



# Park Hill School District

Building Successful Futures • Each Student • Every Day

## Position Description

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**POSITION TITLE:** Assistant Superintendent for Business and Technology

**F.L.S.A.:** Exempt

**QUALIFICATIONS:** Minimum of 3 years teaching experienced preferred  
Principalship or central office experience preferred  
Doctorate in Education Administration or equivalent preferred  
Possess positive collaborative and interpersonal skills  
Proven leadership skills

**REPORTS TO:** Superintendent of Schools

### **AREAS OF ACCOUNTABILITY:**

1. Provides leadership and direction to the district program relating to fiscal management.
2. Provides leadership and direction to the district's technology program.
3. Provides leadership and direction to the district's services program.
4. Performs all other duties and responsibilities as assigned by the Superintendent.

### **ESSENTIAL JOB FUNCTIONS:**

1. Oversees the development, management, monitoring and reporting requirements of the district business services office.
2. Oversees the development, management and planning of district technology and all data integration activities.
3. Oversees the district transportation, aquatic, community education and food service operations.
4. Oversees the support system for the educational facilities that promotes a positive learning environment.
5. Maintains communication with educational leaders at the local, state and national level in order to stay current on fiscal and technology issues.
6. Assists the Superintendent in the development of *Quality* operational assessments and improvement strategies.
7. Assists the Superintendent in the development of board policies and district procedures that maximizes operational efficiencies.
8. Serves on committees and reports to the Superintendent.