



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. “E”
- 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. “E”
- 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. “E”
- 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. “E”
- 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. “E”
- 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.
- Review assigned business programs’ work flow, systems and structures; recommend and implement changes to maximize efficiencies. “E”
- 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. “E”

- Work with information technology department staff to assure sufficient technology for students and staff; develop, maintain and monitor school technology plan, use and upgrades. “E”
- Ensure that the District's racial educational equity performance metrics for school business operations are effectively implemented and communicated to school administrators. “E”
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy, Equity in Public Purchasing and Contracting and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to education and business practices with awareness and understanding of their impact in a racially and culturally diverse community. “E”
- Assist in preparation, prepare and maintain a variety of budgets, grants, narrative and statistical reports and records, presentations and similar activities related to assigned functions. “E”
- Participate in and represent the District at a variety of meetings, workshops, seminars and in-services.
- May supervise, provide work direction and guidance to assigned staff; may provide input into or manage the interview, selection, evaluation and training of designated staff.
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized “E”, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

The High School Business Manager performs professional - level administrative, oversight of the High School operations and business activities, programs and services, including financial operations, building maintenance, purchasing, contracting, budgeting, grants, technology, compliance and other business activities within the High School. By relieving the Academic Leaders of the High School of the business management activities, employees in this classification provide the Building Administrators with the opportunity to more closely focus on professional educator – teacher growth and development and the educational goals and aspirations of the students they serve.

EMPLOYMENT STANDARDS

Knowledge of:

School business operations, laws, policies and procedures.
 Financial accounting, budgeting, purchasing and contracting practices.
 Work flow methods, process mapping techniques, process improvement practices.
 Basic-to-advanced statistics, data collection and analysis methods and software.
 Budgeting, purchasing and financial accounting requirements for K-12 public schools.
 Local, state and Federal laws applicable to assigned functions.
 School district rules, regulations, policies, procedures, organization and organizational relationships.
 Research methods and report writing techniques.
 Multicultural, multi-ethnic communities within the local community.
 Record-keeping techniques.
 Effective oral and written communication skills.
 Operations and applications of a variety of office machines, technologies and software.
 Interpersonal skills using tact, patience and courtesy.
 Principles, practices, tools and techniques of basic-to-advanced statistical analysis.
 Techniques and principles of high-quality customer service.

Ability to:

Manage the day-to-day business functions, operations and activities of a High School campus.
 Interpret, apply and explain laws, rules, regulations, policies and procedures applicable to school business operations.
 Analyze processes and problems, identify opportunities for improvement and follow through on changes.
 Work collaboratively in and across a variety of school-centered, district departmental and cross-functional teams.
 Use logic when reviewing business processes.
 Develop, generate and analyze information numeric data.
 Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.
Work on multiple projects simultaneously.
Learn and implement public agency facilities and technology work order requests, budgeting, purchasing and financial accounting systems.
Deliver a high-level of customer service to district stakeholders.
Advocate, model, learn and implement Portland Public School's Racial Equity Initiative, Equity in Public Purchasing and Contracting and other board policies.
Analyze, prepare and monitor assigned budgets, contracts and grants.
Formulate and express ideas and concepts in a clear and concise manner, verbally and in writing, with special awareness and sensitivity to the needs of a richly diverse population.
Operate a variety of office machines, technologies and software.

Education, Training and Experience:

The High School Business Manager requires a Bachelor's degree in Education, Business Administration, Finance, Public Administration, Organizational Development, or a related field and five (5) years of professional experience managing facilities, business and financial operations is required. Experience working in a richly diverse community and in K-12 public education is preferred. Experience in a lead or supervisory role is desirable.

A Master's degree in one of the above-identified fields will substitute for two (2) years of the required experience.

Any other combination of education, training and experience which demonstrates the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered.

Special Requirements:

Some positions in this classification may require the use of personal transportation and possession of a valid driver's license.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in a High School office and physical plant environment.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: Exempt
Bargaining Unit: N/A
Salary Grade: 32

Approval Date: December 6, 2016

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.
Board of Education Policy 1.80.020-P