



Longview Independent School District

JOB DESCRIPTION

ASSISTANT SUPERINTENDENT FOR BUSINESS AND FINANCE

JOB TITLE:	Assistant Superintendent for Business, Finance, and Facilities	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Superintendent	TERMS:	226 Days (Part-Time)
DEPARTMENT:	Administration	PAY GRADE:	Administrative 8

PRIMARY PURPOSE:

Direct and manage operation of all financial and business affairs of the district including accounting, purchasing, data processing, facilities, maintenance, transportations, food, printing services, custodial operations, and construction projects; provide managerial direction and coordination under board policy guidelines to several key district functions and serve as the chief financial adviser to the superintendent and board of trustees

QUALIFICATIONS:

Minimum Education/Certification:

Master's degree in business related field or educational administration from an accredited college or university
Valid Texas mid-management certificate or other appropriate Texas certificate

Minimum Experience:

Five years of progressively advanced experience in school business management

MAJOR RESPONSIBILITIES AND DUTIES:

The Assistant Superintendent for Business Services, under the direction of the Superintendent, shall:

1. Report to the Superintendent on the business affairs of the district, keeping him informed on the current and projected financial condition of the district



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

2. Be responsible for the collection of all funds (except taxes) due to the district and depositing these funds in the manner prescribed by law
3. Be responsible for the disbursement of district funds in accordance with board policy, the adopted school budget, and state and federal law
4. Maintain a financial accounting system, in conformity with state and national school accounting standards and requirements, sufficiently adequate to record in detail all transactions affecting the acquisition, custodianship, and disbursement of funds
5. Prepare and submit monthly financial statements to the Superintendent which reflect the true financial condition of the district
6. Audit all expense accounts, bills, contracts, reports to state and federal agencies, and other claims before submitting to the Superintendent for approval
7. Organize and administer the payroll system for district employees
8. Prepare the official school budget in cooperation with the Superintendent and school staff, and serve as the Superintendent's representative in controlling the adopted budget
9. Serve as purchasing agent for the district in conformity with approved policies on the board
10. Administer the district's insurance program and maintain coverage records
11. Administer the district's workers' compensation program, representing the district at board meetings, coordinating the processing of injury reports and claims payments, and appearing at arbitration meetings as necessary
12. Administer the board's policy on the use of school properties (except athletic facilities) by non-school agencies
13. Maintain adequate inventories of all physical properties of the district
14. Be responsible for the proper filing of real estate deeds and abstracts, titles to motor vehicles, contractual agreements, and other official documents involved in business transactions



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

15. Make the necessary arrangements for all elections which are called by the board to be held in accordance with the Texas Election Code
16. Recommend the assignment, promotion, transfer, or dismissal of clerical employees in this division in accordance with the personnel policies of the district
17. Furnish bond in such form and amount as determined by the board with the premium paid by the district
18. Supervise the functions of facilities, maintenance, custodial operations, transportation, and food services
19. Supervise construction projects
20. Ensure the investment of district funds; minimize the loss risk, but maximize investment revenue while keeping the safety of district funds as the priority
21. Comply with district policies, as well as state and federal laws and regulations
22. Adhere to the district's safety policies and procedures
23. Maintain confidentiality in the conduct of district business
24. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
25. Demonstrate regular and prompt attendance
26. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Designated professional and paraprofessional employees



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EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: Feb., 2017