



BUSINESS MANAGER JOB DESCRIPTION

Educational Requirements: Bachelor's Degree or equivalent experience

Candidate should have concentrations, research, and/or experience in:

- Accounting (preferably school "fund accounting")
- Human Resources
- Marketing

Position Start Date: July 26, 2010

Pay Periods: bi-weekly

Reports To: The Academy Director

Direct Reports: All Faculty and Administrative Staff report up through a structure of Lead Teachers/Team Leaders for Divisions, Specialized Student Services, and Finance and Operations. The Academy Director determines the appropriate structure, such as Teaching Teams for Divisions I, II, and III; Divisions IV and V; Encore Team; Student Support Team, and Office Team. The Business Manager may function as Lead of Finance and Operations, with the office and janitorial staff as direct reports.

Job Summary: The Business Manager is entrusted with the financial records, marketing plans, and operation of the front office. This includes the maintenance of *confidential* school records of students and finances in a manner consistent with administrative, ethical, legal and regulatory requirements of the educational system and the Colorado Department of Education. Within these broad areas, and working within the educational and administrative structure of the Academy, the Business Manager position will include the following responsibilities:

Leadership: Responsible for the direction, coordination and supervision of the Finance and Operations of the Academy

- **Inspire** and build a shared vision for operational excellence
- **Challenge** systems, processes, ideas and methodologies that are not working for the financial healthy and stability of the Academy in positive and productive ways
- **Enable** staff, students, families and others to act in positive and productive ways
- **Encourage** and support staff, families, students, and others as they contribute to the mission of the school
- **Model** the way by possessing and demonstrating a moral and ethical compass that sets a moral and ethical tone for the rest of the AACL community
- **Communicate** effectively and positively in both written and oral forms with the Board, Parents, Faculty, Administrative Staff and the Community
- **Demonstrate** a passion for gifted education as well as the needs of *all* students to receive individually challenging and supportive instruction
- **Understand** the charter school system and market for students in need of gifted programming
- **Develop** and promote the concept of the school as a regional resource center

Area of Excellence: *Student Achievement* measures the purpose of AACL as an academic home designed for students to surpass state and national academic standards necessary for successful adult life and further educational goals. It includes the elements of personal learning plans, tracking student data, adjusting instruction according to the data, actual student progress, and social-emotional growth of students.

Academic Excellence:

- Responsible for supporting implementation of AACL's mission for a challenging and supportive school program
- Responsible for supporting the Academy Director in attracting, developing and retaining high quality faculty
- Responsible for maintaining a positive and productive relationship with Colorado Springs School District 11 as applicable to school finances

Area of Excellence: *Financial Health* measures the fiscal health of AACL as a sustainable program and includes the school budget, volunteer support and hours collected, contributions and donations received, and conservation of resources such as time, materials, and energy.

Finance and Accounting ~ Supporting the Academy Director in the following:

- Responsible for developing the annual budget and managing revenue and expenditure targets
- Responsible for payroll plans
- Responsible for tuition plans (full-day kindergarten)
- Responsible for before-school and after-school care plans
- Responsible for collection of tuition, fees, fund-raisers, etc.
- Responsible for the Academy's financial records
- Responsible for reviewing and approving all payables
- Responsible for directing the cash management function
- Responsible for providing appropriate reports of the school's financial condition for use by the Academy Director, Board of Directors, Colorado Springs School District 11, State and Federal Governments, and third-party auditors

Area of Excellence: *School Design* measures nine critical elements that meet the mission of AACL, based on our *Values*: awareness of student-need, family partnerships, staff teamwork and expectations, professional development, curricular programming, instructional and differentiation techniques, integration of technology, classroom management and safety, and community connections.

