

WI
West Islip Public Schools
The Michael & Christine Freyer Administration Building
100 Sherman Avenue • West Islip, New York 11795
TEL: (631) 893-3200 • FAX: (631) 893-3212

Office of Human Resources

February 27, 2018

POSTING

POSITION	ASSISTANT SUPERINTENDENT FOR BUSINESS
EFFECTIVE	July 1, 2018
DESCRIPTION	Essential duties and responsibilities include budget development, audit preparation, long-range fiscal and capital planning, payroll, purchasing, insurance, employee benefits, facilities, security, transportation and food service Must possess excellent interpersonal and communication skills and a collaborative leadership style
QUALIFICATIONS	Advanced business degree and/or New York State CPA preferred Appropriate New York State administrative certification required (SBA/SDBL or SDA/SDL) Knowledge of the regulations of the Commissioner of Education, State Comptroller and General Municipal Law Teaching and/or school administrative experience preferred
APPLICATION DEADLINE	March 16, 2018

Persons interested in the above position must apply through OLAS.

Submit a letter of interest, resume and copy of New York State certification(s) to the attention of

Bernadette M. Burns, *Superintendent of Schools*
West Islip Union Free School District

West Islip UFSD is an Equal Opportunity Employer
Visit our website at www.wi.k12.ny.us

Application Deadline: 03/16/2018