

January 11, 2019

NOTICE OF CENTRAL OFFICE VACANCY 2019-2020 SCHOOL YEAR

The following position for the 2019-2020 school year is posted for individuals who are licensed and qualified as indicated and wish to be considered. **Application information** should be filed with the **Superintendent's Office** at the Board of Education offices, 3757 Upper Bellbrook Rd, Bellbrook OH 45305. Deadline to receive application materials is **12:00 Noon, Friday, February 1, 2019.**

Job Title: **District Manager of Business** (part-time Central Office position)

Qualifications: This position provides leadership in school district operations related to transportation, facilities, grounds, and food services in a cost-effective, safe, and efficient manner with the limits of available resources.

Applicant must be very familiar with school operations and have administrative experience. Additionally, he/she must be of high integrity, possess collaborative problem-solving skills, be an active listener, experience with budgeting, and excel at short and long-term planning.

Administrative license required – Business Manager or Superintendent's license preferred.

- ❖ 144-day employment contract
- ❖ Board approved Administrators' Salary schedule
- ❖ **Job Responsibilities** will include:
 - Food Service operations
 - Vendor negotiations
 - Purchasing and budget input
 - Safety/Crisis Plans
 - School fees
 - Energy conservation
 - Attendance officer
 - Wellness Committee
 - Financial Advisory Committee
 - Business Advisory Committee

All applicants shall be required to submit the following materials to be considered for an interview:

1. Letter of interest
2. Licensed Staff Application (download from www.sugarcreek.k12.oh.us)
3. Current resume
4. Copies of transcripts, teaching/administrative license(s)
5. Three (3) letters of recommendation

No faxed applications / materials accepted