



# Longview Independent School District

## JOB DESCRIPTION

### DEPUTY OF BUSINESS OPERATIONS

<b>JOB TITLE:</b>	Deputy of Business Operations	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Chief Executive Officer	<b>TERMS:</b>	226 Days
<b>PROGRAM:</b>	East Texas Advanced Academies	<b>PAY GRADE:</b>	Administrative (TBD) (Grant Funded)

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#### PRIMARY PURPOSE:

The Deputy of Business Operations provides leadership, technical expertise, and deliverables across a broad array of ETAA network functions and responsibilities, including the directing and managing of all business affairs and operations of the network.

#### QUALIFICATIONS:

##### Minimum Education/Certification:

Master's degree from an accredited four (4) year college or university  
Candidate must have satisfactory outcome of fingerprinting background check

##### Special Knowledge/Skills:

- Knowledge of school and district organization, operations, policies, goals and objectives
- Ability to interpret data and evaluate instructional programs and teaching effectiveness
- Ability to manage budget and personnel
- Ability to implement policy and procedures
- Strong organizational, communication, public relations, and interpersonal skills
- Knowledge of curriculum and instruction

##### Minimum Experience:

Five years of progressively advanced experience in school business management, preferred

#### MAJOR RESPONSIBILITIES AND DUTIES:

1. Direct the policy process for the network; develop and revise policies as necessary; represent the network as policy contact with the Texas Association of School Boards; and distribute policies and/or regulations as needed



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

2. Coordinate with the business affairs of the network, keeping the Chief Executive Officer informed on the current and projected financial and operational condition of the network
3. Direct the preparation of reports to the appropriate network, state, and federal agencies
4. Direct network-level program evaluation for identified programs and services
5. Represent the network as its Public Information Official; direct the preparation of records responsive to requests from the public, parents, and via subpoena; and keep informed of and comply with all provisions related to the Texas Public Information Act and FERPA
6. Provide leadership for and coordination of network initiatives as directed
7. Serve as hearing officer for parent and student complaints and employee grievances
8. Direct the processing of out-of-network and in-network student transfer applications
9. Direct the network's discipline program, including the updating of the Student Code of Conduct and the Student Handbook
10. Serve as the network hearing officer in all discipline and discipline-related cases, i.e., expulsion hearings
11. Act as liaison between network and the community and participate actively in community organizations and activities
12. Serve as a "customer-relations" agent in offering an open-door policy to parents, students, and staff members
13. Prepare special reports for the Chief Executive Officer and board as directed
14. Keep informed of and comply with all state and network regulations and policies
15. Maintain knowledge of the network's curriculum and instructional program, as well as school campus programs
16. Continue professional growth by attending regional, state, and national administrative and school board conferences as directed by the Chief Executive Officer
17. Supervise and evaluate performances of assigned personnel



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

18. Comply with network policies, as well as state and federal laws and regulations
19. Adhere to the network's safety policies and procedures
20. Maintain confidentiality in the conduct of network business
21. Must be able to perform the essential functions of walking and interacting with students and/or network employees in the specific work site assigned (classroom or office setting)
22. Demonstrate regular and prompt attendance
23. Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES:**

Designated professional and paraprofessional employees, as determined

### **EQUIPMENT USED:**

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### **WORKING CONDITIONS:**

#### **Mental Demands:**

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

#### **Physical Demands/Environmental Factors:**

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.



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### EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: May, 2019**