

SUWANNEE COUNTY SCHOOL BOARD  
WORKSHOP SESSION  
January 8, 2019

AGENDA

- 9:00 a.m. Call to Order/Welcome/Pledge ..... Ed daSilva, Chairman
- 9:02 a.m. Human Resources Department Update..... Walter Boatright
- Job Descriptions (pgs. 2-8)
- 9:30 a.m. Chief Financial Officer Department Update..... Vickie DePratter
- Health Insurance RFP
  - Florida Insurance Trust (FIT)
- 9:45 a.m. Student Services Department Update .....Debbie Land
- ELL, Homeless, and Migrant Programs
- 10:15 a.m. School Safety and Other Administrative .....Malcolm Hines  
Services Department Update
- 10:30 p.m. Assistant Superintendent of Administration.....Bill Brothers  
Department Update
- Branding of the District
- 11:00 a.m. Superintendent Update..... Ted Roush
- 11:30 a.m. Adjourn

## SCHOOL DISTRICT OF SUWANNEE COUNTY

### CHIEF FINANCIAL OFFICER

#### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Bachelor's Degree in Business, Management, Accounting or related field; Certified Public Accountant ~~preferred~~ or Certification from the Institution of Florida School Finance.
- (2) Minimum of three (3) years experience or experience in one of the above fields.
- (3) Or other appropriate certification required by the Florida Department of Education.
- (4) Satisfactory criminal background check and drug screening

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of government accounting standards. Management skills in supervising areas of budgeting, accounting, auditing, purchasing, investments and food service. Knowledge of State Funding Methods and FTE. Knowledge of State Statutes, State Board rules, Board policy and Federal Fair Labor Standards in areas of finance, insurance and personnel. Group dynamics and communication skills for both oral and written presentations. Ability to plan and analyze. Ability to utilize personal computer/mainframe software and hardware. Knowledge of banking as it relates to investments.

#### REPORTS TO:

Superintendent

#### JOB GOAL

To ensure delivery of fiscally responsible business services to the District in order to provide students the best educational experience possible.

#### SUPERVISES:

Finance Supervisor	Insurance/Accounting Clerk
Payroll Supervisor	Accounting Clerk/Finance
Accounts Payable Clerk	Administrative Secretary
District Secretary (Records)	District Secretary (Receptionist)

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Coordinate and manage financial planning and reporting for the District.
- \* (2) Coordinate and direct the budget control function.
- \* (3) Oversee purchasing, including RFPs or bids as necessary for the District.
- \* (4) Direct the District's cash management program.
- \* (5) Respond to individual auditor concerns and questions during audit period and coordinate the District's formal response to audits.
- \* (6) Supervise the preparation of financial reports.
- \* (7) Assign and supervise work within the accounting office.
- \* (8) Coordinate budget, accounting, billing and collection control procedures.
- \* (9) Record cash receipts, deposit all funds, and assist in the District's investment program.

**CHIEF FINANCIAL OFFICER (Continued)**

- \* (10) Provide funding advice for capital improvement and debt service programs.
- \* (11) Oversee all functions necessary for maintaining the District's payroll system.
- \* (12) Prepare the Superintendent's Annual Financial Report.
- \* (13) Coordinate the District's investment program of surplus funds.
- \* (14) Prepare and submit monthly financial statements to the Superintendent and School Board members.
- \* (15) Coordinate the District's risk management program.
- \* (16) Assist with internal funds and coordinate internal audits.
- \* (17) Provide administrative and supervisory direction to the MIS function.
- \* (18) Serve as a member of Facilities Construction Team providing financial oversight of construction projects.
- \* (19) Assure that all expenditures are made within the provisions of the approved budget.
- \* (20) Approve all fundraising activities.
- \* (21) Responsible for District contracts.
- \* (22) Act as District contact for Suwannee County School Board and United Teachers of Suwannee County negotiations.

**Inter/Intra-Agency Communication and Delivery**

- \* (23) Assist with the planning and evaluation of District-wide food service.
- \* (24) Maintain effective community relations and interpret financial matters to the community.
- \* (25) Provide coordination of activities between units within the business services department.
- \* (26) Advise and assist District staff members on budgets, accounting policies and interpret/apply policies to the various financial functions.

**Professional Growth and Development**

- \* (27) Provide technical assistance to assigned employees as needed.
- \* (28) Provide for the cross-training of personnel within the department.
- \* (29) Set high standards for self and others.
- \* (30) Maintain a network of peer contacts through professional organizations.
- \* (31) Promote and support the professional growth of self and others.

