



**Qualifications**

Registered School Business Administrators Certification preferred.  
Minimum of five (5) years of supervisory experience with knowledge and experience in the overall operations of a school division.

**Education**

Minimum Bachelor’s Degree in Business/Finance, Master’s preferred.

**Language Skills**

Ability to read and interpret documents and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before large groups.

**Reasoning/Other Abilities**

- Ability to work as a manager to create and delegate assignments.
- Ability to apply common sense understanding to carry out simple one-or-two step instructions.
- Ability to deal with standardized situations with only occasional or no variables.
- Ability to follow written and verbal directions and give direction to others.
- Ability to complete assigned tasks with minimal supervision.
- Ability to read, write and do complex computations.
- Ability to organize office setting to efficiently accomplish tasks.
- Ability to work independently and make work-related decisions.
- Ability to exercise good judgement in prioritizing tasks and directing staff.
- Ability to handle confidential information.
- Ability to plan and direct a variety of programs associated with Transportation.

**Physical Demands**

While performing the duties of this job, the employee is frequently required to stand and talk or hear. The employee is occasionally required to walk; sit; and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

**Evaluation**

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of classified personnel.

By signing this document, I agree to perform the above duties in a professional and proficient manner.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name