



SCHOOL BUSINESS MANAGER L2 BRONX COLLABORATIVE HIGH SCHOOL (10X351)

Position Summary: The School Business Manager position encompasses professional work of varying degrees of difficulty and responsibility under the day to day supervision of the school principal and the overall direction of an operations support group providing services in the fields of budget, finance, personnel and non-instructional administration. Performs related work.

Bronx Collaborative High School has expanded to serve 500 students from all neighborhoods of the Bronx, employing over 40 faculty/staff to do so. Our school is designed around providing students hands-on inquiry and learning opportunities grounded in real-world problems. This instructional model requires expeditionary learning activities, external partnerships, and experiential learning trips in high-volume. We conduct annual out-of-state DOE funded experiential learning academic trips for each grade requiring detailed financial and operational procedures, including proper engagement of competitive bidding and negotiated services. We need a School Business Manager to support the staff that create and maintain these partnerships by providing the budgetary, finance, and operational support to ensure it happens, and the personal support to ensure that procedures align with DOE policies. Additionally, our school operates an extensive ICT program on each grade level and a Transitional Bilingual Program on each grade level, as well as extensive Title 1 activities. We also receive Title III funding to support our students' language acquisition and translation support needs, with coordination of ongoing translation services at a variety of family events and specialized project-based assessment programs. Our school engages in campus collaboration with over 30 sports teams and routinely partners with a collective of 8 schools to do highly specialized programming, including the creation of a new college fair. In addition, our school is a member of a local 50-member school coalition and a national coalition, each requiring detailed coordination of collaborative efforts and participation in local intervisitations, conference attendance, and national conference attendance. All of these programs require detailed financial and operational support.

Reports to: School Principal

Direct Reports: School support staff.

Key Relationships: Serves as a point of contact regarding non-instructional matters for external constituents, including community groups and other city agencies. Establishes and maintains liaison with appropriate operating components of the school system.

RESPONSIBILITIES

- Directs administrative activities of the school, including budgeting, accounting, school transportation, personnel, technology, physical plant issues and other related administrative matters.
- Directs administrative procedures to ensure that unpaid and paid work with collaborative partner organizations follows DOE protocols and provides students high-quality programming opportunities.
- Aligns school fundraising procedures to SOPM and ensures that faculty follow fiscal protocols
- Assists the principal in overseeing the administration of support activities related to the provision of school food services.
- Reviews and expedites all contracts and school purchases by utilizing contract vendors and online purchasing accounts.
- Reviews contracts and bids to ensure compliance with established purchasing procedures.
- Assists the principal in the preparation of grant applications for non-instructional items, such as those for personnel, supplies and equipment.
- Supports instructional staff in grant administration, including the preparation of annual progress reports and demonstration of outcomes.
- Responsible for overseeing business, financial and other administrative matters and implementing recommendations related thereto.
- Interfaces with operations support group staff and other school administrators on administrative matters relating to personnel, business, finance, contracts and school operations. Attends trainings as necessary.
- Serves as a point of contact regarding non-instructional matters for external constituents, including community groups and other city agencies.
- Analyzes student data to support the principal's instructional and classroom priorities. Prepares reports in response to requests for information.

QUALIFICATIONS

Minimum Requirements

1. A baccalaureate degree from an accredited college and three years of full-time satisfactory professional experience in one or a combination of the following areas: accounting, auditing, budget, contract administration, financial administration, management, personnel or a closely related field; or
2. A baccalaureate degree from an accredited college including or supplemented by 24 semester credits in accounting, business, finance, educational administration, management, personnel administration, public administration, or a closely related field and two years of satisfactory full-time professional experience in one or a combination of the areas described in "1" above; or
3. A master's degree from an accredited college in accounting, business, finance, educational administration, management, personnel administration, public administration, or a closely related field and one year of satisfactory full-time professional experience in one or a combination of the areas described in "1" above.

Preferred

- Professional experience working in school administration and organization.
- Demonstrated knowledge and ability in using Galaxy and FAMIS Portal and managing the finances of a school, including but not limited to, payroll, ordering and purchasing, recordkeeping and compliance.
- Demonstrated ability in completion of surveys and reports relative to management of personnel, school facility and community relations.

Salary: \$70,327 +

Application: Please send cover letter and resume no later than **June 24, 2016**, to:
(digitally preferred)

Brett Schneider, Principal
Bronx Collaborative High School
100 West Mosholu Parkway South Rm 357A
Bronx, NY 10468
Email: bschneider@schools.nyc.gov

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