

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
ASSISTANT SUPERINTENDENT FOR BUSINESS AND FINANCE

1. SERVICE DELIVERY

- _____ 1. Coordinate and manage the financial planning for the District.
- _____ 2. Coordinate and direct the budget control function.
- _____ 3. Oversee purchasing, including RFPs or bids as necessary for the District.
- _____ 4. Direct the District’s cash management program.
- _____ 5. Respond to individual auditor concerns and questions during audit period and coordinate the District’s formal response to audits.
- _____ 6. Supervise the preparation of financial reports.
- _____ 7. Assign and supervise work within the accounting office.
- _____ 8. Coordinate budget, accounting, billing and collection control procedures.
- _____ 9. Record cash receipts, deposit all funds, and assist in the District’s investment program.
- _____ 10. Provide funding advice for Capital Improvement and Debt Service Programs.
- _____ 11. Oversee all functions necessary for maintaining the District’s payroll system.
- _____ 12. Prepare the Superintendent’s Annual Financial Report.
- _____ 13. Coordinate the District’s investment program of surplus funds.
- _____ 14. Prepare and submit monthly financial statements to the Superintendent and School Board members.
- _____ 15. Coordinate the District’s risk management program.
- _____ 16. Determine need and procure surety bonds.

2. INTERAGENCY COMMUNICATION AND DELIVERY

- _____ 17. Assist with the planning and evaluation of District-wide food service.
- _____ 18. Maintain effective community relations and interpret financial matters to the community.
- _____ 19. Provide coordination of activities between units within the business services department.
- _____ 20. Advise and assist District staff members on budgets, accounting policies and interpret / apply policies to the various financial functions.

3. PROFESSIONAL GROWTH AND IMPROVEMENT

- _____ 21. Provide technical assistance to assigned employees as needed.
- _____ 22. Provide for the cross-training of personnel within the department.
- _____ 23. Set high standards for self and others.
- _____ 24. Maintain a network of peer contacts through professional organizations.
- _____ 25. Promote and support the professional growth of self and others.

4. SYSTEMIC FUNCTIONS

- _____ 26. Provide information to the Superintendent and School Board on the financial status of the School District and the wise use of its resources through sound business management practices.
- _____ 27. Assist in the development of School Board policies and administrative guidelines.
- _____ 28. Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the Superintendent regarding the impact on the District.
- _____ 29. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.

ASSISTANT SUPERINTENDENT FOR BUSINESS AND FINANCE (Continued)

- _____ 30. Prepare all required reports and maintain all appropriate records.
- _____ 31. Act as legislative liaison to represent the District’s financial interests.
- _____ 32. Perform other duties as assigned.

5. LEADERSHIP AND STRATEGIC ORIENTATION

- _____ 33. Direct and coordinate the planning, implementation and evaluation of business services.
- _____ 34. Direct the preparation and administration of the annual School District budget.
- _____ 35. Direct the preparation of financial reports and statements to schools, the District, the state and the federal government.
- _____ 36. Serve as a member of the Superintendent’s Executive Leadership Team.

6. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 37. Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teamsmanship and communication skills, translating organizational purpose into observable behavior and others.
- _____ 38. _____
- _____ 39. _____
- _____ 40. _____
- _____ 41. _____

7. PERFORMANCE ASSESSMENT SERVICES

- _____ 42. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 43. The accurate and timely filing of all school reports.
- _____ 44. The completion of required professional development services.
- _____ 45. _____
- _____ 46. _____

ASSISTANT SUPERINTENDENT FOR BUSINESS AND FINANCE (Continued)

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I -- Clearly Indicated
NE -- Not Evident

INTERACTION DATES

Formal Observations

Informal Observations

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Signature of Evaluator / Date)