



Web site: <http://www.waynesville.k12.mo.us>

Office of Personnel Services  
**WAYNESVILLE R-VI SCHOOL DISTRICT**

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## ANNOUNCEMENT OF ADMINISTRATIVE VACANCY FOR 2013-2014

# Assistant Superintendent for Operational Services

**DISTRICT PROFILE:** The Waynesville R-VI School District is a progressive district located in south-central Missouri along Interstate 44 between St. Louis and Springfield, about 45 minutes southeast of the Lake of the Ozarks. The district serves the **student population of approximately 6,000 students** from the growing communities of Waynesville, St. Robert, and the Fort Leonard Wood military post. Modern, state-of-the-art facilities include one early childhood center, five elementary schools, one sixth grade center, one middle school, one high school, and one career center.

**Approximate annual budget: \$66 million.**

### POSITION OVERVIEW:

Under the general administrative direction of the Superintendent, serves as the district's chief financial officer. Provides leadership in and is responsible for the planning, organization, direction, and administration of the duties and responsibilities of the Operational Services Department which includes: **Fiscal Services** (accounting, payroll, purchasing, operating and capital budget, Impact Aid, insurance, contracts, employee benefits, and risk management), **Maintenance and Operations** (construction and renovation, safety, and environmental management), **Food Services**, and **Student Transportation**.

### POSITION SUPERVISES:

- Administrators overseeing the following areas: maintenance/facilities, food services, transportation; data processing.
- Operational Services office staff including: Purchasing/Accounts Payable Specialist, Project/Bid Specialist, Accounting Specialist, Payroll and Benefits Specialist, and Operational Services Secretary.

### QUALIFIED CANDIDATES SHOULD POSSESS:

- Minimum of five (5) years of successful teaching experience
- Minimum of three (3) years of successful experience in public/educational administration
- Minimum of a Specialist's degree; doctorate preferred
- Considerable knowledge of school administration, school law, finance, facilities, procurement, planning, insurance, employee benefits, contracts, and operational principles and techniques
- Hold or be eligible for superintendent certification through the Missouri Department of Elementary and Secondary Education

### SALARY/BENEFITS:

- 12-month position
- Competitive salary commensurate with education and teaching/administrative experience  
(Tentative salary range based on 2012-2013 salary schedule: **\$113,000 - \$136,000**)
- Excellent benefits package including health, life, dental, and vision coverage

### APPLICATION PROCESS:

- Candidates are required to apply online at: <http://www.waynesville.cloud.talentedk12.com/hire/index.aspx>
- Supporting documentation uploaded with on-line application including:
  - **Letter of interest**
  - **Current resume**
  - **Four current letters of recommendation**
  - **Certification**
  - **Transcripts** (*unofficial transcripts accepted during application process*)

**PROJECTED TIMELINE:** Posting Date.....December 28, 2012  
Anticipated Application Deadline.....**January 25, 2013**  
Anticipated Hire Date .....February 1, 2013  
Contract to Begin .....July 1, 2013