

Job Description

Title:

Length of contract: Twelve months per school year

Qualifications:

- 1. Education Level: Master’s degree in finance and business administration preferred.
- 2. Certification or Licensure:
- 3. Experience desired: Experience in school finance or related area with specialized knowledge of educational financial systems.
- 4. Other requirements: The ability to select, supervise and evaluate the work of others.

Special Requirements:

	Occasional <u>1 - 32%</u>	Frequent 33 - 66%	Constant 67% +
1. Standing	X		
2. Walking		X	
3. Sitting		X	
4. Lifting <u>20</u> lb max.	X		
5. Carrying <u>25</u> feet	X		
6. Pushing / Pulling	X		
7. Climbing / Balancing	X		
8. Stooping / Kneeling / Crouching / Crawling	X		
9. Reaching / Handling	X		
10. Speaking / Hearing			X
11. Seeing / depth perception / color			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and/or superintendent.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Rule
Revised: July 2000; Reviewed February, 2014

Millard Public Schools
Omaha, NE