

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Assistant Superintendent for Business and Operations, CSBO

Supervisor: Superintendent

FLSA Status: Exempt

Employee Group: Administrative

Qualifications:

1. Valid Illinois Professional Educator License with a Chief School Business Official (CSBO) endorsement
2. Master's Degree in education, business administration, accounting, or related fields
3. District-level administrative or supervisory experience preferred
4. At least three years' experience in public sector accounting
5. Knowledge of Illinois school accounting procedures
6. Experience in accrual accounting
7. Experience in computer data entry and report analysis

Terms of Employment:

- Twelve (12) Month Contract
- Twenty (20) Vacation Days

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Supervise and evaluate the administration of the District's Business and Operations functions.
2. Serve on Superintendent's Cabinet and attend all Board meetings and other relevant District/Board events and committees as directed by the Superintendent.
3. Supervise the administration of Food Service, Operations, Transportation, and Business Office staff.
4. Direct labor relations as they relate to Business and Operations.
5. Direct and oversee the residency program of the District.
6. Act as general accountant of the Board and preserve all accounts, vouchers, and contracts relating to schools
7. Facilitate the District's investment policy in order to maximize interest income.
8. Perform duties of Treasurer as specified in the Illinois School Code.
9. Consult with District grant managers and coordinators regarding expenditure appropriations.
10. Supervise the district's insurance programs. (Risk Management)
11. Keep current with best practices and requirements as they relate to your job assignment.
12. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.