

KYRENE SCHOOL DISTRICT, ARIZONA

POSITION DESCRIPTION

POSITION TITLE: Assistant Superintendent for Support Services

BAND	GRADE	SUBGRADE
E	8	2
DEPARTMENT: Administrators	ACCOUNTABLE TO: Superintendent	FLSA STATUS: Exempt
POSITION SUMMARY: Incumbent is responsible for administering, directing and coordinating all aspects of the District's financial affairs, including handling of all funds, accounting and reporting procedures, and long-range planning. The incumbent is also responsible for the planning and overseeing all operations of the Finance, Purchasing, Maintenance and Facilities, Technology, Transportation and Food Services Departments. Duties include: preparing the annual budget; maintaining awareness of all sources of new revenue and legislative events; ensuring compliance with state and federal legal requirements; attending Governing Board, Superintendency, and Cabinet meetings; directing purchases, warehousing and distribution of supplies and equipment; supervising staff; maintaining ongoing effective communication with district administration, schools, community, and all assigned staff; managing resources to include budget, personnel, and facilities; implementing broad-based decision making processes, incorporating effective intra-staff communications; developing and recommending policies; and advising the Superintendent and Governing Board.		
DISTINGUISHING CHARACTERISTICS: Assistant Superintendent/Executive Director is distinguished from Director, which does not function as part of the Superintendency or provide advice to the Governing Board on a regular and ongoing basis.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Supervises district financial affairs, including handling of all funds, accounting and reporting procedures, and long-range planning as outlined in USFR.		
2.	Assumes responsibility for all planning and oversees operations of the Maintenance and Facilities Department.		
3.	Prepares, administers, and conducts presentations concerning the annual budget.		

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4.	Maintains awareness of all sources of new revenue and legislative events which affect school districts; acts as liaison to legislative groups and committees.		
5.	Assumes oversight of district technology planning and technology department, transportation and food services.		
6.	Administers and supervises assigned district program services in accordance with Board Policy, federal and state laws and regulations.		
7.	Directs purchases of all supplies, materials, and equipment in keeping with the budget.		
8.	Supervises warehousing and distribution of supplies and equipment.		
9.	Arranges for internal auditing of school accounts.		
10.	Coordinates and reviews board policy revisions as related to areas of direct responsibility.		
11.	Ensures that program effectiveness, practices, expenditures and policies are communicated effectively to each school staff and the public.		
12.	Coordinates the development and administration of budgets for assigned programs.		
13.	Attends Governing Board, Superintendency, Cabinet and Principal meetings.		
14.	Assists the Superintendent with communications and media relations.		

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15.	Maintain up-to-date-inventory of school property.		
16.	Complete applications for state and federal funds.		
17.	Administers and organizes district elections.		
18.	Coordinates, reviews and prepares boundary changes.		
19.	Other duties as assigned.		

Knowledge (position requirements at entry):

Knowledge of:

- Basic principals of-school business operations and finance
- Legislative processes in the state of Arizona
- Federal and State laws governing public school-operations and Special Education
- School district policies and procedures;
- Budgeting and accounting.

Skills (position requirements at entry):

Skill in:

- Using computer and accompanying software applications;
- Reading, analyzing, and interpreting complex documents, laws, and regulations;
- Writing original documents and letters
- Working with mathematical concepts and formulas including statistical information, percentages, and ratios;
- Public relations and speaking effectively and persuasively to groups and boards including negotiation techniques and collaborative approaches;
- Problem solving and applying principles of logical or scientific thinking to a wide range of intellectual and practical problems;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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Training and Experience (position requirements at entry):

Master's Degree in Education, Business, or related field (Doctorate preferred) and 3 years experience in educational administration at the site or district office level; and/or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Physical Requirements:

Positions in this class typically require: reaching, fingering, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to high stress, high intensity of workload, little control over crises, situations, and respective time lines, and travel.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Date: 3/02