Job Description
Liberty Public School District

Director of Administrative Services

Purpose Statement
The job of Director of Administrative Services is done for the purpose/s of directing administrative programs and services; evaluating systems and processes of Administrative Services; achieving defined objectives by planning, evaluating, developing, implementing and maintaining administrative services in compliance with established guidelines.

This job reports to Executive Director of Curriculum, Instruction and Accountability

ESSENTIAL Functions

• Acts as a Liaison between support departments and the Technology Department for the purpose of facilitating communication concerning administrative services across the District.

• Administers a wide variety of administrative services (e.g. supports users of Keystone Information system, assists users of Planware software, coordinates data transfer process between Powerschool and Planware, coordinates the Papervision Image Archiving System, special administrative projects related to technology, etc.) for the purpose of conforming to district policies, relevant laws, contracts and agreements.

• Assists Business Office with creation of annual budget by acting as an intermediary between the Business Office and Human Resources Department for the purpose of ensuring that staffing and salary data is accurately reported.

• Assists human resource staff with queries, reporting and process needs for the purpose of obtaining the required information for district reports and personnel decisions.

• Assists with creation and modification of policies related to human resources for the purpose of leading to the recruitment and retention of quality employees.

• Attends work on a regular and predictable basis for the purpose of providing students and staff with high quality service and education.

• Consistent interaction with students for the purpose of educating students.

• Coordinates special projects related to technology in administrative services for the purpose of providing detailed data and analysis necessary for administrative decisions.

• Directs staff responsible for the operations of Student Data Systems across the District for the purpose of providing accurate, timely and secure student data in compliance with operation and regulatory needs.

• Directs and coordinates collection and submission of data to the State of Missouri and DESE (Dept. of Elementary and Secondary Education) for the purpose of meeting the Districts obligations designated by state statute.

• Oversees a wide variety of administrative operations (e.g. OnGuard Security Software, Planware Planning and Transportation Software, growth planning, special projects, etc.) for the purpose of ensuring compliance with regulatory requirements, and smooth operations of these systems.
Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: critical thinking; problem solving; time management; conflict resolution; operating standard office equipment including utilizing pertinent software applications; planning and managing projects; preparing budgets and reviewing financial information; developing effective working relationships; and administering personnel policies and procedures.

KNOWLEDGE is required to utilize theoretical mathematical concepts; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/finance; relational databases; MS Office Tools; Basic Networking; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; working with detailed information; working as part of a team; working with multiple projects; dealing with frequent interruptions and changing priorities; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; supervising the use of funds. Utilization of significant resources from other work units is sometimes required to perform the job’s functions. There is some opportunity to impact the organization’s services.

Work Environment

The usual and customary methods of performing the job’s functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, 15% standing. The job is performed under minimal temperature variations.

Experience: Job related experience within a specialized field is required.

Education (Minimum): Bachelors degree in job-related area.

Education (Preferred):
The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.