



La Grande

SCHOOL DISTRICT

BOARD OF EDUCATION

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VACANCY NOTICE

Business Director

Open: November 10, 2020 - Closes: January 5, 2021

General Information

The La Grande School District is accepting applications for a full-time (1.0 FTE) Business Director. The Business Director reports directly to the Superintendent and is responsible for developing, implementing and maintaining the accounting, payroll, budget development and control, purchasing and related records management, financial tracking, reporting and forecasting revenue and expenditures, financial data processing operations, and insurance coverages (property, casualty, and general liability) for the La Grande School District. The Business Director is also responsible for all funds covered in the adopted budget and serves as District's Budget Officer, Deputy Clerk, funds investor, and custodian of funds. The Business Director also oversees the Food Services operations of the District. This position will begin approximately June 1, 2021.

Duties include:

1. Maintain a professional working environment and positive interpersonal working relationships with staff, community members, parents and students.
2. Maintain confidentiality in all areas.
3. Comply with all applicable district, state, and federal guidelines, policies, laws, rules and regulations.
4. Implement strategies that protect the legal rights of students. Protect the safety, health, and well-being of all students.
5. Perform work responsibilities effectively under pressure of deadlines, difficult situations, and continuous interruptions. Prioritize workload based on the nature of the event or assignment.
6. Implement strategies that respect individual differences, foster student achievement, and maintain supportive and inclusive environment.
7. Maintain and improve professional skills. Attend professional conferences. Stay informed on financial management research of national, regional and local trends that may impact programs. Utilize forecast tools and strategies to forecast revenue sources and to predict future needs. Anticipate and develop strategies and programs that respond effectively to anticipated needs and the changing educational environment.
8. Supervise the management of the financial operations of the district. Oversee all business services functions including but not limited to, Medicaid billing and reimbursement, collection and disbursement of funds. Oversee credit card program and all accounting software and programs, such as Infinite Visions, In-Touch, etc.
9. Serve as Deputy Clerk and under the supervision of the Superintendent, organizes and establishes the budget process, including the budget calendar. Serves as Budget Officer.

OPPORTUNITY & EXCELLENCE

Union County School District Number One
1305 North Willow Street
La Grande, OR 97850-1392
(541) 663-3202 Fax (541) 663-3215
www.lagrandesd.org

10. As the Deputy Clerk, reviews and approves all contracts with the approval/or in the absence of the Superintendent.
11. Supervise the budget development process and assures the District's compliance with all rules, regulations, and laws governing the process.
12. Supervise the investment of district funds according to State laws. Provides leadership in long-range financial planning to include development of local tax initiatives and strategies.
13. Plan, organize, schedule, supervise/direct, screen, hire, assign and evaluate the work of business office team members.
14. Establish and maintain an accounting system(s) consistent with state and federal laws, regulations, and District policies. Responsible for all internal controls and authorizations related to these systems.
15. Review Board policies and makes recommendations for revisions as appropriate due to changes in the law or other relevant authority.
16. Supervise the purchasing of all capital assets, confirming Oregon procurement laws are followed.
17. Provide training to Business Office staff, Principals, Vice-Principals, School Bookkeepers and others on relevant topics such as purchasing processes, procurement rules, Oregon Budget Law, internal controls, grants management, accepting donations, etc.
18. Provide support to the Superintendent in District elections including tax and bond measures.
19. Represents the District during the debt issuance process, including assisting with the Official Statement, approving terms and conditions of the sale, reviewing all documents, and attending closing.
20. Work closely with Maintenance Supervisor/Project Manager on all major construction projects, providing oversight of the contracts, purchasing, and adherence to state and federal laws, including BOLI rules.
21. Direct the proper retention of all capital construction and debt issuance records according to bond covenants and State of Oregon Archive Rules.
22. Attend all School Board meetings; prepares monthly financial reports for the Board of Directors in addition to other relevant Board agenda items. Provides financial data, projections and analysis when requested by the Superintendent and/or Board of Directors.
23. Assume a key role in the contract negotiations process by providing advice and information regarding the District's financial status and the impact bargaining may have on the District's financial position. Participate on all District negotiation teams.
24. Act as the District's agent for all District contracts, agreements, and transactions affecting the business function of the District.
25. Oversee all aspects of the District's property, casualty, liability, and workers compensation insurance policies.
26. Oversee the annual audit process and assures District cooperation with auditors. Responsible for timely completion of the annual audit and submission of all documents to appropriate entities.
27. Insure annual submissions to MSRB/EMMA or subsequent hosted site.
28. Maintain and approve expenditures from all building, department and program budgets. Ensure all District payments are made in a timely manner.
29. Prepare enrollment projections, staffing analysis and reports. Take action to determine allocation and redirection of FTE as needed.
30. Supervise the Food Services operation, working closely with the Food Services Supervisor to assure USDA and State of Oregon requirements are met.
31. Responsible for the District's student wellness policy.
32. Manage the District's automated absence management and substitute finder system.

