

**JOB DESCRIPTION OF THE DIRECTOR OF BUSINESS AFFAIRS
OF THE
PIONEER CAREER AND TECHNOLOGY CENTER**

In compliance with H.B. 769 and O.R.C. Section 3319.02

The Director of Business Affairs shall hold at least a Masters Degree; hold an administrative certificate valid in the State of Ohio; and, have at least five years administrative experience.

The Director of Business Affairs reports directly to the Superintendent to assist the Superintendent to more effectively carry out the duties and responsibilities for community services, public relations, and business affairs.

GENERAL AREAS OF RESPONSIBILITY

1. Advertise for bids, purchase and have custody of all property, supplies and equipment authorized by the Board
2. Assist in the preparation of orders submitted by various Pioneer administrative personnel
3. Process and approve purchase orders submitted by various Pioneer administrative personnel
4. Work as part of the fiscal management team to insure the sound financial management of the school system
5. Study and review finances, policies, and administrative regulations, and make recommendations concerning them to the Superintendent
6. Initiate and oversee the fiscal management of private, state and federally-funded projects that relate to facilities
7. Responsible for completion of reports to gain federal and state funding
8. Work with Treasurer to manage/oversee workers compensation accounts of employees
9. Supervise transportation schedule personnel for district operated school buses and school vans, to include training and credentialing of drivers for school buses and/or school vans
10. Recommend employment and job assignment of distribution center staff, cafeteria employees, building utilization-security staff and initiate necessary contracts

11. Supervise and evaluate custodial/security staff, maintenance/security staff, maintenance/technician staff; distribution center staff, cafeteria employees and other such personnel as the Superintendent may assign
12. Collect data and other information and prepare reports as assigned by the Superintendent
13. Attend professional meetings as assigned by the Superintendent
14. Serve as District Title VI Coordinator
15. Be responsible for prime communications to the residents of the district
16. Supervise and facilitate building utilization
17. Promote public relations with school personnel, students, and persons who have communication with Board of Education office
18. Perform such other tasks and assume such other responsibilities as assigned by the Superintendent and/or his/her designee