Development:

- Responsible for supporting the development plan and process
- Responsible for supporting all grant submissions and financial sections
- Responsible for developing marketing materials
- Responsible for public relations plans and releases
- Responsible for developing major fundraising projects
- Responsible for personally assisting with fundraising contacts

Administration:

- Responsible for ensuring appropriate decorum in the front office and supporting such throughout the building
- Responsible for maintaining a secure and safe front office
- Responsible for supporting scheduling and logistical processes
- Responsible for parent communication channels (newsletter, message boards, etc.) from the front office

Human Resources:

- Responsible for the maintenance of accurate office records, including personnel files, with full confidentiality as appropriate and required by law
- Responsible for providing faculty contracts as instructed by Academy Director
- Responsible for implementing Benefit Administration and contributing ideas for the improvement of benefits for faculty and staff

Facilities:

- Responsible for the supporting the maintenance of the building and grounds
- Responsible for maintaining a safe, comfortable environment in the front office
- Responsible for supporting the Academy Director in planning and managing the effective use of the facility including after school and summer programs as well as rental opportunities
- Responsible for supporting the Academy Director in planning for future improvements of the facilities

Management Information System:

- Responsible for supporting the Academy's website
- Responsible for supporting the installation and use of appropriate software for the educational process and Academy Administration
- Responsible for supporting the flow of information between the Academy and Colorado Springs District 11

Accreditation:

- Responsible for supporting the Colorado accreditation process

Area of Excellence: *Customer Satisfaction* measures the degree to which the AACL program is creating positive relationships with students, families, staff, and the community.

Parent Communications:

- Responsible for working with the Family and School Association (Parents of the Academy for Advanced and Creative Learning, PAACL) to build the school community and implement fundraising endeavors
- Responsible for developing positive and appropriate relationship with the students and parents and front office staff
- Responsible for making appropriate use of parent volunteers

Area of Excellence: *Strategic System Growth* measures the progress that AACL is making towards becoming a solid program with a reputation in the community for excellence, and includes data on student attendance rates, turn-over and mobility; family conference attendance rates; teacher attendance rates and turnover; public relations and student enrollment; and strategic planning goals.

Student Recruiting and Retention:

- Responsible for recruiting goals and methods
- Responsible for *open enrollment, open welcome* policies and procedures
- Responsible for approving all recruiting materials
- Responsible for meeting with outside parties to promote the Academy
- Responsible for overseeing the management of student records

Other Responsibilities:

- Responsible for ancillary businesses such as summer program, after school programs, before- and after-school care, lunch program, etc, as needed and appropriate for required skill levels

Physical Requirements: This job requires a high activity level that includes movement throughout the building; active involvement with student activities; support for janitorial tasks as needed (including things such as cleaning tables, vacuuming, and light lifting of boxes with classroom materials); frequent work with a computer keyboard, monitor, and other visual technology; and may include personal contact with children who may be seated on the floor or at low tables.

Other Position Requirements:

This is a twelve-month position that will require more than 40 hours per week, on an at-will employment basis. Business managers are required to be on-campus from 7:40 a.m. to 4:00 p.m. during the school year (hours may change during summer months), with the exception of lunch time and the addition of staff and board meetings, and any applicable off-campus meetings or

trainings during or beyond the regular school day. No extended travel will be required. Local travel will be required to meet with potential donors as well as local school district business personnel and community leaders.

Compensation and Benefits Available:

Starting Salary begins at \$42,000, with additional consideration depending on qualifications. Benefits include dental insurance, health insurance, Public Employees Retirement Association membership (PERA), professional development opportunities, holidays, sick leave, and vacation time. Full-time staff are eligible for free before- and after-school care as available. The AACL Governing Board will set performance criteria for administrative bonuses prior to the start of the school year. The Academy Director, in coordination with the Business Manager, will allocate stipend and bonus monies for other staff, as described in the Employee Handbook.

Job Description Approval

Position: **Business Manager**

Dated: _____

I have reviewed and understand the above Job Description, believe it to be accurate and complete, and I can successfully fulfill each duty or task. I also agree that the Academy Director or Board of Directors retains the right to change this job description at any time.

This Job Description is effective until revised and properly approved.

Business Manager

Date

Academy Director

Date