

LA GRANGE HIGHLANDS SCHOOL DISTRICT #106

JOB TITLE:	Director of Operations/Chief School Business Official (CSBO)
JOB GOAL:	To develop and maintain sound fiscal and human management procedures and practices consistent with Board policy and state and federal laws and regulations.
REPORTS TO:	Superintendent
QUALIFICATIONS:	Current Illinois Professional Educator License with CSBO endorsement. Read, understand and follow verbal and written directions. Utilize applicable technology to support performance responsibilities. Possess strong professional ethics and integrity.

DUTIES AND RESPONSIBILITIES:

General

1. Communicate and collaborate effectively with others.
2. Ensure confidentiality of sensitive information.
3. Maintain a record of dependability as evidenced by consistent attendance, punctuality and attention to work.
4. Understand and adapt to a variety of situations.
5. Maintain and exhibit general and personal safety practices.
6. Maintain stakeholder satisfaction.
7. Work independently and exercise good judgment.
8. Assume personal responsibility for professional performance and growth.
9. Utilize effective problem solving processes.
10. Exhibit professionalism in appearance and demeanor.

Specific

1. Prepares and directs development of the budget to support approved programming.
2. Prepares long-range financial projections of programs and services.
3. Develops regular, periodic financial reports for the staff and Board of Education.
4. Responsible for the development of systems and procedures for accounting, finance, purchasing, payroll, benefits, and human resource services.
5. Works with central office and school based personnel to:
 - aid in the selection of personnel
 - control personnel files including credentials,
 - secure a comprehensive liability insurance program,
 - prepare and file accurate federal and state reports and claims as required by each respective agency,
 - oversee the investment of district funds as provided by law,
 - review and maintain all district contractual agreements with outside agencies.
6. Undertakes major responsibility for evaluation of all human resource and business services, and promptly informs the Superintendent of any problems.
7. Assists the Superintendent in advising and reporting to the Board of Education.
8. Anticipates problems and provides recommendations for alternate courses of action.
9. In-service staff on the district funding, budget and cash handling.
10. Coordinate long and short-term borrowing program.
11. Manage daily business and human resource functions.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. An employee in this position will be required to follow any other instructions and to perform any other duties assigned by the supervisor.

EVALUATION:

Performance in this position will be evaluated annually in accordance with the provisions of the applicable policies of the district.

TERMS OF EMPLOYMENT:

Length of contract, salary, and benefits as established by the Board of Education.

04/2014