



JOB TITLE:	CHIEF BUSINESS OFFICER
DIVISION	BUSINESS
SALARY SCHEDULE/GRADE:	II, GRADE 18
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

NEW: Submitted:
 07/01/2026 01/20/2026
 04/01/2026 03/31/2026

SCOPE OF RESPONSIBILITIES

Provides administrative leadership of the business operations of the district. Responsible for the oversight and management of the District's human resources, financial services, and information technology functions. Develops and executes business strategies that align with the District's mission, vision and goals. Serves as an advisor to the Superintendent and Board on financial, workforce, and technology matters.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Develops and communicates clear strategic plans for HR, finance, and IT
- Oversees the implementation of the human resource strategy including talent acquisition, workforce planning, performance management, and employee engagement
- Ensures compliance with federal, state, and local laws and District policies
- Oversees financial planning, budgeting, forecasting, and reporting
- Ensures compliance with regulatory requirements and maintains strong internal controls
- Directs IT strategy to support business operations and digital transformation
- Collaborates with District leaders to align operational priorities with District goals
- Leads organizational structure management and processes to ensure efficiency
- Drives process improvements and implements best practices across departments
- Manages the department budget including developing budget proposals, justifying expenses and monitoring accounts
- Attends all meetings of the Board of Education and provides input
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the

workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Master's Degree in business administration, human resources, finance, or organizational management, information technology, or a related field

Experience at the executive leadership level responsible for finance, HR, IT or related field in a school district.

Five (5) years progressive administrative experience in education and/or governmental related positions in a medium to large organization

Ability to read, analyze, interpret, and explain technical journals, financial reports, and legal documents

Ability to express ideas and concepts clearly and concisely in both oral and written form; use language and medium appropriate to audience

Demonstrated reputation for integrity, transparency, and accountability with sound technical skills, analytical ability and good judgement.

Knowledge of IT systems, cybersecurity, and digital transformation

Expertise in human resources best practices and organizational development

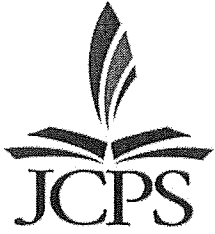
Demonstrated leadership ability within diverse groups

Effective communication skills

DESIRABLE QUALIFICATIONS

Five or more years experience at the executive leadership level responsible for finance, HR, IT, or related field in a school district

Advanced preparation, executive certification, or doctorate degree



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