

**Cape Girardeau Public School District No. 63**  
**Job Description**

---

**Job Title:** Assistant Superintendent, Administrative Services

**Terms of Employment:** 12 month contract; 240 days

**FLSA Status:** Exempt

**Reports To:** Superintendent

**Brief Description of Position:**

The Assistant Superintendent of Administrative Services leads, coordinates, and implements an effective program of business operations including budget planning, fiscal and resource planning/administration, human resource utilization, policy administration, and coordination and negotiation of activities with maintenance and operations, transportation services, information technology, and food services.

**Required Qualifications:**

- Master's degree in Business Administration
- A minimum of 3-5 years prior experience in business and school district supervision of preventative and corrective maintenance programs; operation of institutional HVAC systems; institutional cleaning program; and construction of new facilities
- Excellent oral and written communication skills
- Skills in human relations, leadership and conflict management.
- Demonstrated ability to work effectively with community groups, parents and agencies.
- Knowledgeable of Central office experience
- Demonstrate skills in computer word processing, spreadsheets and data bases

**Essential Duties and Responsibilities:**

- Provides a balanced district budget annually; analyzing available funding and prioritizing annual expenditures while meeting all state and federal funding requirements.
- Assists administrators in drafting building/department budgets, identifying new funding opportunities when possible.
- Ensures adequate cash flow to meet the district's needs.
- Assists in the selection, assignment and evaluation of classified personnel.
- Conducts and monitors the day-to-day operations of the business and finance department and maintenance services.
- Identifies opportunities for professional growth of maintenance/custodial staff with respect to clinics, workshops, conferences, conventions, professional organizations and appropriate in-service education programs.
- Submits an annual budget for the operation of district buildings, grounds, and infrastructure.

- Serves on, or designates personnel to serve on, committees and councils as needed.
- Participates in determining and planning for school plant needs (new construction, remodeling, replacement, repair, etc.)
- Establishes a system of control in working with architects and contractors to see that needs are properly planned for and in accordance with specifications.
- Administers a system for providing, operating and maintaining facilities which will assure maximum educational utility as well as a healthful, safe environment.
- Administers a system for site acquisitions and sales, rentals and leases, rights-of-way and easements, assessments and taxes, and afterschool use of building facilities.
- Supervise student transportation and service as liaison to the District's transportation provider.
- Monitor and revise board policy for presentation and approval by the school board.
- Responsible for overall property management.
- Participates in school and District committees.
- Performs other duties as assigned by Superintendent.

### **Hazards:**

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between schools will cause exposure to hazardous driving and walking conditions.

### **Physical Demands/Environmental Factors:**

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time
- Requires constant hand-eye/mind-eye coordination, hearing; intermittent walking, talking and writing.
- Frequent keyboarding and repetitive motions with wrists, fingers, and hands are required.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.



---

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resource Coordinator

Revised: August 1, 2013