NOTICE OF VACANCY

Position: Manager of Non-Instructional Student Services
Shift: 8:00am to 4:00pm
Work Year: 52 weeks
Salary: Commensurate with School Committee Administrative Pay Policy

LETTERS OF INTENT WITH RESUMES MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE NO LATER THAN 4:00PM ON JANUARY 30, 2015.

GENERAL STATEMENT OF DUTIES:
Manager of Non-Instructional Student Services in providing all services assigned to the office. Primary responsibilities include the accuracy, timeliness and quality assurance for all tasks associated with the following non instructional student services administered by the office: School Lunch, Transportation, E-Rate, Risk management, Student Insurance, Telecommunications, Budget Administration, Purchasing, Bidding, and all other similar services that may be assigned to the office.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:
1. School Lunch: Assure program meets federal, state and local regulations by supervising the school food service vendor and School Lunch Clerk. As the Chairperson of the committee, assure compliance with federal regulations associated with maintaining a School Lunch Advisory Committee. Represent the district’s school lunch interest on the district’s Wellness Committee.
2. Transportation: Act as a backup to the Manager of Transportation Services for providing all services associated with the district’s student transportation program.
3. E-Rate: Provide necessary effort to receive the maximum E-Rate funding available under various Federal and State programs.
4. Risk Management: Secure appropriate vendors to protect the district’s various risk exposures such as: Buildings, Vehicles, Liabilities, Workers Compensation and the like. Provide management and oversight for all district insurance claims. Represent Warwick Public Schools on various safety committees as assigned. Maintain files and records associated with potential litigation claims and active insurance claims.
5. Student Insurance - Provide administrative oversight of the district’s Student Insurance Program.
6. Tele-communications - Provide administrative direction to various vendors to meet the district’s current and potential future telecommunications needs. This assignment covers a wide range of tasks from purchasing a single phone or trouble shooting a particular phone extension to participating in exploring other alternatives, such as a VOIP system.
7. Budget Administration - Provide budget management and administrative oversight of various projects as assigned through the annual budget process.
8. Purchasing - Work with and provide supervision of Purchasing Clerk to assure district compliance with all school district policies and procedures while pursuing maximum efficiencies.
9. Prepare ad-hoc reports and propose procedures as the need arises or as may be assigned from time to time.
10. Assist in the preparation of schedules for annual fiscal and compliance audits.
11. Create and maintain spreadsheets and databases.
12. Support the Director of Business Affairs as is needed to meet the department’s overall assignments.
13. Other related duties as required.

REQUIRED QUALIFICATIONS:
A candidate must be able to demonstrate the following:
- Ability to effectively and efficiently manage a very diverse set of responsibilities.
- Ability to negotiate cost effective solutions on behalf of the organization.
- Ability to communicate effectively with a wide range of stakeholders such as: parents, students, teachers, vendors, elected officials, regulatory agencies and senior management. Must be able to communicate clearly and concisely, both orally and in written form.
- Ability to make effective public presentations.
- Be able to develop recommendations for establishing and maintaining sound business practices through a process of creating procedures and policy recommendations.
- Ability to manage, monitor and process bid documents associated with public bidding practices and procedures.
- Should be familiar with office equipment including, but not limited to, computer, calculator, telephone, photocopier and familiarity with applicable software applications, specifically those involving spreadsheets and statistical programs.
- The ability to handle confidential data and material with utmost discretion.
- The ability to work independently and resolve problems effectively.
- Demonstrated supervisory experience.

EDUCATION:
Graduation from an accredited four year college or university with a degree in business, management or accounting and one year business management experience is the minimum to be considered.

TO APPLY: CANDIDATES MUST SUBMIT A LETTER OF INTENT WITH AN UPDATED RESUME TO:
Human Resources Office
Warwick Public Schools
34 Warwick Lake Avenue, Warwick, RI 02889