

Position: Associate Superintendent

Job Classification: Executive

Reports To: Superintendent

The Associate Superintendent oversees assigned departments and assumes responsibility for the fiscal concerns of MAISD via efficient management of the District budget; accurate transaction and accounting of District business affairs; administration of human resources functions; management of District building and grounds; provision of financial and procedural expertise to constituent districts, and operational oversight of the MAISD Technology Services department and the Copy Center.

The Associate Superintendent supervises Administrative Services staff and others as assigned by the Superintendent.

Qualifications: The Associate Superintendent must possess a Master's degree or better in school administration, business administration, or a related field and have a minimum of five years successful experience in the administration of school finance. Two or more years experience as an assistant superintendent within a K-12 or ISD environment and successful experience in the supervision and management of school district operations are strongly preferred.

Essential Job Functions:

1. Develops, establishes, maintains, and constantly refines the day-to-day and long-term objectives and activities of the Administrative Services and Technology Services departments.
2. In cooperation with other departmental administrators, prepares District budgets for administrative and Board approval.
3. Manages the annual utilization of adopted District budgets.
4. Establishes, maintains, and utilizes an acceptable system of accounting and bookkeeping for the District.
5. Prepares and submits various reports related to the financial condition of the District for the State Department of Education, the Board of Education, and the District administration.
6. Provides consultation, financial expertise, and other business related resources to constituent districts.
7. Acquires and maintains a thorough knowledge of all laws, rules, regulations, and policies pertaining to the financial affairs of the District. Interprets such information for the Board, administration, and constituent districts.

8. Stays abreast of current financial planning, investment, property management and other business related technologies to ensure that District operations are up-to-date and as efficient as possible.
9. Attends Board meetings and presides over such meetings, committees, and functions as the Superintendent designates.
10. Oversees the District's human resources system.
11. Oversees the operations of the Technology Services department.
12. Administers the District's employee benefits and insurance systems.
13. Serves as the District's chief negotiator with labor unions.
14. Manages all property, vehicle, liability, and other forms of insurance required for District operations.
15. Manages the care, maintenance, and utilization of District buildings and grounds.
16. Oversees the conduct of the annual student membership audit.
17. Ensures the conduct of all required District financial audits.
18. Supervises the inter-district mail delivery system.
19. Supervises the District's telephone switchboard operations and the MAISD Copy Center.
20. Supervises and evaluates Administrative Services staff according to Board policy.
21. Serves in the absence of the Superintendent as the interim chief administrative officer of the District.
22. Performs such other tasks and assumes such other responsibilities as the Superintendent may assign.

Annual Salary = \$118,525

Expense Account = \$0

Reimbursed Expenses = \$0

Supplemental Compensation = \$14,500