



HIGH SCHOOL BUSINESS MANAGER

BASIC FUNCTION

Under general supervision, manage the day-to-day business operations and activities of a large, comprehensive High School, including financial operations, school budgets, grants, human resources, facility programs and maintenance, school technologies, purchasing and contracting, site councils and related functions; participate in and/or lead compliance monitoring and oversight of designated business programs; identify opportunities for school systems and structures improvements and prepare, analyze and verify operational, financial, budgetary, and statistical data and reports.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

Participate in, lead and manage a variety of special studies and school business operations programs, such as school site council, grants development and monitoring, facilities planning and redesign, master scheduling, student registration, office and equipment management and other non-instructional activities as assigned.

Prepare and report on school financial data, income, budget, purchasing, payroll, bond, grant and related information to ensure accountability and accuracy in use of school funds; provide supporting documentation and/or information for internal and mandated reporting.

Prepare a variety of school accounting statements, reports, distributions and balances; reconcile a variety of general and student body accounts and vendor statements; report on various accounts financial position, operating results and other pertinent information; prepare recommendations and processes to keep expenditures within allocated amounts.

Analyze school financial accounts and records; work with central Financial services to provide information and respond to questions and audits of financial accounts, controls and management systems; identify, document, correct and respond to any data error, unaccountable transactions, faulty or inefficient processes and report findings to school administrator.

Learn, interpret and provide technical guidance to assist school leadership in the preparation and monitoring of payroll, budgets, grants, purchasing and contracting and similar High School financial accounts, including the interpretation of District policies.

Work with and across District departments, such as finance, human resources, transportation, nutrition services, construction, facilities, maintenance and operations, and other areas to ensure follow through on implementing High School business and operations programs and activities.

work flow, systems and structures; recommend and implement changes to maximize efficiencies.

Participate in management of assigned activities through daily informal and formal contacts, planning and analysis and follow-up on school business operations, issues, policies, procedures and issues; monitor compliance with newly created and adopted school business activities, operations, grants, policies and procedures; alert designated leaders of non-compliance issues and regularly follow-up on implementation progress.

Work with information technology department staff to assure sufficient technology for students and staff;