33. Complete all ODE required annual reports relevant to the business operations in a timely manner.
34. Serve as a member of the Superintendent's Cabinet.
35. Respond to emergency or after hours situations.
36. Perform such other related duties as may be assigned by the Superintendent.
37. Attendance is an essential function of this position.

Qualifications:

EDUCATION AND/OR EXPERIENCE:

1. Minimum of five (5) years' experience in one of the following related areas: local government or educational entity, business administration and/or accounting.
2. Minimum of two (2) years supervisory experience.
3. Minimum of a Bachelor's degree in business management/administration and/or accounting. Master's degree preferred.
4. Working knowledge of current Oregon laws, policies, administrative rules, and programs related to Finance including Oregon Budget Law.
5. Past experience with governmental accounting, budgeting and auditing, and grants management preferred.
6. Appropriate understanding of internal controls.
7. Strong commitment, ability and proven experience building an administrative team.
8. Ability to communicate effectively in speaking and writing and develop and maintain positive working relationship with Board, staff, students, and parents.

Employment, Salary and Benefits

1. This is a full-time (1.0 FTE), 235-day position, including 9 paid holidays.
 2. Placement on the La Grande School District Administrative salary schedule Range 7 (\$94,624 - \$110,867))
 3. La Grande School District will support payment for health, dental and vision insurance premiums.
- Employer-paid PERS is provided to qualified employees.

Application Process

Complete the application available at lagrandesd.org and return with three letters of recommendation, a resume', transcripts, and a letter of interest by the closing date. Applications may be e-mailed to: laurie.batten@lagrandesd.org or mailed to Human Resources, 1305 North Willow, La Grande, OR 97850. Questions can be directed to (541) 663-3212.

Employees hired will be required to be fingerprinted and undergo a FBI and State Patrol background check at a personal cost of \$71.50.

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact Laurie Batten, Administrative Assistant at 541-663-3212 for additional information or assistance. Speech/Hearing impaired persons may contact the La Grande School District for assistance through the Oregon Telecommunication Relay Service at 1-800-735-2900 or 711.

La Grande School District is an Equal Opportunity/Affirmative Action employer.
Women, minorities and individuals with disabilities are encouraged. Veteran's preference shall be given.



Manager Employment Application

General Information

Date _____

Name _____

Address _____

City, State, Zip _____

Cell Phone _____

Home Phone _____

Work Phone _____

Email Address _____

When are you available to begin work? _____

Are you a Veteran? (Circle One) Yes No

If so, please attach Form DD-214 or DD-215 to receive the Veteran's Preference in Hiring.

Education

Type of School	Name of School and Complete Mailing Address	No. Years completed	Major or Degree
High School			
College, Business, or Trade School			
Professional School			
Other			

Do you understand that if you are hired for a position with the La Grande School District you will be required to be fingerprinted and undergo a FBI and State Patrol background check at a personal cost to you of \$71.50? (Circle One)

Yes No

Previous Employment

1.

Name of Employer _____

Name of Last Supervisor _____

Dates of Employment

From _____ To _____

Hours per week _____

Complete Address _____

Phone # _____

Last job title _____

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company.

May we contact your employer? (Circle One) Yes No

2.

Name of Employer _____

Name of Last Supervisor _____

Dates of Employment

From _____ To _____

Hours per week _____

Complete Address _____

Phone # _____

Last job title _____

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company.

May we contact your employer? (Circle One) Yes No

3.

Name of Employer _____

Name of Last Supervisor _____

Dates of Employment

From _____ To _____

Hours per week _____

Complete Address _____

Phone # _____

Last job title _____

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company.

