

**TITLE:**                   **Assistant Superintendent for Management Services**

**REPORTS TO:**           **Superintendent of Schools**

1. Basic Function: The Assistant Superintendent for Management Services has the major leadership role in a number of administrative and special services which support the instructional program.
2. Scope of Activity: The Assistant Superintendent for Management Services is responsible for the supervision and coordination of all support services and for the supervision of non-teaching personnel.
3. Responsibilities:
  - a. Be the Superintendent's chief advisor and first assistant in regard to employee relations and financial affairs; keep the Superintendent fully informed concerning all phases of these areas.
  - b. Be the Superintendent's chief advisor and first assistant in regard to Purchasing, Business Office, Buildings and Grounds, Food Service, and Transportation; keep the Superintendent fully informed concerning all phases of these areas.
  - c. Be the Superintendent's chief advisor and first assistant for budget preparation, special studies and surveys.
  - d. Serve as Purchasing Agent for the District.
  - e. Serve as the Superintendent's representative in all employee negotiations.
  - f. Serve as the chief interpreter of all contracts with employee groups.
  - g. Maintain the insurance programs of the District.
  - h. Supervise the filing and security of the official business records of the District.
  - i. Be a member of the Superintendent's Cabinet.
  - j. Attend and participate in Board of Education meetings.
  - k. Perform all other duties assigned by the Superintendent.

Revised:    November 27, 2007