



EDUCATION . . .  
*Road To Success*

## HANCOCK PLACE SCHOOL DISTRICT

**SECTION: 100 Central Office Administration**  
**TITLE: 003 Director of Finance & Business Operations**

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<b>TITLE:</b>	Director of Finance & Business Operations
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>* Master's Degree in Education OR acceptable professional experience in the private sector</li><li>* Necessary certification as required by the Missouri State Board of Education</li></ul>
<b>REPORTS TO / EVALUATED BY:</b>	Superintendent of Schools
<b>SUPERVISES:</b>	All employees of the school district.
<b>TERM OF POSITION:</b>	12-Months (beginning fiscal year July 1 and ending June 30)
<b>SALARY:</b>	Negotiable
<b>VACATION:</b>	20 Days per fiscal year
<b>CONTRACT:</b>	One-Year Contract
<b>JOB GOAL:</b>	The goal of the Director of Finance & Business Operations is to assist the Superintendent of Schools in administering the business affairs of the school district in such a manner as to provide the best possible educational services with the finances available.
<b>RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>* The Director of Finance &amp; Business Operations will supervise the financial affairs of the district, including the district's annual budget, handling of all funds, accounting and reporting procedures, and long-range planning.</li><li>* The Director of Finance &amp; Business Operations will prepare and administer the annual budget for the school district.</li><li>* The Director of Finance &amp; Business Operations will advise the Superintendent of Schools on business and financial questions.</li><li>* The Director of Finance &amp; Business Operations will work to maintain effective district-community relations and will interpret the financial concerns of the district to the community.</li><li>* The Director of Finance &amp; Business Operations will supervise the school district's supporting services, through the directors of transportation, purchasing, and food services.</li><li>* The Director of Finance &amp; Business Operations will serve as the Coordinator of the Student Transportation Services. He shall assist in establishing and reviewing all routes in coordination with the district transportation provider. He shall determine the eligibility of resident students to ride the district busses. He shall be responsible for collecting all data regarding the district resident transportation services and submit all reports. He shall be responsible for preparing, obtaining, evaluating, and recommending contractual transportation services.</li><li>* The Director of Finance &amp; Business Operations will serve as the Coordinator of Food Services. He shall maintain all data and file all reports required by the Department of Elementary &amp; Secondary Education. He shall provide input to the food service supervisor in the preparation of the food service budget. He shall be responsible for preparing, obtaining, evaluating, and recommending contractual food services.</li></ul>



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- \* The Director of Finance & Business Operations will manage the school district's real estate and insurance programs.
  - \* The Director of Finance & Business Operations will supervise plant expansion and construction programs.
  - \* The Director of Finance & Business Operations will supervise the maintenance and custodial staff and services and evaluate their performances in compliance with district standards. He will assist the maintenance and custodial supervisors in developing budgets and obtaining bids for supplies, and shall approve all requisitions for purchases.
  - \* The Director of Finance & Business Operations will serve as the District Safety Officer. He shall develop the District Safety Manual and ensure that all staff have received professional development in all aspects of safety. He shall be responsible for periodic inspections of the district's facilities to identify potential safety problems.
  - \* The Director of Finance & Business Operations will attend all meetings of the Board of Education.
  - \* The Director of Finance & Business Operations will serve as the Board representative in the negotiation process with employees. He will provide input in the development of the Board of Education's negotiation package and shall report to the Board regarding the progress of the negotiation process.
  - \* The Director of Finance & Business Operations will perform any and all duties as designated by the Superintendent of Schools.

**Hancock Place School District**  
**Date Approved: August 8, 2007**