



**Job Description:
Director
of Finance & Operations**

General Information:

Title:	Director of Finance and Operations
Department:	Administration
Licensure:	Illinois Professional Educator License (PEL)
Endorsement:	General Administration or Principal Endorsement
Classification:	Administration or CSBO Endorsement Preferred
FLSA Status:	Exempt
Reports To:	DuPage Regional Superintendent
Supervisory Responsibilities:	Finance & Payroll Department, IT Department, Administrative Specialist for Bus Driver Certification
Prior Experience:	<p>Minimum of five years of progressively responsible experience in education, educational administration, or related field which includes three years of experience working in an educational leadership position. Strong leadership, communication, supervisory, organizational, and administrative skills Ability to work closely in a team environment with a diverse group of stakeholders</p> <p>Minimum of 5 years of experience with payroll, accounting, audit preparation and/or fiscal record-keeping; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Preference is given to those holding a MBA, CPA, or Chief School Business Official (CSBO) license and experience with federal grant and/or public school financial management.</p>
Evaluation:	Evaluated annually by the DuPage Regional Superintendent and/or designee using the agreed-upon evaluation tool. The evaluation cycle for the Assistant Regional Superintendent shall be one fiscal year.
Work Year:	Full Time/260 days Salary \$110,000 -\$120,000

JOB GOAL: Under general supervision from the Regional Superintendent, the Director of Finance and Operations will: provide support and assistance to the DuPage Regional Superintendent, provide vision and leadership in the ongoing establishment of goals, planning, development, coordination, implementation, and evaluation of financial obligations and programming offered through the DuPage County Regional Office of Education, general operations, including the supervision and evaluation of personnel within the Finance and Information Technology Departments. The Director will assist with monitoring and managing related funding sources, oversee the coordination of office policies and procedures, and oversee the basic functions of the DuPage County Regional Office of Education.

MAJOR DUTIES & PERFORMANCE RESPONSIBILITIES

The criteria indicated below are intended to describe various types of work that may be performed. The exclusion of specific responsibilities does not prohibit them if the work is similar, related, or a logical task of the position.

1. Assists the Regional Superintendent with mandates, operations of the office and all other responsibilities.
2. Assists with the development of strategic goals/objectives and implementation of related plans related to the overall operation of the DuPage County Regional Office of Education.
3. In collaboration with the Regional Superintendent and department leaders, create an overall ROE budget including appropriate resources (funding, time, people, technology, etc.) from

- blended funding. The budget achieves the DuPage Regional Office of Education's priorities and supports and monitors local, state, and federal guidelines, rules, and procedures for sound fiscal management of funds. that includes all of the funding sources.
4. Assist with current grant writing and implementation of current and new grants; review budget and allocations prior to approval, account for allocations in the accounting system for expense alignment, assist with amendment writing and ensure any amendments are in alignment with the general ledger; submit required adjustments to ISBE; ensure all periodic grant reports are submitted in IWAS.
 5. File all GATA reports and complete organization risk assessments annually to ensure internal controls are in place.
 6. Ensure student enrollment is entered annually by March 1 in the system and can be certified within IWAS; Calculate 3-year average student enrollment
 7. Manage ALOP Collaborative: email applications to ISBE for the fiscal year; collaborate with each ALOP district and Director of Student Services to compile the ALOP/EBF Spending Plan for the previous fiscal year
 8. Manage the National School Lunch Program (NSLP) including renewing or bidding for the Center for Student Success; file reports annually
 9. Review payroll and benefits bi-weekly for all employees to audit for internal controls.
 10. Review and/or submit reports for IMRF, TRS/Gemini, 941s, unemployment, state and federal taxes; complete and file W2s and 1099s with assistance from the Finance Department.
 11. Plans for risk management in areas of responsibility to provide feedback on uncertain events or conditions that may occur that have a positive or negative effect on the organization. Renew general liability insurance on an annual basis.
 12. Annual review and approval of records for disposal.
 13. May serve as a member of the DuPage Education Foundation.
 14. Supervise, coordinate, and monitor all aspects of operational services for the ROE, including the Finance (payroll and benefits), Bus Driver/Quarterly Reports/Homeschool Departments.
 15. Evaluate personnel within each department as assigned by the Regional Superintendent.
 16. Responsible for overseeing and coordinating organizational physical security plans
 17. Provides DuPage Regional Office of Education representation at regional meetings, state meetings, and in committee in lieu of the Regional Superintendent. Serves as liaison to state, community colleges and school districts as directed by the Regional Superintendent. (e.g., IASA, LEND, IARSS, etc.)
 18. Promotes community understanding of the DuPage Regional Office of Education's goals, missions, and programs and serves as an ambassador and advocate.
 19. Collaborates with outside agencies to meet the goals of the DuPage Regional Office of Education.
 20. Perform other related job duties as assigned by the Regional Superintendent

MENTAL DEMANDS

Knowledge

- Thorough knowledge of and practical experience with current principles, practices, and trends in Illinois and national public education.
- Thorough knowledge of and practical experience with school organization, operations, policies, and objectives
- Thorough knowledge of and practical experience with management principles, fiscal concepts, planning, organizing, allocation of resources, curriculum, administration, supervision and evaluation
- Thorough knowledge of written and oral communication skills with a demonstrated ability to communicate effectively in person by email and by phone to resolve issues related to areas of responsibility.
- Thorough knowledge of and ability to promote a positive work culture and ability to develop and motivate staff.
- Thorough knowledge of and ability to develop and successfully carry out implementation plans.

Ability

- The employee shall communicate effectively with a variety of audiences in a variety of ways; model effective leadership; interpret laws and regulations related to public education in the state of Illinois; lead successful improvement efforts; organize and prioritize assigned tasks and projects; promote consensus with groups of individuals having diverse interests and values; construct, implement, and monitor timelines and meet deadlines on projects and reports; make decisions and resolve complex issues in a timely and organized manner; and establish and maintain effective working relationships with staff and the public.

Education/Preparation

- The employee shall possess the minimum of a Master's degree in educational administration or curriculum and instruction but an advanced preparation degree beyond a Master's degree is strongly preferred.

Reasoning

- The employee must have the ability to solve complex problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form.

PHYSICAL DEMANDS

- While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to handle or feel instructional materials. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. 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 employee shall possess personal computing skills with the following types of software; web browsers, word processing, spreadsheet, and database systems. The employee shall use DROE-approved resources, technology, and assistive technology. While performing the duties of this job, the employee works in an office setting.

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.

**Regional Superintendent has the right to add or change the duties of this position at any time.*