



Title: Director of Business and Human Resources

Reports to: Executive Director

Minimum Qualifications: Master's Degree in Education; four to ten years related experience;  
Illinois Type 75 General Administrative Certificate  
Chief School Business Official Endorsement

Summary: Working closely with the Executive Director, the Director of Business and Human Resources shall be responsible for the financial, budgetary, and human resource activities of the Cooperative.

Supervisory Responsibilities: Manages and evaluates non-certified support staff assigned to the business, human resource, and payroll functions

Performance Expectations: Duties may include, but are not limited to the following:

#### Leadership

1. Supports MVSEC's responsibility for the academic, cultural, physical, emotional, and social development of the students.
2. Assists with the development and interpretation of Board policies.
3. Understands and applies the appropriate statutory and constitutional authority regarding the general administration of the organization.
4. Provides leadership to build capacity for professional growth and development of personnel.
5. Participates in professional development activities in order to maintain and improve professional competence.
6. In collaboration with the executive director and the leadership team, identify short and long-term goals in all aspects of the organization's activities.
7. In collaboration with the executive director and the leadership team, develop a vision and strategic plan to move the organization toward achievement of its goals and mission.

#### Finance, Budget, Accounting

1. Identifies major sources of revenue for the Cooperative.

2. Applies various techniques for estimating and identifying the expenditures of the Cooperative.
3. Recognizes significant social, demographic, and economic conditions affecting the Cooperative and the member districts.
4. Create internal fiscal control.
5. Prepares budget calendar to meet time constraints of budget preparation.
6. Prepares annual budget and applies legal requirements of budget adoption.
7. Identifies and interprets internal and external influences on the budget.
8. Prepares tuition bills and tuition cost sheets for all participating districts.
9. Prepares appropriate financial statements and reports financial position to the Board.
10. Facilitates control of all financial operations.
11. Facilitates the annual audit by an independent auditing firm.
12. Manage accounts payable and accounts receivable
13. In collaboration with the executive director, prepare and manage federal grants and prepare quarterly reports.
14. Manages the cash flow of the organization.

### Human Resources

1. In collaboration with program administrators, recruit, hire, place, and orient appropriate candidates for various positions within the organization.
2. Create and implement human resource procedures and documentation.
3. Manage payroll, including all local, state, and federal reporting requirements.
4. Manage insurance benefits, as well as IMRF and TRS retirement issues.
5. Participate in labor negotiations.
6. Maintain positive relationships between management and employees.
7. Oversee and manage labor relations issues.
8. Participate in labor/management committees, as required.
9. Maintain open communication with employees; foster positive relationships.

### Other Professional Responsibilities:

1. Maintain a high level of integrity, fairness, ethical behavior and confidentiality of information regarding students, personnel and all job related matters.
2. Demonstrates leadership in department, classrooms, and schools.
3. Demonstrates knowledge of personal technology use (Word, Outlook) and assistive technology, if appropriate.
4. Demonstrates problem-solving skills, flexibility, organizational skills, patience, creativity, and the ability to facilitate change.
5. Demonstrates ethnic and cultural sensitivity and competence.
6. Demonstrates a genuine interest in the students served by the Cooperative.
7. Serves as a positive role model and work to ensure a safe building environment.
8. Communicates in an effective, constructive and positive manner with students, parents, staff, district personnel and community members.
9. Demonstrates the ability to function as an effective leadership team member and facilitator.
10. Promotes high expectations for self, students, and staff.
11. Commits to continuing, substantive personal professional development; Engage in activities necessary to maintain and renew required certifications.
12. Performs all duties and responsibilities and others as assigned by the Board.

### Physical Work Requirements:

With appropriate accommodations and/or modifications, employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer, operate standard office equipment, telephone, and student technology.
3. See and hear a computer screen and printed matter with or without visual aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25-50 pounds waist height.
7. Physically manage students, if necessary. Participate in Nonviolent Crisis Intervention methods, if appropriate.
8. Work in both indoor and outdoor environments, some of which may have air-conditioning.
9. Work in an environment where privacy is limited and noise levels vary.

The above statements are intended to describe the general nature and level of work being performed by staff assigned to this classification. They are not to be construed as an exhaustive list of all

responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed and assigned by the Board.

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