

DeForest Area School District
Administrative Regulation

TITLE: DIRECTOR OF BUSINESS & AUXILIARY SERVICES JOB DESCRIPTION	NUMBER: AR 3.3d(1d)
<i>Executive Limitation: EL 3 – Treatment of Staff</i> <i>(3.3d - Job Descriptions)</i>	
Recorded as Administrative Regulation: <i>Established: 2/01/09 Revisions:</i>	
Origin as Board Of Education Policy: <i>Established: n/a Revisions:</i>	

Job Summary: The Director of Business & Auxiliary Services is responsible for and will provide leadership for the efficient and effective district business and auxiliary services operations.

QUALIFICATIONS:

Required:

- Master’s in Educational Administration or equivalent.
- Current Wisconsin DPI Business Manager license #08

DUTIES AND RESPONSIBILITIES:

- Responsible for the supervision, leadership, and direction of the financial affairs of the District
- Responsible for the implementation of Board of Education policies and procedures in regard to business and auxiliary services
- Responsible for the supervision of all accounting operations
- Responsible for risk management and the insurance programs of the District
- Prepares the annual budget
- Coordinates the District support services including transportation, food services, and buildings and grounds
- Coordinates and manages district inventories
- Coordinates the District’s data processing program
- Supervises the purchasing program of the District within approved Board of Education policies and budgets
- Serves on the Board of Education Negotiation Committee as assigned
- Acts as an advisor to the Superintendent on questions relating to the business and financial affairs of the District
- Performs other duties deemed appropriate and assigned by the Superintendent or the Board of Education