



# Lakewood Public School District

Committed to Excellence



## SEEKS A HIGHLY SKILLED BUSINESS ADMINISTRATOR

200 Ramsey Avenue • Lakewood, New Jersey 08701 • (732) 364-2400

Visit our website at [www.lakewoodpiners.org](http://www.lakewoodpiners.org)

### About Our District

Lakewood Township has both public and private educational opportunities, ranging from early childhood programs to post graduate work. The public school system offers a pre-school program, an all-day kindergarten, an academically gifted program in the elementary schools, and a broad range of academic programs from Advanced Placement and Honors to vocational school, technology labs, and basic skills, all designed to meet the diverse needs of its students.

The award-winning Lakewood Community Center provides vocational, academic, cultural, social, and recreational enrichment for all age groups from pre-school through senior citizens.

Lakewood also prides itself for having two institutions of higher learning. Beth Medrash Govoha is a world-famous school for Talmudic studies. Georgian Court University, located on the former estate of George Jay Gould - a national historic landmark - is a renowned comprehensive Catholic university with a strong liberal arts core.

Lakewood Public Schools: Over six thousand children and young adults attend Lakewood's public schools. At our preschool, four elementary schools, middle school, high school and alternative high school, students are offered the following: sports, modern computer and science labs, curricula featuring mathematics, the sciences, language arts, foreign languages, performing arts and athletics, and so much more.



### Mission Statement

Lakewood Public Schools is a diverse educational community of students, staff and parents who work cooperatively to create a positive and safe environment where all students learn and reach their full potential through an academic emphasis on the New Jersey Student Learning Standards. We recognize that all students are unique and that their differences are to be respected and lauded. Our general education and special education plans implement inclusive practices and programs; make use of pupils' needs, abilities and interests; and emphasize basic skills in mathematics, critical thinking, and oral and written communication. We modify programs and offer supports as necessary to ensure access and progress for students with disabilities in the general education programs; help students reach their full potential; and promote intellectual, physical, moral, social, and cultural growth through curricular and co-curricular programs available to all.

**Deadline to Apply: April 5, 2018**

## Qualifications

- Valid New Jersey School Business Administrator Certificate.
- Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute code and GAAP requirements.
- Knowledge of accepted business practices in school districts related to budget preparation, risk management, purchasing, transportation, food services, school plant operations and facility planning.
- Knowledge of payroll and human resources practices.
- Extensive knowledge of Federal and State Grants.
- Demonstrates organizational, communication and interpersonal skills.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
- Has knowledge of emerging research and best practices in the area of quality and process improvement design and practice.
- Is able to delegate authority appropriately while maintaining accountability.
- Is able to lead a large organization dedicated to goals of continuous improvement.
- Inspires trust, has high levels of self-confidence and optimism and models high standards of integrity and personal performance.
- Is a strong communicator; speaking, listening and writing.
- Has successful experience in sound management practices, including appropriate participation with others in planning and decision making.
- Has experience with employee representative groups.
- Is strongly committed to a “student first” philosophy in all decisions.
- Possesses the communication skills required to respond to an ethnically and culturally diverse community.
- Is comfortable leading innovation and reform efforts.
- Is able to build consensus and commitment among individuals and groups.
- Has demonstrated strong leadership skills in previous positions.
- Has the ability to develop and maintain a mutually beneficial relationship between the community and the school district.
- Makes recommendations and decisions that are research based and/or data-driven.



## Salary & Benefits

Salary for the successful candidate will be in the range of \$120,000- \$150,000 plus an excellent benefit package. The final salary for the successful candidate will be determined based upon proven experience, qualifications and approval of the Board of Education.

## Deadline & Selection

All materials submitted as part of the Business Administrator application will remain confidential to the extent allowed by the law. Applications must be sent to Ray & Associates on or before April 5, 2018. Please see application for a list of materials that must be included in the application file. Copies of credentials are required upon initial application. After all applications are reviewed and preliminary interviews have been conducted by the consulting firm, the names of the top finalists will be presented to the Interview Team for consideration.

## Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must be able to demonstrate success in managing change in a constructive manner, and leading and facilitating collaboration among departments, preferably within school systems. They should be able to demonstrate success in leading quality initiatives within a proven framework.

## Application

The Lakewood Public School District encourages applications by qualified individuals. All inquiries should be directed to Ray & Associates, Inc. Candidates should not contact Lakewood Public School District. Applications must be sent to Ray & Associates and be postmarked on or before April 5, 2018. Persons wishing to be considered for the position should submit an application file online at [www.rayassoc.com](http://www.rayassoc.com) including:

- A letter of application stating personal qualifications, experiences, and reasons for interest in the position.
- The online application form and a resume.
- 4 current letters of recommendation.

Apply online at:

[www.rayassoc.com](http://www.rayassoc.com)

Questions should be directed to:

Ray & Associates, Inc.

4403 First Avenue SE, Suite 407

Cedar Rapids, IA 52402

Phone: 319-393-3115 Fax: 319-393-4931

[glr@rayassoc.com](mailto:glr@rayassoc.com)

Please do not contact the Board or District directly.

**Deadline to Apply: April 5, 2018**