

Position Description	Assistant Superintendent for Finance and Operations	253
Primary Purpose	To organize, develop and implement the business functions in the Shrewsbury Public Schools.	
Contractual Relationship	Reports directly to the Superintendent of Schools and negotiates an individual employment contract with the Superintendent that is approved by the School Committee.	
Organizational Relationship	Supervises the payroll clerk, accounts payable clerk, receptionist/ secretary to the Director, food service director, and the courier.	
Responsibilities  Amended 7/1/15	<p>Operations:</p> <ul style="list-style-type: none"> <li>• Directs all aspects of the school department’s fiscal operations including: budget development and management, fiscal analysis and reporting (local, state, and federal).</li> <li>• Supervises all aspects of procurement including: specification development, analysis, and recommendation for bid award, purchase orders, distribution and inventory.</li> <li>• Maintains payroll records, develops payroll forecasts, and supervises payroll disbursement.</li> <li>• Manages the student transportation contract management in accordance with federal, state and local regulations.</li> <li>• Coordinates food service working program working with the Director of Food Services in providing breakfast and school lunch programs consistent with federal and state laws and policies of the district.</li> <li>• Coordinates the district’s facilities rental program.</li> <li>• Coordinates district (non-employee) insurance program.</li> <li>• Supervises fiscal management of all grants, revolving accounts, and student activity accounts.</li> <li>• Manages financial reporting requirements with the Department of Education officials regarding end-of-year report data, per pupil expenditure data, reimbursement under Chapter 70, and reimbursement for transportation.</li> <li>• Manages district’s compliance with Foundation Budget, Net School Spending and Charter School funding requirements under the Education Reform Act of 1993.</li> <li>• Coordinates facility management through working with Superintendent of Public buildings.</li> </ul> <p>Administrative:</p> <ul style="list-style-type: none"> <li>• Promotes and communicates the district’s annual goals and strategic plans with school constituencies.</li> <li>• Serves as liaison to town departments such as Town Manager, Treasurer, Town Accountant, Information Services, and Superintendent of Public Buildings.</li> <li>• Supports the School Committee in advising and/or monitoring collective bargaining negotiations and/or contracts with respect to estimated costs and budget implications.</li> <li>• Advises the Superintendent on the development of district goals to address budget and related financial/ business operations.</li> <li>• Coordinates district’s short term and long term space needs, including serving on Coordinating Council.</li> <li>• Coordinates emergency evacuation plans for all buildings.</li> </ul> <p style="text-align: right;">Continued on next page.</p>	