



POSITION VACANCY

DATE POSTED:	March 12, 2024
POSITION:	Assistant Director of Business Affairs
REPORTS TO:	Director of Business Affairs
STARTING DATE:	July 1, 2024
SALARY RANGE:	Per Appropriate Salary Schedule
WORK YEAR:	261 days
QUALIFICATIONS:	Hold at least a high school diploma. Business management and/or supervisory experience required. Be willing to submit and pass a drug screen. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
RESPONSIBILITIES:	<ul style="list-style-type: none">• Provide leadership and direction to the following operational units:<ul style="list-style-type: none">• Maintenance, Transportation & Custodial• Food Services• District Technology• Purchasing & Warehouse• Maintain documentation and assure compliance with the following:<ul style="list-style-type: none">• ADA• OSHA• Building Codes• Fire & Safety Standards• Health & Sanitation• Inventory• Real Estate & Insurance• Plan and execute a systematic review and revision of the districts Safety Plan.• Other duties as assigned by the Superintendent or designee.
APPLICATION DEADLINE:	March 26, 2024
APPLY TO:	Stephanie VanDusen, Executive Secretary-Central Office

**MID-EAST CAREER AND TECHNOLOGY CENTERS
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400 RICHARDS ROAD
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