

**JOB DESCRIPTION  
ADMINISTRATIVE REGULATION GCA-R DF**

**1:0 DIRECTOR OF FINANCE**

**2:0 LINE AND STAFF RELATIONSHIP**

2:1 The Director of Finance reports to and is evaluated by the Superintendent of Schools.

**3:0 FUNCTIONS AND DUTIES- THE DIRECTOR OF FINANCE**

3:1 The Director of Finance acts as the Superintendent's designee concerning financial affairs and matters of general importance to the educational program.

3:1:1 The Director of Finance verifies and substantiates the enrollments of Fairhaven students attending GNBREVTHS and Bristol County Agricultural as it relates to the regional assessment.

3:1:2 The Director of Finance oversees the completion and submission of the End of the Year Report.

3:1:3 The Director of Finance maintains strict adherence to purchasing in accordance with public procurement laws and regulations.

3:1:4 The Director of Finance verifies and substantiates the enrollments of Acushnet students attending Fairhaven High School as it relates to the Acushnet Tuition Agreement for the purpose of processing Acushnet Tuition to the Town of Fairhaven.

3:1:5 The Director of Finance develops, distributes and compiles the forms and processes to the Administrative Council for the purposes of the Budget Development Process for the total preparation of the Preliminary Draft Budget to the School Committee and town officials.

3:1:6 The Director of Finance oversees the Budget Management Process throughout the fiscal year.

3:1:7 The Director of Finance oversees the short/long term facility project planning.

3:1:8 The Director of Finance oversees the Out of District Tuition/Circuit Breaker and student transportation expenditures.

3:1:9 The Director of Finance oversees the management of the Food Services Program.

**4:0 THE DIRECTOR OF FINANCE FACILITATES THE DEVELOPMENT AND IMPLEMENTATION OF A SHARED MISSION STATEMENT AND A SCHOOL IMPROVEMENT PLAN THAT IS IN ALIGNMENT WITH THE CORE VALUES OF THE DISTRICT.**

**4:1 PARTNERSHIP WITH FAMILIES AND THE COMMUNITY**

4:1.1 The Director of Finance understands him/her self as an integral member of the educational leadership team that effectively communicates to staff, parents, students, and community members a systemic approach that models teamwork encourages collegiality, and supports collaboration.

4:1.2 The Director of Finance balances the ability to listen and understand the concerns of all school community members in a way that encourages approachability while setting boundaries when dealing with the confrontational parent.

4:1.3 The Director of Finance communicates and interacts with parents and the community in a way that promotes a high level of open and honest communication.

4:1.4 The Director of Finance expresses him/herself clearly and confidently orally and in writing; capable of responding effectively in a public forum.

**4:2 ENSURE HIGH LEVEL LEARNING FOR ALL CHILDREN**

4:2.1 The Director of Finance recognizes that student learning must be the focus of all school programs and activities.

4:2.2 The Director of Finance believes that all youngsters have the natural ability to succeed at high levels of learning and it is the behaviors and actions of the adults in the school that nurture, develop, and encourage each and every student.

4:2.3 The Director of Finance holds teachers accountable for having high standards and positive expectations so that all students can perform at high levels.

**4:3 SAFE ENVIRONMENT**

4:3.1 The Director of Finance constructs a culture that advocates and models responsible student decision-making and promotes positive behavior changes and respect.

4:3.2 The Director of Finance builds caring and considerate relationships that demonstrate regard and respect for all people.

**4:4 BECOME INDEPENDENT, PRODUCTIVE, AND SUCCESSFUL**

- 4:4.1 The Director of Finance believes that all decisions should be made from the perspective of putting children's needs first.
- 4:4.2 The Director of Finance resolves problems and makes decisions based on age appropriateness, educational research and common sense when dealing with issues, and understands that the integrity of the institution far outweighs the special interest of the individual.
- 4:4.3 The Director of Finance adheres to professional codes of ethics: maintains trust and confidentiality; models legally and morally responsible actions at all times; treats individuals with fairness, dignity, and respect; and models the core values of the school and district.

**5:0 QUALIFICATIONS**

- 5:1 Three to Five years of employment in an executive management/leadership role or in a supervisory, teaching, or administrative role in a public school setting.
- 5:2 Master's Degree
- 5:3 Certified as a School Business Administrator
- 5:4 MCPPO Certification preferred
- 5:5 The Superintendent reserves the right to alter qualifications if deemed to be in the best interest of the Fairhaven Public Schools.

**6:0 CONDITIONS and TERMS OF EMPLOYMENT**

- 6:1 The contract of agreement between the Fairhaven Public Schools and the Director of Finance regarding the conditions and terms of employment is in accordance with the Massachusetts Education Reform Act of 1993 and sets forth in writing the obligations of each as it pertains to this relationship.

Enacted: 3/22/2017

Received formatted version: 8/9/2017