

## Job Description

**Job Title:** Assistant Superintendent  
Business & Support Services

**Position Code:** 1E27, AE27

**Job Classification:** Exempt

**Supervisor:** Superintendent

**Pay Grade:** 59

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for providing leadership and direction related to Business & Support Services for the school division. Position advises the Superintendent on Business & Support Services issues; communicates with the School Board; ensures compliance with state/federal regulations.

### **Essential Duties**

1. Supervises the overall program for budget and accounting; purchasing, warehousing, and fixed asset management; payroll system, ensuring accurate pay systems; operation and maintenance of school plants; cafeteria service and school food programs; operation of the print shop; operation of student transportation; custodial services; athletics and driver education; school construction; and emergency preparedness matters.
2. Develops the school operating, CIP and Business /Support Services budgets with supporting documentation for presentation to the Superintendent, School Board and City Council.
3. Reviews the financial status of the school division during the year and makes recommendations as appropriate regarding expenditures.
4. Supervises the accounting program and reporting of the financial affairs of the school division, implements procedures for budget control and development or reports for the School Board and federal and state departments of education.
5. Consults with the Superintendent, School Board members and other staff as questions arise relating to the school division's business operation.
6. Serves as the school division's contact with members of Congress, U.S. Department of Education, National Association of Federally Impacted Schools, and the State Department of Education regarding revenue and financial assistance as required.
7. Supervises the rental of school facilities.
8. Oversees the property, casualty, and liability insurance programs for the school division.
9. Provides the appropriate bonding of employees as required by state law.
10. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Attends meetings of the School Board and prepares such reports for the School Board as requested by the Superintendent.
2. Performs any other related duties as assigned by the Superintendent.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills & Abilities Required)**

Master's degree in education, business management or accounting required. Doctorate or CPA is preferred. Minimum of 5 years of experience in one of the above fields including at least 3 years of experience in a supervisory capacity. Must possess the ability to plan and supervise the work of others. Must possess excellent communication skills. Must possess the ability to establish/maintain effective working relationships with students, staff, parents, & the public.

Demonstrated strong computer skills in MS Office 2000/XP required.

**Working Conditions & Physical Requirements**

Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Position provides overall supervision to Business & Support Services Staff

**Supervision Received:** Superintendent

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Assistant Superintendent, Business & Support Services will be required to follow any other instructions and to perform any other related duties as assigned by the Superintendent. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print) Signature Date

Revised 10/19 CR