



**SCHOOL BUSINESS MANAGER
02M413 – SCHOOL OF THE FUTURE
PRINCIPAL, STACY GOLDSTEIN**

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 the Integrated Service Center in the fields of budget, finance, personnel and non-instructional administration.

There are over 10 additional programs with numerous more sources of funding all of which have complex spending regulations, purposes and activities which the Business Manager must oversee. In addition, there are other payroll resources and functions the Business Manager will be responsible for maintaining including numerous sources and uses of funds for the purchasing of services provided to the school for professional development, parental involvement, and equipment.

Reports to: Principal

Direct Reports: N/A

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 field, ISC staff, and central operating components of the school system.

RESPONSIBILITIES

- Directs administrative activities of schools, including budgeting, accounting, school transportation, personnel, technology, physical plant issues and other related administrative matters.
- Assists principal(s) 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 principal(s) 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 Integrated Service Center staff and other school administrators on administrative matters relating to personnel, business, finance, contracts and school operations. Attends ISC 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

- Familiarity with Title I funding.

Salary: \$48,604 +

Application:

Please send cover letter and resume no later than **July 23, 2009**, to:

Stacey Goldstein, Principal
M413 – School of the Future High School
127 East 22nd Street
New York, NY 10010
Fax: 212-475-8086
Email: SGoldst5@schools.nyc.gov

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