



VACANCY ANNOUNCEMENT

ASSISTANT SUPERINTENDENT for BUSINESS AND OPERATIONS

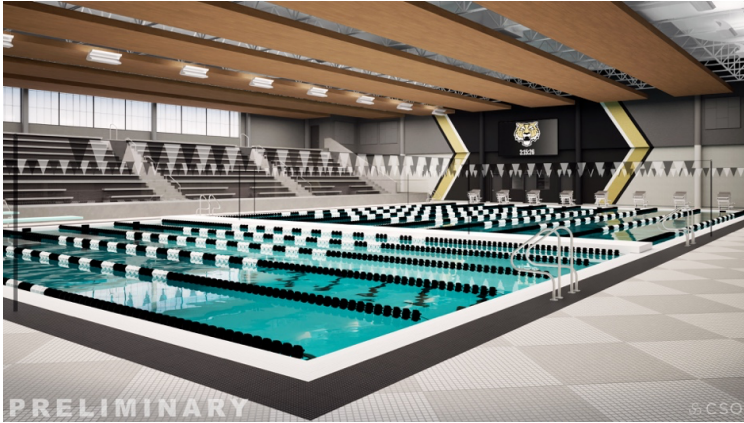
Lebanon Community School Corporation (LCSC) is currently seeking applicants for the position of Assistant Superintendent for Business and Operations, effective on or before January 1, 2027.

LCSC is a growing suburban school district located 25 minutes north of downtown Indianapolis. LCSC is comprised of seven schools: Tiger Cubs Pre-K, Perry-Worth Elementary School, Harney Elementary School, Hattie B. Stokes Elementary School, Central Elementary School, Lebanon Middle School, and Lebanon High School. With a student population of 3,700 and a faculty and support staff of approximately 650, LCSC is an educational system that is innovative and culturally and socioeconomically diverse.

The Assistant Superintendent for Business and Operations directs all business and finance functions including accounting, budgeting, grants management, payroll, purchasing, and risk management. Additionally, the Assistant Superintendent for Business and Operations will oversee operations of the schools' physical plants, including transportation, food service, buildings and grounds, and maintenance. The Assistant Superintendent for Business and Operations also serves as the lead administrator regarding support staff human resources decisions. The Assistant Superintendent may also serve as the district's representative on boards and commissions such as local redevelopment commissions.

The successful candidate must be a highly motivated leader with a demonstrated ability to think critically to identify causes and formulate solutions. The successful candidate must possess a commitment and dedication to excellence at all levels; ability to facilitate problem solving and develop strategies for staff engagement; ability to maintain excellent interpersonal relationships with superiors, peers, subordinates, and members of the community; strong written and verbal communication skills.

LCSC has recently embarked on several major construction and renovations projects including a new elementary school, renovated elementary schools, renovated middle school, construction of a new Transportation Center, and substantial renovations to Lebanon High School. The district is currently in the planning and design process to renovate and construct a comprehensive athletic facility complex including a new track facility, new outdoor locker room facilities, renovated and dedicated football stadium, new varsity and JV baseball fields, and parking and campus improvements. The Assistant Superintendent will lead these construction and renovation projects.



A competitive salary and benefit package will be commensurate with experience and demonstrated skills. Experience in school administration preferred. Interested candidates may submit an online application at <https://www.leb.k12.in.us/careers>. For additional questions, please email Mrs. Melanie Beltran at beltranm@leb.k12.in.us.

Additional information about our district is found at <https://www.leb.k12.in.us>.

POSITION DETAILS
Lebanon Community School Corporation
Lebanon, IN 46052

POSITION: **Assistant Superintendent for Business and Operations**

LOCATION: Lebanon Community School Corporation Administration Center

CONTRACT LENGTH: 260 Days

Reports to the Superintendent of Schools and is responsible for the coordination of all financial, budgetary, and business services within the school district. Areas of responsibility for the Director of Business Services include but are not limited to:

1. Serves on the Superintendent's Executive Leadership Team (Central Office Leadership Team).
2. Responsible for the administration of Business Services and Payroll.
3. The Director of Transportation reports to this position.
4. Responsible for crafting the district annual budget. Includes complying with all state laws and maximizing revenue for the district.
5. