



TRITON REGIONAL SCHOOL DISTRICT

Respect, Integrity, and Excellence for All

POSITION: *School Business Administrator*

PURPOSE OF POSITION:

The School Business Administrator will provide leadership and support for the district's business office and operations in providing efficient and high quality services and resources that ensure an effective learning environment for all students and staff

REPORTS TO: Superintendent of Schools

RESPONSIBILITY:

The School Business Administrator serves as the principal advisor to the Superintendent and School Committee in matters related to finance, procurement, and budget. The SBA supervises human resources, finance, food service, administrative technology and transportation.

Under the direction of the Superintendent, the School Business Administrator is responsible for all personnel functions including recruitment, employment, policy administration, and record keeping for all licensed and non-licensed employees.

PERFORMANCE RESPONSIBILITIES:

1. To implement and monitor the policies of the Triton Regional School District
2. To represent the Superintendent of Schools as may be necessary from time to time
3. To assist in the development and maintenance of a positive organizational climate that is consistent with the core values of the district
4. To be a member of the district's leadership teams and related bodies
5. To advise the Superintendent of Schools on all matters related to the responsibilities of the position
6. To establish and maintain positive working relations with the School Committee, Town and School District Administrators, Town Boards and Committees, community organizations, School District faculty and staff, and the public
7. To manage the development and implementation of the School Committee's operating budget, including general fund, grants, and revolving accounts, and to recommend in-year adjustments as may be necessary
8. To provide support for and liaison with Principals and other budget holders in the discharge of their responsibilities
9. To monitor the budget monthly, prepares quarterly projections and periodic analyses and report results to the Superintendent
10. To conduct multi-year forecasting of revenues, expenses and other data

11. To ensure that the district's fiscal practices are in compliance with statute, regulations, and best business practices
12. To act as principal consultant for any grant proposal originating in the district
13. To act as Chief Procurement Officer and oversee district procurement and manages the preparation and execution of all school department bid proposals/contractual obligations and negotiates vendor contracts
14. To liaise with the district's Treasurer and the district auditor
15. To recruit, develop, retain, support and supervise district office clerical, administrative, and finance staff
16. To act as the district's Human Resource Officer, including oversight of processes for the hiring and termination of personnel, and maintaining an overview of the personnel needs of the district
17. To coordinate the development and maintenance the school district employee handbook
18. To coordinate the development and maintenance of school employee job descriptions
19. To ensure timely and accurate payroll and reporting
20. To monitor compliance with school district employee agreements
21. To conduct financial analysis to support development of collective bargaining strategy
22. To assist with collective bargaining and the adjudication of employee grievances as required
23. To prepare and oversee the district's capital planning and implementation, in cooperation with the Manager of Facilities and Grounds
24. To oversee the general operation of all facilities in cooperation with the Manager of Facilities and Grounds
25. To oversee the Food Service Program in cooperation with the Director of Food Services
26. To oversee and coordinate all transportation services for district students
27. To assist with the development of the district's strategic plan
28. To oversee and evaluate the non-professional administrative staff in the District Office
29. Develops in-service training programs in the areas of finance, human resources, and office practices, promoting a customer service focus
30. To liaise with the Department of Elementary and Secondary Education and other agencies on matters, which lie within the scope of the position, and to ensure that reports required by the DESE are made in a timely manner
31. To advise to the School Committee and its subcommittees, and to prepare reports as required by the Superintendent of Schools
32. To perform such other duties as may be assigned from time to time which fall within the general scope of the position

QUALIFICATIONS:

1. Minimum of a Master's degree from an accredited college or university
2. Significant and successful experience as an administrator either in a school, or school setting, a business enterprise or relevant government agency
3. Licensed or qualified to be licensed as a School Business Administrator in the Commonwealth of Massachusetts
4. Certified, or potential to be certified, as a Massachusetts Certified Public Procurement Officer through the Office of the Inspector General of Massachusetts
5. Possess a thorough understanding of the Commonwealth's school and finance statutes and regulations, as well as the goals and requirements associated with a timely and effective implementation of the Educational Reform Act of 1993
6. Thorough knowledge of sound budget planning and financial management principles and practices, labor relations, environmental, public construction, municipal finance, town charter and by-laws
7. Strong analytical, computer and communication skills to support data base management, forecasting, cost-benefit analyses and decision-making activities

ATTRIBUTES:

- Committed to the core values of the district
- An expectation that all children can learn if provided the right opportunity
- An unwavering commitment to student success
- Leadership and resource management skills
- High level communication and interpersonal skills
- A commitment to collaborative practice within a professional learning community
- A strong focus on best practice in teaching, learning and assessment
- Able to delegate and exercise good judgment
- Detail oriented
- Able to multi-task

TERMS OF EMPLOYMENT:

- Annual Work Schedule: 260 Days Per Year
- Vacation Schedule: 25 Days Per Year
- Health and Benefits Per District Policies and Agreements
- Salary to be negotiated with the Superintendent

HIRING RANGE: \$120,000 - \$140,000

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on Evaluation of School Administrators.