May we contact your employer? (Circle One) Yes No

Please list three professional references

Name	Position	Company	Phone

The information on this form is true and accurate to the best of my knowledge. I acknowledge that any falsehoods or misrepresentation of facts will be grounds for disqualification from consideration and/or employment and/or immediate dismissal if an offer of employment has been extended.

Signature

Date

Three letters of recommendation, a current resume and letter of interest are required.

Reasonable accommodations will be made when need by applicant to complete this application. La Grande School District complies with provisions of the various civil rights laws, such as the Fair Employment Practices Act, Title IX Regulations, Americans with Disabilities Act, and Section 504 of PL 93.112 in employment and education programs an activities.



Release of Records

The following release and waiver has been signed in conjunction with an application for employment with the La Grande School District. This release applies to all court records, criminal justice records, educational records, records of scholastic achievement and attendance, employment records, and personnel files. Records are to be released to the La Grande School District at the address above.

RELEASE AND WAIVER

I, _____ (applicant's first, middle, and last name, printed), authorize the La Grande School District to make any investigation of my personal or employment history and authorize any former employer, person, firm, corporation, school, or government agency to give the court records, criminal justice records, educational records, records of scholastic achievement and attendance, employment records, or personnel files. I also authorize the La Grande School District to perform internet searches in conducting background checks. This authorization to obtain records and information is not intended to permit the release of my medical records, medical information contained in my employment or education records, or information relating to any worker's compensation claims that may have been filed in conjunction with any prior employment. In consideration of La Grande School District's review of this application, I release the District and all providers of information from any liability as a result of furnishing and receiving this information. I also agree that a copy of this release and waiver form is as effective as the original.

Applicant's Signature

Date

Applicant's Social Security Number

Applicant's Date of Birth



La Grande
SCHOOL DISTRICT
HUMAN RESOURCES

**EMPLOYEE
BACKGROUND
INFORMATION FORM**

The information you provide on this pre-employment background review will be used to assist in the La Grande School District in determining your eligibility for employment. Please fill out the questionnaire completely and accurately. Keep in mind that all statements are subject to verification and deliberate inaccuracies or incomplete statements may bar or remove you from further consideration and/or shall constitute grounds for immediate dismissal if an offer of employment has already been extended.

It is to your advantage to respond openly. Any negative factor in your background will be evaluated in terms of the circumstances and facts surrounding its occurrence, and its degree of relevance to the job. An evaluation will be made of the relevance of these facts to the requirements of the job.

Date

Full Name

List all names you have used or been known by (including maiden name)

Address

City/State/Zip

SS Number

Home Phone

Cell Phone

Position Applied for

Other States You Have Lived In

Dates Lived in Each State

Actions taken by you or others on your behalf to Expunge, Set-Aside or clear records of arrest or prosecution does not remove your obligation to respond honestly to these questions. If additional space is needed, use the comments section on the next page.

Have you ever been under Court Order prohibiting your contact with a person or place, such as a Restraining Order, Stalking Order or a “No Contact” order? If yes, describe the circumstances including relevant date(s) and location(s).

Have you ever been arrested for or charged with a crime or are you presently under indictment or awaiting trial on a crime? If yes, describe the circumstances including relevant date(s) and location(s).

Have you ever had your driving privileges revoked or suspended in this or any other state? If yes, describe the circumstances including relevant dates(s) and location(s).

Have you ever been the subject of a substantiated report of child abuse, neglect or sexual conduct? If yes, describe the circumstances including relevant date(s) and location(s).

Are you current the subject of an ongoing investigation related to a report of suspected child abuse, sexual conduct or any other crime? If yes, describe the circumstances including relevant date(s) and location(s).

Comments: Is there any information that you wish the Background Investigator or the District to consider regarding any of your responses?

The information on this form is true and accurate to the best of my knowledge. I acknowledge that any falsehoods or misrepresentation of facts will be grounds for disqualification and/or employment and/or immediate dismissal if an offer of employment has been extended.

Signature

Date

After completing the application packet, return all pages to :
Laurie Batten, La Grande School District, 1305 North Willow, La Grande, OR 97850.

You may also FAX to: (541) 663-3215, or scan and email to:

humanresources@lagrandesd.org

Questions? Please call 541-663-3212