

Sparta Area School District

Article 203 - Specifications for the Director of Business Services

Selection and Status - The Director of Business Services shall be contracted by the Board of Education on a twelve-month basis. The term of the contract shall be for a period congruent with state statutes and the salary and benefits shall be negotiated.

The Director of Business Services shall be certified by the Wisconsin Department of Public Instruction for the position.

The Director of Business Services is under the direct supervision of the Superintendent and shall have the following powers, duties and responsibilities as listed, and other such responsibilities and authority as delegated by the Superintendent.

The Director of Business Services shall:

1. Direct the activities pertaining to all the Sparta Area School District's budget and finance and business services with the Superintendent as chief officer.
2. Direct the budgetary process in purchasing and long range financial planning.
3. Manage issuance of district short-term and long-term debt. Complete necessary post-issuance compliance.
4. Provide leadership in the selection, review, and administration of employee benefit programs.
5. Provide leadership in the selection, review, and administration of District business insurance programs including liability, property, workers' compensation, and student insurance. Maintain records of insurable property, coverages, and claims.
6. Supervise the operation and maintenance of the buildings and grounds.
7. Supervise the operation of the pupil transportation system, including serving as primary contact with transportation provider, maintaining a log of all transportation accidents and written and verbal transportation complaints, and supervision of assignment of extra curricular or special trips.
8. Supervise transportation utilizing district vehicles.
9. Coordinate activities to comply with inclement weather procedures as identified by District policy.
10. Supervise the operation of the food service program.
11. Supervise the operation of the district copy center, and district mail and delivery service.

12. Serve as the coordinator of the safety program or designate said person.
13. Serve as the district's privacy official for HIPAA.
14. Serve as the acting Superintendent as designated by the Superintendent.
15. Perform such other duties as assigned by the Superintendent
16. Establish, supervise and communicate all accounting and payroll operations.
17. Manage the collection, investment and distribution of all district funds
18. Arrange and oversee the annual audit of district financial accounts
19. Collect and maintain the data for the Department of Public Instruction enrollment counts
20. Maintain a record system for personnel in accordance with local, state and federal requirements.
21. Manage and maintain all vendor contracts

Legal Reference: Wisconsin Statutes Section 118.24
Section 121.02 (1)

Cross Reference: Article 163 – Administrative Evaluations and Contracts
Article 201 - Structure and Flow of Responsibility
Article 330 – HIPAA Privacy Policy Act
Article 516 – Student Transportation

Approved:

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