



Lewiston-Porter Central School District

One Purpose. Your Pathway. Our Promise.

Job Posting: 2106 09 25	Assistant Superintendent for Administrative Services
Position Summary:	Overall direction of the business and financial affairs of the total District as well as Human Resource and Facilities management. Such areas include the budget finances, auditing, accounting, extra-class funds, purchasing, inventory, school lunch, insurance, employee benefits and health insurance, transportation, maintenance and upkeep of buildings and grounds, capital projects and capital funding, investments, certified personnel, civil service personnel, payroll, and collective negotiations. Please see attached job description. Anticipated start date: December 1, 2025.
Education Required:	Master's Degree, or higher, as well as extensive graduate training or experience in the areas of School Business and Human Resources Management.
Certification:	Valid New York State Certification as a School Business Administrator (SBA) or School District Business Leader (SDBL)
Compensation:	Starting salary: \$140,000, commensurate with experience. Excellent benefits package, including generous retirement plan.
Application Period:	September 10, 2025 through October 17, 2025
Application Procedure:	Online applications will be accepted until October 17, 2025, at https://www.wnyric.org . In addition to completing the basic application, applicants are requested to upload a current resume and a cover letter.

Lewiston-Porter Central School District is an equal opportunity employer.

To learn more about the Lewiston-Porter Central School District visit www.lew-port.com.

Questions about this exciting leadership opportunity should be directed to:

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Lewiston-Porter Central School District
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JOB DESCRIPTION

TITLE: ASSISTANT SUPERINTENDENT FOR ADMINISTRATIVE SERVICES

QUALIFICATIONS:

- Hold valid New York State Certification as an SBA (or SDBL).
- Master's degree or higher as well as extensive graduate training or experience in the areas of School Business and Human Resources Management.

REPORTS TO: Superintendent of Schools

SUPERVISES: Business and Accounting staff; Director of Facilities; Human Resource staff; and oversees private contracts for transportation and food service.

MAJOR AREAS OF RESPONSIBILITY:

Overall direction of the business and financial affairs of the district as well as Human Resource and Facilities. Such areas include the budget finances, auditing, accounting, extra-class funds, purchasing, inventory, school lunch, insurance, employee benefits and health insurance, transportation, maintenance and upkeep of buildings and grounds, capital projects and capital funding, investments, certified personnel, civil service personnel, payroll, and collective negotiations.

DUTIES AND RESPONSIBILITIES:

A. Business Management: Sample Duties

I. Budget and Financial Planning

- Develops budget guidelines, calendar, and coordinates.
 - Prepares analyses of budget requests and program proposals required.
 - Arranges for and supervises the preparation, publication and distribution of budget documents.
 - Coordinates the presentation and justification of the superintendent's recommended budget to the Board of Education, including the preparation of additional data or special analyses required.
 - Assists in the execution of the enacted budget, including the recommendation of administrative controls as required and the analysis of program progress.
- Budget and Financial Planning, cont.**
- Prepares analyses of program costs and methods of financing, including long-range projections of requirements.
 - Works with public information by interpreting the financial needs and cost analyses data.
 - Coordinates, processes and controls transfer of budget funds as requested by the superintendent.
 - Administers a program of cost effectiveness analysis based on program objectives.

II. Accounting

- Plans, recommends and establishes adequate procedures and controls for the accounting functions.
- Supervises assigned district accounting functions and payment of bills.

- Provides for periodic reporting of expenditures and revenue accounts, and other fiscal matters.
- Prepares claims for money due the district.
- Supervises cash flow data and investment of district funds and prepares reports.
- Supervises the preparation and maintenance in an auditable manner, proper payrolls, receipt and expenditure records.
- Verifies all unusual expenditures and special invoices for payment
- Supervises the audit of district's internal funds and extra classroom activity account.
- Prepares the state financial and budget reports.
- Assists the auditors.
- Directs the data processing systems which involve the district's business operations.
- Manages all details pertaining to division involvements.

III. Purchasing and Supply Management

- Supervises district purchasing.
- Supervises competitive bid specifications for supplies, equipment; maintains proper records for such.
- Directs the work of receiving and distribution of supplies, materials and equipment.
- Directs payment and invoice procedures.
- Evaluates the effectiveness of the procedures of purchasing and supply management.
- Directs warehousing and inventory procedures.

IV. State and Federal Aid

- Submits periodic reports on aid status.
- Prepares appropriate applications for aid.
- Monitors aid receipts.
- Prepares projections of aid.
- Oversees total aid programs.

V. Facilities, Plant Operations and Maintenance

- Develops procedures for periodic reports on plant operation.
- Supervises the preparation of necessary plans and specifications for building maintenance.
- Coordinates procedures for public use of school facilities and grounds.
- Directs building inspections for health and safety factors.
- Directs procedures for maintenance of utility and repair records.
- Coordinates planning with architects and private contractors.

VI. Transportation

- Oversees the overall district transportation services.
- Supervises the preparation of transportation contract specifications.
- Maintains the best good will of the community toward the transportation service.
- Evaluates the transportation services.
- Supervises the maintenance of transportation reports and records.
- Supervises the implementation of Board policy on transportation.

VII. Food Service

- Supervises the school lunch contract.
- Supervises the maintenance of proper records and reports.
- Prepares contract specifications for school lunch service contract.
- Supervises adherence to state and federal regulations on school programs.
- Supervises the public information as it pertains to the program.

B. Human Resources: Sample Duties

I. Human Resources/Personnel

- Supervises the employment cycle of certificated staff and non-teaching civil service staff.
- Supervises the assignment of non-teaching civil service staff.
- Administers an evaluation procedure of non-teaching civil service staff, documents.
- Projects studies of staffing needs.
- Supervises the clerical personnel in the district's office pool.
- Provides for proper in-service programs.
- Analyzes and makes recommendations for policy.
- Directs the maintenance and management of the payroll department.

II. Health Insurance Benefits

- Administers the district's health insurance program.
- Supervises the processing of the insurance claims.
- Maintains a policy register.
- Values inventory of all property for insurance purposes.
- Provides for surety bonding.
- Analyzes insurance coverage and the costing of alternate coverages.
- Manages the items pertaining to employee retirement plan, insurance, and fringe benefits.

III. Negotiations

- Serves on the district's negotiations team as chief financial consultant.
- Prepares required analytical data.
- Assists in monitoring contract management.

C. Other Duties as Assigned

- Assists in the district's public information program.
- Attends all Board meetings.
- Supervises district tax collection contract.
- Maintains property rolls and records of assessments.

TERMS OF EMPLOYMENT:

Twelve-month year. Salary to be established by the Board of Education. Fringe benefits negotiated as part of the negotiated contract.

EVALUATION:

Performance of this job will be evaluated annually by the Superintendent of Schools in accordance with the provisions of Board policy on Evaluation of Personnel.