**Systemic Functions**

- \* (32) Provide information to the Superintendent and School Board on the financial status of the School District and the wise use of its resources through sound business management practices.
- \* (33) Assist in the development of School Board policies and administrative guidelines.
- \* (34) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the Superintendent regarding the impact on the District.
- \* (35) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \* (36) Prepare all required reports and maintain all appropriate records.
- \* (37) Act as legislative liaison to represent the District's financial interests.
- \* (38) Perform other tasks consistent with the goals and objectives of this position.

**CHIEF FINANCIAL OFFICER** (Continued)**Leadership and Strategic Orientation**

- \* (39) Direct and coordinate the planning, implementation and evaluation of business services.
- \* (40) Direct the preparation and administration of the annual School District budget.
- \* (41) Direct the preparation of financial reports and statements to schools, the district, the state and the federal government.
- \* (42) Serve as a member of the Superintendent's Executive Leadership Team.
- \* (43) Follow attendance, punctuality, and other qualities of an appropriate work ethic.
- \* (44) Shall assume additional responsibilities as assigned by the Superintendent.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

CHIEF FINANCIAL OFFICER (Continued)

SCSB Approved 3/25/02  
Revised SCSB Approved 1/27/09  
Revised SCSB Approved 3/24/09  
Revised SCSB Approved 5/26/09  
Revised SCSB Approved X/XX/XX

## SCHOOL DISTRICT OF SUWANNEE COUNTY

### COMMUNITY RELATIONS SPECIALIST

#### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution.
- (2) Valid Florida driver's license.
- (3) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the school district and school programs. Ability to relate to people with varied backgrounds and interests. Ability to interview. Ability to deal with crisis situations. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

#### REPORTS TO:

Coordinator of Career & Technical Education Student & Community Affairs

#### JOB GOAL

To assist the ~~Superintendent and~~ district staff in clearly communicating essential information to district personnel, members of the community and members of the press in a timely manner.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Regularly coordinate publications and dissemination of information for the district from concept to final product.
- \* (2) Gather news from the district and develop press releases.
- \* (3) Coordinate public relations efforts of the school district with ~~the Superintendent and~~ assigned staff and provide materials for dissemination related to the operation of the school district and partnership programs.
- \* (4) Provide suggestions to the Superintendent on effective means to share and implement the vision and mission of the district.
- \* (5) ~~Host-~~ Participate in television and radio shows ~~weekly on the educational channel as needed.~~
- \* (6) Serve as district videographer and photographer for school and district events.
- \* (7) Collaborate with the district webmaster to create and update ~~the~~ district websites.

## COMMUNITY RELATIONS SPECIALIST (Continued)

- \* (8) Coordinate partnership programs including volunteers, businesses and organizations.
- \* (9) ~~Assist principals with requests and needs for volunteer services. Monitor websites for compliance with all federal and state regulations.~~
- \* (10) ~~Provide training for building volunteer coordinators.~~
- \* (11) ~~Assist and advise principals with interviews and screening procedures for prospective volunteers, including recruitment, orientation, training, ongoing inservice and record keeping.~~
- \* (12) ~~Plan the~~ Participate in district recognition programs for parent related organizations, business partnerships, community groups and other events as assigned.
- \* (13) ~~Coordinate~~ Assist in coordination of special events including groundbreaking, grand openings, volunteer recognition and awards ceremonies.
- \* (14) ~~Prepare~~ Assist in preparation of an annual summary of public partnership efforts during the year, detailing the number of students served, the type of services provided, and summarizing the general effectiveness.
- \* (15) Demonstrate initiative in the performance of assigned responsibilities.

**Employee Qualities/Responsibilities**

- \* (16) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- \* (17) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \* (18) Ensure adherence to good safety standards.
- \* (19) Maintain confidentiality regarding school/workplace matters.
- \* (20) Model and maintain high ethical standards.
- \* (21) Maintain expertise in assigned area to fulfill position goals and objectives.
- \* (22) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

**Inter/Intra-Agency Communication and Delivery**

- \* (23) Exercise service orientation when working with others.
- \* (24) Keep supervisor informed of potential problems or unusual events.
- \* (25) Use effective, positive interpersonal communication skills.
- \* (26) Respond to inquiries and concerns in a timely manner.
- \* (27) Serve and assist on school/district committees and the PDC as required or appropriate.

**System Support**

- \* (28) Exhibit interpersonal skills to work as an effective team member.
- \* (29) Follow federal and state laws as well as School Board policies, rules and regulations.
- \* (30) Demonstrate support for the school district and its goals and priorities.
- \* (31) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \* (32) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \* (33) Participate in cross-training activities as required.
- \* (34) Perform other tasks consistent with the goals and objectives of this position.
- \* (35) Follow attendance, punctuality, and other qualities of an appropriate work ethic.
- \* (36) Shall assume additional responsibilities as assigned by the Superintendent.

**COMMUNITY RELATIONS SPECIALIST (Continued)**

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

Job Description Supplement 04

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Revised XX/XX/XX