



COMMUNITY PROFILE

Situated in the beautiful Hudson Valley, Pawling boasts convenient access to the heart of NYC via commuter rail and is bisected by the Appalachian Trail. It provides the best of a small community with unparalleled world class opportunities at its doorstep.

APPLICATION DEADLINE

January 6, 2020
at www.olasjobs.org or in confidence
to Kim Fontana, Superintendent of Schools
fontanak@pcsdny.org

START DATE

07/01/2020

ENROLLMENT

1,115

DEMOGRAPHICS

White: 76.6%
Hispanic or Latino 18.2%
Asian/etc 2.2%
Black or African American 1.9%
Multiracial 1.2%

4-YEAR GRADUATION RATE FOR 2018-2019

90.32%

FREE OR REDUCED LUNCH RATE

31.6%

SCHOOL BUILDINGS

Pawling Elementary School
Pawling Middle School
Pawling High School

BUDGET 2019-2020

\$38.7 million



Pawling
CENTRAL SCHOOL DISTRICT



**ASSISTANT
SUPERINTENDENT
FOR FINANCE**

THE PAWLING CENTRAL

SCHOOL DISTRICT is seeking a full-time, tenure-track Assistant Superintendent for Finance to administer the business and operational affairs of the district in such a way as to provide the best possible educational programs, materials and services within the financial resources available. The Assistant Superintendent for Finance plays a central role in school district planning and analysis of current programs, support systems, spending and investment plans, as well as managing all bond and capital projects. Candidates should possess the following: strong interpersonal skills and the ability to communicate with all levels; excellent leadership and team-building skills; innovation in the areas of technology and data systems; and thorough knowledge of school law as it relates to school finance. In addition, the successful candidate will have a proven record of successful school district budget votes and capital project referenda and an earned reputation for transparent communication within the school and with the community.

RESPONSIBILITIES INCLUDE

- Administration and enforcement of all provisions of state and federal law, Commissioner's regulations, and BOE policy as these relate to operations, finance, and record-keeping.
- Assisting the Superintendent in long-range budget development and directing the process of school funds to ensure that the district derives



maximum benefits for the prudent expenditure of school dollars

- Assisting the Superintendent and playing an active role in identifying additional sources of funding for the district
- Development of the annual budget, supervision of the accounting of all income and expenditures, and responsibility for the receipt and expenditure of school district funds
- Management of all bond and capital projects
- Responsibility for the completion of monthly and annual financial reports and other statistical reports
- Supervision of the district's support services through the supervisors of transportation, food services and facilities
- Skillful leadership of the Business Office – accounting, tax collection, purchasing and payroll – to build an effective team and create internal and external procedures that support the business office staff and the District and ensure excellent customer service to the same
- Administration of the bidding and quotation program of the district

- Development and maintenance of safety programs, policies, and procedures of the District
- Management of the district's construction, insurance, energy and utility programs
- Engagement and assistance in contract negotiations and ongoing positive labor relations
- Coordination of District operations with other educational and municipal agencies
- Oversight and implementation of professional development, supervision, and evaluation program for operations department staff as well as innovation in these areas

SALARY AND BENEFITS

Competitive and commensurate with experience

INTERESTED CANDIDATES MUST POSSESS:

New York State School District Leader Certification/ New York State School District Administrator, and/or New York State School District Business Leader Certification or SBA; and five or more years as a Chief Business Official with a record of effectively managing a budget of at least 30 million dollars.

