

DICKINSON PUBLIC SCHOOLS

TITLE: Technology Director

QUALIFICATIONS:

1. Bachelor's Degree in Education and/or training in computer science, computer education, telecommunications, computer systems and/or information management; and related experience, preferably in an educational environment.
2. Experience or demonstrable skill in organizational leadership and/or coordinating the development, implementation, and maintenance of technological systems to enhance the teaching and learning process for the benefit of all students.
3. A valid North Dakota State driver's license may be required.
4. Such additions to the above qualifications as the Board of Education may find appropriate and acceptable.

RESPONSIBLE TO: Superintendent

JOB GOAL: Acts as Chief Technology Officer to manage the Dickinson Public Schools technology systems and infrastructure. Ensures that the technology introduced into the schools integrates with the curriculum through classroom instruction. Provides stable, secure and reliable technical support services to staff and students; evaluates system capabilities and recommends system management and expansion strategies; manages the planning and implementation of technology projects; assistive technology and supervises assigned personnel.

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TITLE: Curriculum Coordinator

QUALIFICATIONS:

1. Requires bachelor degree in in education
2. A valid North Dakota teaching license
3. Minimum five year K-12 teaching experience
4. Strong foundation in curriculum and instruction
4. Experience providing professional development to adult learners
5. Experience using computers in the classroom and for data management
6. Such additions to the above qualifications as the Board of Education may find appropriate and acceptable

RESPONSIBLE TO: Director of Instruction

JOB GOAL: To assist the Assistant Superintendent in providing leadership in assessment, curriculum, instruction and staff development

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TITLE:

Human Resources Director

QUALIFICATIONS:

1. Requires minimum associate degree in human resources/business administration or related field; and/or five years of Human Resources employment experience. Human Resources certification preferred.
2. Data processing/keyboarding skills at an adequate level.
3. Strong skill set in computer applications. Word Processing; spreadsheet and database programs.
4. Such additions to the above qualifications as the Board of Education may find appropriate and acceptable.

RESPONSIBLE TO:

Superintendent

JOB GOAL:

Under limited supervision, plans and directs the operation and staff of the Dickinson Public Schools Human Resources department; provides advice and counsel to school management and staff for resolution of Human Resource issues, and assures compliance with Human Resource regulations, policies and agreements.

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TITLE: Business Manager

QUALIFICATIONS:

1. Requires minimum bachelor degree in business/accounting or school administration with related experience. Certification in NDSBA business manager program, three years experience in computerized financial management systems, accounting and budget procedures preferred.
2. Data processing/keyboarding skills at an adequate level.
3. Strong skill set in computer applications, e.g. word processing, spreadsheets and databases.
4. High level of understanding in public school accounting and bookkeeping practices and methods.
5. Such additions to the above qualifications as the Board of Education may find appropriate and acceptable.

RESPONSIBLE TO: School Board and Superintendent

JOB GOAL: To oversee all business duties in an accurate and timely manner.

PERFORMANCE RESPONSIBILITIES:

Performs all business related duties assigned by the Superintendent including:

- Organize and supervise the business and accounting operations of the District.
- Supervise all accounting, payroll aspect, facilities, safety, and transportation.
- Administer finance and budget activity.
- Oversee the collection, safekeeping and distribution of District funds.
- Attend meetings as assigned by Board or requested by Superintendent.
- Comply with internal audit procedures, schedule external audit and respond to audit recommendations.
- Establish procedures and comply with financial record keeping and security of such records.
- Maintain bond and note register.
- Administer reports for state and federal programs.
- Track enrollment/demographic numbers for the District.
- Calculate and forecast enrollment growth for the District.
- Complete bank transactions, oversee investments, and fund management.
- Monitor employee flexible spending and health insurance accounts including statement and reports.
- Assist the Superintendent and School Board with business and financial needs.
- Prepare District monthly financial reports.
- Report the District's financial status to the School Board.
- Represent the District during construction projects.
- Assist School Board with salary negotiations, Classified Salary, and Benefits Package.
- Assist District and county personnel to ensure the school board election follows NDCC.
- Supervise the Child Nutrition program.
- Assure that bidding procedures are conducted in accordance with state laws.
- Assure that procedures are used for the purchasing, requesting, storage and distribution of assets, supplies and equipment.
- Maintain inventory of district equipment; update as needed.
- File loss claims and accident reports.
- Excellent written and oral communication skills.
- Build a positive rapport with patrons.
- Exhibit professionalism, including accountability, honesty, tactfulness and courtesy.
- Keep abreast of financial and business trends.
- Maintain appropriate rapport with board, administration, staff and students.
- Respond to open records requests.

