in accounting for public funds.
 - 4.1.3 Audits student attendance information, reports, and provides current ADM and ADA statistics to Superintendent and Arizona Department of Education.
 - 4.1.4 Provides for warehousing, storing, trucking, and inventory control.
- 4.2 Assists the Superintendent in the formulation of recommendations regarding the number and types of positions required to carry out the programs of the District.
 - 4.2.1 Recommends the number and type of positions required to carry out the programs of the Business and Human Resources Division.
- 5.1 Represents the Superintendent and the district before the public and participates in a program of communication which will be informative to the public and district staff.
 - 5.1.1 Prepares materials interpreting business area of educational programs to the public and to the educational staff.
 - 5.1.2 Addresses service clubs, PTA's and citizens' committees as requested.
 - 5.1.3 Participates in interviews with press, radio or television as requested.
- 5.2 Communicates directly or through delegation to those under the immediate supervision of the Senior Director for Business Services and Human Resources, actions of the Governing Board and the Superintendent's Cabinet relating to the Business Services and Human Resources Division.

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- 5.3 Provides the Superintendent and other staff members as well as the Governing Board, with facts that will help them in their relations with the public.
 - 5.3.1 Responds to the changing community, particularly in regard to the economy, and is alert to all sources of new revenue and outside events which affect the community. Should be well versed on taxation at all levels.
- 5.4 Informs employees of the district to attend such regular or occasional meetings which may be necessary to carry out the business of the Business Services and Human Resources Division.
 - 5.4.1 Develops a program for improved staff relations between supervisors and subordinates and peer to peer.
- 6.1 Prepares and submits to the Superintendent information and recommendations relative to the business program and serves on the Superintendent's Cabinet.
 - 6.1.1 Maintains a risk management program for the District.
- 6.2 Advises and assists the Superintendent with regard to the need for new and/or revised policy statements, and conducts, directly or through delegation, studies needed to form sound recommendations concerning policy adoption.
- 6.3 Assists the appropriate personnel concerning the formulation of recommendations relative to the administration of the District, its programs, and the use and development of facilities.
 - 6.3.1 Works with administrators, teachers, and other personnel in planning for school plant needs, acquiring school sites, and managing school property after the educational standards have been determined.
 - 6.3.2 Works with architects to see that needs are properly translated into final plans; with attorneys and financial advisors to effect suitable financing; with bidders to secure economical contracts and with contractors to provide satisfactory building facilities.
 - 6.3.3 Provides for the operating and maintaining of facilities which will assure maximum education utility as well as a healthful, comfortable, safe environment for pupils, teachers and the public.
- 6.4 Recommends to the Superintendent in regards to legal and safe pupil transportation, plans for new school buildings, improvements, alternations, other changes in the buildings and equipment of the District, and the use and care of school properties.
- 7.1 Attends meetings of the Governing Board and other meetings as directed by the Superintendent unless excused for good cause.
- 7.2 Maintains educational policies and practices in the framework provided by the Governing Board and the State Department of Education.
- 7.3 Serves as custodian for and maintains adequate records for the District including: (1) Revolving Fund, (2) District No. 21 General Funds, (3) Cafeteria Fund, and (4) Student Activity Fund.
 - 7.3.1 Maintains financial accounts, business and property records as required by Statute, State Board policies, and requirements outlined in the Uniform System of Financial Records.
 - 7.3.2 Maintains Federal and State records and reports in one central storage area.
 - 7.3.3 Maintains other records as required.
- 8.1 Performs other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Twelve months.
Salary and benefits at the schedule provided by the Governing Board.

EVALUATION: The Senior Director for Business Services and Human Resources will be evaluated by the methods of evaluation prescribed by the school district and established by the Governing Board.