

**Job Title:** Deputy Superintendent of Business Services  
**Reports to:** Superintendent of Schools  
**Dept./School:** Central Administration  
**Wage/Hour Status:** Exempt  
**Date Revised:** November 17, 2025

### **Primary Purpose**

The Deputy Superintendent of Business Services serves under the general direction of the Superintendent. The Deputy Superintendent of School Business provides strategic leadership, oversight, and management of all business and operational functions of the district, including Finance, Human Resources, PEIMS (Public Education Information Management System), District legal compliance and Transportation. The role of the Deputy Superintendent of Business Services is to plan, organize and administer the successful implementation of the business operations of the District, assure the District is financially stable, and contribute to the strategic direction of the District in carrying out its shared vision, values, goals and objectives.

## **QUALIFICATIONS**

### **Education/Certification**

Bachelor's degree in a business-related field or educational administration

Master's degree in related field, preferred

TASBO Certification (Texas Association of School Business Officials) must complete within two years of employment

### **Special Knowledge/Skills**

Extensive knowledge of school finance, budgeting, accounting systems, and economics

Extensive knowledge of Board policy, compliance/legal issues

Extensive knowledge of district-level organization and operations

Strong communication, public relations, and interpersonal skills

Ability to use computer and software to develop spreadsheets, perform data analysis, and do word processing

Ability to interpret policy, procedures, and data

Ability to manage budget and personnel

Ability to coordinate district functions

### **Experience**

Minimum five years financial management experience, preferably in public education.

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Leadership and Management**

1. Serve as a key member of the Superintendent's Cabinet and act on behalf of the Superintendent as assigned.
2. Attend all regular and special meetings of the Board of Trustees and make reports on district programs as directed by the Superintendent.
3. Work with the Superintendent and senior management in implementing the Board's adopted plans and programs in all department areas.
4. Provide assistance to all District-level departments in the completion of their duties, as appropriate.
5. Contribute to meeting District goals by participating with the other senior level managers in their planning and management of District operations.
6. Demonstrate awareness of district and community needs and initiate activities to meet those needs.

## **Finance**

7. Oversee district financial operations including budgeting, accounting, payroll, purchasing, and investments.
8. Oversee fiscal controls and procedures, on an on-going basis including monitoring purchasing protocols, accounting/finance, payroll, funding and fiscal compliance with the direct support of the Chief Financial Officer.
9. Coordinate and manage all matters related to external auditing of the fiscal aspects of programs, departments and functions in the District; directs the District's internal audit activities.
10. Advise the Superintendent regarding fiscal and budgetary issues of the district.
11. Advise the Superintendent on financial implications of district initiatives and legislative changes.
12. Provide leadership in long-range financial and operational planning.
13. Support facilities planning and bond program implementation as needed.
14. Implement policies established by federal and state law, State Board of Education rule, and local board policy in area of business operations.

## **Human Resources**

15. Oversee all HR functions including staffing, compensation, benefits, employee relations, employee benefits, and compliance with employment laws.
16. Oversee effective talent acquisition, development, and retention practices to maintain a high-quality workforce.
17. Ensure alignment between human resources policies and district goals for equity and efficiency.

## **PEIMS and Data Management**

18. Supervise PEIMS operations to ensure accurate, timely, and compliant reporting of all district data.
19. Coordinate with Technology and Instruction departments to support data-driven decision-making.
20. Ensure staff are trained on TEA reporting standards and data integrity procedures.

## **Administrative Compliance**

21. Secure and assess legal interpretations on District operation issues.
22. Evaluate all contracts and agreements in order to support optimum district operations.
23. Ensure accountability in employee performance with appropriate and documented administrative action, as necessary.

## **Transportation**

24. Oversee district transportation operations to ensure safe, efficient, and cost-effective services for students.
25. Develop policies and systems to support routing efficiency, fleet management, and compliance with safety standards.

**Other Related Duties**

- 26. Direct the administrative activities required for Board of Trustee elections.
- 27. Maintain confidentiality of information.
- 28. Perform all other tasks and duties as assigned.

**WORKING CONDITIONS**

**Mental Demands/ Physical Demands/Environmental Factors**

Maintain emotional control under stress. Occasional district and statewide travel. Occasional prolonged and irregular hours.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_