



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Curriculum, Instruction & Assessment Business Analyst**
 Job Family: **Support Services**
 Prepared/Revised Date: **May 9, 2018**

FLSA Status: **Exempt**
 Pay Range: **SS40Y**
 Job Code: **32008**

SUMMARY: Responsible for all Curriculum, Instruction & Assessment business processes including fiscal management, department data and reporting requirements, and grant management. Ensure compliance with federal, state and district requirements and reporting. Oversee District Concurrent Enrollment (CE) and support District School of Choice process. Coordinate process improvement efforts, ensure proper business policies and procedures are followed. Serve as a liaison among department staff, district departments and outside entities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Act as the fiscal manager for the Curriculum, Instruction and Assessment Department. Responsible for the oversight of large budgets including the Gifted and Talented state budget, Career and Technical Education (CTE) budget, Concurrent Enrollment (CE) budget and Carl Perkins grant to ensure compliance with district, state and federal requirements. Oversee several other budgets in support of the department including capital budgets, mill levy funds, PSA accounts and content area specific budgets. Provide budget planning information and accurately forecast the outcome of potential or proposed business transactions. Approve monthly reconciliation of all grants and general fund and evaluate any deviations by researching potential changes in payroll, HR or financial systems, and initiating corrective action.	D	50%
2. Supervise the collection and reporting of all official CE data; oversee the billing and reimbursement process for CE. Coordinate the collection of student forms from high schools through the district and develop systems to maintain the records. Communicate with district staff regarding CE, act as a liaison with community colleges and answer program questions from staff and community.	D	15%
3. Acting independently, use expertise and discretion regarding oversight of the CIA budgets and grants. Create, evaluate, communicate and audit processes to continually improve efficiencies and procedures. Conduct research and analysis for compliance with reporting requirements. Use accurate and efficient accounting procedures to ensure compliance and fiscal accountability that is in line with district, state, and federal guidelines. Act as a resource with staff and other departments on compliance and regulatory issues related to finance and purchasing transactions.	D	5%
4. Perform budget entries, issue restricted checks, and reconcile petty cash and purchasing card expenses. Process invoices, vendor payments, deposits, purchase orders, warehouse orders and ordering of supplies and equipment. Create and submit required reports for reimbursement related to state, federal and grant budgets. Prepare data requests, run financial reports and prepare presentations as needed.	W	9%
5. Coordinate process improvement efforts for efficiency and effectiveness, ensure proper	W	5%



business, finance and purchasing policies and procedures are communicated and followed. Coordinate with Career and Technical Education Coordinator, Gifted and Talented Coordinator, Curriculum Facilitators and curriculum staff. Serve as a liaison between multiple departments and outside entities. Support director, Curriculum Facilitators and support staff. Meet regularly with the director and collaborate with other departments.		
6. Coordinate with the Assistant Superintendent's Office to support the School of Choice process. Train Office Managers and Registrars and answer questions from schools, staff and community.	A	15%
7. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in Business Administration, Finance, Accounting or related field
- More than three years of experience in governmental accounting, financial analysis and reporting required

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Knowledge of governmental accounting practices
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Bard of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage and/or other department software packages, advanced skills in Excel required
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy			X	
Coordinate			X	
Instruct		X		
Compute				X
Synthesize				X
Evaluate		X		
Interpersonal Skills				X
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			



VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	