



## School Owners Representative

### **MAJOR DUTIES AND RESPONSIBILITIES:**

#### **A. Finance**

1. Directs budget preparation, proper distribution of funds and reporting.
2. Directs budget control effort.
3. Provides periodic status reports of all budget categories as needed.
4. Maintains yearly reports on items added to and/or items eliminated from the budget.
5. Provides for outside audit.
6. Approve and sign payments and bank transfers
7. Ensures proper attendance accounting procedures are in place with the assistance HR. and accounting.
8. Sign contracts for employees.
9. Stays current with legislation related to areas of responsibility.

#### **B. Facilities**

1. Plans for the facilities needs of the school including site acquisition and new construction programs in coordination with authority regulations.
2. Prepares contracts for architects, contractors and inspectors.
3. Sets standards for and directs the program of plant maintenance and security.
4. Directs the program of plant operations and upkeep, together with the improvement and modernization of facilities.



### C. Services

1. Directs and supervises the maintenance & operations program with the assistance of the Director of Maintenance and Operations.
2. Directs and supervises the transportation program with the assistance of the Transportation department.
3. Directs the Nutrition Services program with the assistance of the Food services department.
4. Directs the Fiscal operations of the school with the assistance of the Accounting Department.
5. Oversees the purchasing in the school with the assistance of the Procurement Department.
6. Evaluates all business division services.

### D. School Board

Member of the School. For more details refer to the School Board Policy