- Comply with district policies applicable to position.
- Oversee the Buildings and Grounds Department.
- Other duties as required or assigned.

TERMS OF EMPLOYMENT: Normally 260 working days including nine paid holidays. Salary and benefits as determined by the Board of Education in accordance with the Classified Salary and Benefit Package in category A exempt.

EVALUATION: A performance review will be conducted annually in accordance with the provisions established by the administration and the Board.



BUSINESS MANAGER JOB DESCRIPTION

(NOTE: Brackets indicate optional items)

QUALIFICATIONS

- High school diploma [Bachelor's degree in finance, business, or accounting]
- [North Dakota School Business Manager Certification]
- [Kind and amount of specialized training required]
- [Kind and amount of prior job experience required]
- [Alternatives to above qualifications that Board may find appropriate and acceptable]

REPORTS TO

[Name of District] School Board

SUPERVISES

[Staff members designated by Board]

JOB GOAL

Administers business affairs of the [Name] District in order to provide the best educational services with financial resources available.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS

Advise on financial and budgetary matters before the Board
Assures that the district receives optimal fiscal entitlement from county, state and federal resources
Assist Board with all purchases requiring formal bidding
Attend meetings as assigned by Board or requested by Superintendent and record the minutes of all meetings at which required to attend (including negotiations) and disseminate minutes to newspaper if applicable
Comply with internal audit procedures, schedule external audit, and respond to audit recommendations
Establish procedures and comply with financial record keeping and security of such records
Maintain bond and note register
Perform all other duties required by law (see pages 3-12)
Prepare, distribute, and file all reports and contracts requiring business manager signature and/or assigned to business manager by the Board
[Prepare, process, and disseminate payroll]
Provide financial information for budget preparation and file the budget and mill levy certification. Manage district budget throughout fiscal year.
Oversee accounts payable and accounts receivable
Receive, manage, and maintain custody of all moneys for which the District or the Board is responsible, including, but not limited to, overseeing investments, purchasing system, and managing all other district financial accounts
Supervise district business computer operations (financial, personnel, inventory, etc.)
Supervise, organize, and coordinate all school elections
[Supervise business office clerical, accounting, or other staff as assigned]

OTHER DUTIES

ASSISTING SCHOOL BOARD

[Notify Board of meetings]
[Provide notice of all meetings of the Board including committee meetings, budget hearings and community meetings.]

RISK MANAGEMENT

[Call for bids or negotiate insuring agencies]
[Determine insurable values of buildings and contents]
File loss claims and accident reports

Maintain inventory of district equipment; update as needed
[Recommend insurance policies for casualty, liability, fidelity and school indemnity]
[Respond to claims against the school]
PERSONNEL MANAGEMENT
[Administer all employee benefits policies/programs and make recommendations to Board regarding changes to these policies/programs]
[Maintain permanent records of district employees and maintain personnel files following law and district record retention schedule]
[Maintain records of all personnel leaves]
[Provide information on working conditions, benefits, policy and procedures]
Provide resource data for negotiations
[Process Workforce Safety and Insurance (WSI) claims and payments]
[Provide for in-service training on benefits]
[Process unemployment claims and payments]
[Supervise business office clerical, accounting or other staff as assigned]
MISCELLANEOUS
Build a positive rapport with patrons
[Compute district enrollment projections]
Exhibit professionalism, including accountability, honesty, tactfulness, and courtesy
Keep abreast of financial and business trends
Maintain appropriate rapport with board, administration, staff, and students
[Maintains record on open enrollments, out-of-district students, and tuitioned students]
Respond to open records requests
[Oversee operation of district transportation services]
[Oversee operation and maintenance of district facilities]
Comply with district policies applicable to position
Perform other duties as assigned

Terms of Employment

Twelve-month position. **[Hourly rate] [salary]**¹ and benefits to be established by Board.

Evaluation

Board will evaluate performance of the Business Manager with input from Superintendent.

Approved by Board _____
(President)

Date: _____

Reviewed and agreed to by _____
(Business Manager)

Date: _____

¹ NDSBA recommends consulting with your legal counsel before placing a business manager on a salary. North Dakota business managers are typically non-exempt and entitled to overtime unless meeting exemption criteria under law.