

**Application Deadline**  
**January 19, 2024**



#### **MPS at a Glance**

**4400 Students**

**450 Professional Staff**

**250 Support Staff**

#### **Student Race and Ethnicity**

**African American 12.5**

**Asian 8.0**

**Hispanic 6.5**

**White 66.6**

**Multi-Race, Non-Hispanic 6.2**

#### **Selected Populations**

**First Language not English 10.4**

**English Language Learner 2.7**

**Low-income 13.4**

**Students With Disabilities 17.7**

**High Needs 29.2**

#### **Anticipated Timeline**

**1/19/24 Applications Due**

**1/24/24 Select Semi-finalists**

**1/24/24 Schedule Interviews**

**1/29/24 Semi-finalist Interviews**

**1/29/24 Selection of Finalist**

**7/1/24 Start date**

#### **Apply Now**

**Please visit**

**[www.miltonps.org/about/employment-opportunities](http://www.miltonps.org/about/employment-opportunities) to apply.**

# **Assistant Superintendent of Finance and Operations**

## **The Assistant Superintendent of Finance and Operations:**

- Works collaboratively with the Superintendent to ensure sound financial management across the district.
- Maintains budgetary controls and procedures, serves as a liaison between the school district and town departments, and ensures compliance with all financial policies, statutes and auditing requirements.
- Supervises transportation, food services, community schools, and facilities/operations.

## **Major Areas of Responsibility**

**Oversees all aspects of Financial and Business Management**

**Oversees all aspects of Transportation**

**Assumes the overall responsibility of all non-certified support personnel, including clerical personnel, cafeteria workers, crossing guards, custodial and maintenance staff.**

**Coordinates all aspects of Pupil Accounting**

**Acts as the school representative on School Building Programs**

**Responsible for legal notices, and statutes instituted by government agencies**

**Other responsibilities as assigned by the Superintendent of Schools**

**All details can be found at this link.**

## **Qualifications**

- Must be certified or certifiable as a School Business Administrator by the MA DESE.
- Masters Degree Preferred
- 5 Years Experience Preferred

## **MPS Mission Statement**

**The Milton Public Schools Educate, Challenge & Empower all students to achieve individual post-secondary goals and to be productive, caring, and contributing members of society.**