

April 16, 2013

La Porte Community Schools Corporation

Chief Financial Officer

Reports To: Superintendent of Schools

Qualifications: Valid Indiana Administration and Supervision Certification or documented experience in School Business Operations

Essential Functions include the following. Other duties may be assigned.

1. Function under the supervision and direction of the Superintendent and have immediate charge of the business affairs of the La Porte Community School Corporation.
2. Attend all regular meetings of the Board of School Trustees and all special meeting which deal with the problems of finance, business management, or areas under his/her supervision.
3. Serve on the negotiations team for labor contracts.
4. May function as School Corporation Treasurer.
5. Responsible for the care of all business documents, records and accounts.
6. Insure the conformity of the requirements of the State Board of Accounts and Department of Local Government Finance pertaining to all necessary records and supervise the preparation of reports required by law.
7. Prepare and present the annual budget.
8. Make recommendations regarding appropriations to the financial operation of the School Corporation.
9. Provide for integration and coordination of non-instructional services such as purchasing, maintenance, operation, data processing and transportation.
10. Responsible for purchasing, preparing specifications, soliciting bids, and placing orders for the furnishing of labor, materials and supplies.
11. Responsible for the supervision of the operation and maintenance of the buildings, equipment and grounds.
12. Assist the Superintendent in the planning and building of all new structures and the remodeling of old structures.
13. Responsible for the Food Service program.
14. Responsible for the Pupil Transportation program.
15. Responsible for the purchase of equipment and materials related to the academic process.
16. Oversees corporation Safety Specialist and ensures Specialist is properly trained.
17. Ensures a safe environment for staff and students.
18. Coordinates service operations, such as printing, duplicating, mail and messenger service, bindery, and machine computing and tabulating.
19. Perform other duties as assigned by the Superintendent.

SUPERVISORY RESPONSIBILITIES: Directly supervises employees within the corporation's business office. Carries out supervisory responsibilities in accordance with the corporation's policies and applicable laws pertaining to students. Responsibilities include interviewing and training; planning, assigning, and directing work; appraising performance; rewarding, and recommending discipline; and addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree (B.A.) in Business Administration from four-year College or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from administrators, faculty, or other school corporation employees. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to principal and assistant principal, faculty, students, public groups, and/or members of the school board.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid state driver's license.

OTHER SKILLS and ABILITIES: Machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type work include pen, pencil, ruler, blueprints, charts, contracts, diagrams, directives, documents, forms, manuals publications, reference books, schedules, specifications, adding machine, auditing machine, calculator, cash registers, sorting machines, tabulating machines, tools, charts, forms, ledgers, schedules, test books.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of

this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 20 pounds and lift and/or move up to 10 pounds frequently. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

TERMS OF EMPLOYMENT: Twelve month (260 day) contract. Administrative benefits, salary negotiable and determined by recommendation of the Superintendent and approval of the Board.