

Marshall Public Schools
Assistant Superintendent of Business Operations
Job Posting
January, 2016

Marshall Public Schools seeks an enthusiastic, knowledgeable, and progressive individual for the position of Assistant Superintendent of Business Operations for the 2016 – 2017 school year. The successful candidate will possess strong, high-level, and proven leadership skills in school facilities maintenance and improvement and school finance, as well as being an experienced manager and proficient communicator.

Essential duties include:

- Working in partnership with the Marshall Board of Education and Superintendent in the competent, resourceful, and responsible management of the Marshall Public Schools District;
- Demonstrating knowledge of and adherence to federal, state, and local law; as well as Marshall Board of Education policies;
- Assisting in the administration of financial matters of the district, buildings, and individual departments;
- Facilitating short- and long-range planning which includes the construction, repair, renovation, relocation, etc. of district buildings and other facilities;
- Supervising classified and certificated staff;
- Serving as liaison between benefits (e.g. insurance, pre-tax volunteer plans, retirement) agencies and school district personnel;
- Supervising and directing the district bidding and purchasing processes;
- Supervising technology maintenance and expansion;
- Overseeing conditions pertaining to the safety and welfare of both students and staff;
- Participating in or leading collegial and collaborative work with the MPS Administrative Team;
- Serving as the district's co-compliance officer (with the Superintendent);
- Collaborating with financial organizations and agencies, including the Missouri Department of Elementary and Secondary Education;
- Ensuring communication and transparency in the district's external and internal relationships; and
- Promoting the respect of the traditions of the MPS District, while guiding the district into the future with state-of-the-art leadership.

Minimum job qualifications include:

- Current Missouri Superintendent certification (or eligibility for)
- Current knowledge in the field of school technology
- Current knowledge in the field of school facilities management
- Current knowledge of school finance
- Successful past experience in supervision of certificated and classified employees

Preferred:

- A minimum of two (2) years central office experience
- Completed doctorate

Timeline: Application deadline is February 12, 2016

Interviews: Week of February 15, 2016

Expected hire date: February 23, 2016

This is a twelve month position. Compensation is dependent upon experience and education but is in the range of \$90,000 - \$110,000. Application packet for the administrative position may be found on the MPS website. Please contact Linda Perkins at lperkins@marshallschool.com or 660-886-7414 for further information.