

Position: Associate Superintendent for Administrative Services

Job Classification: Executive

Reports To: Superintendent

The Associate Superintendent for Administrative Services oversees assigned departments and assumes responsibility for the MAISD's fiscal concerns via efficient management of the District budget; accurate transaction and accounting of District business affairs; provision of financial and procedural expertise to constituent districts, operational oversight of the MAISD Financial Services department, Human Resources department, Technology Services department, as well as District building and grounds.

Qualifications: The Associate Superintendent for Administrative Services 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, the supervision and management of school district operations, and a comprehensive knowledge of computerized accounting systems and other educational technology systems. Two or more years' experience as an Assistant Superintendent within a K-12 or ISD environment is strongly preferred.

ESSENTIAL JOB FUNCTIONS:

1. Develops, establishes, maintains, and consistently refines the day-to-day and long-term objectives and activities of the Administrative 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 efficient.
9. Attends Board meetings and presides over such meetings, committees and functions as the Superintendent designates.
10. Oversees the operations of the Financial Services department.
11. Oversees the operations of the Technology Services department.

12. Oversees the operations of the Human Resources department, including pupil accounting.
13. Serves on the District negotiation team with labor union contract negotiations.
14. Manages all property, vehicle, liability and other forms of insurance required for District operations.
15. Oversees the care, maintenance and utilization of District buildings and grounds.
16. Ensures the conduct of all required District financial audits.
17. Supervises and evaluates Administrative Services staff according to Board policy.
18. Performs such other tasks and assumes such other responsibilities as the Superintendent may assign.

Annual Salary = \$134,647

Expense Account = \$0

Reimbursed Expenses = \$0

Supplemental Compensation = \$15,500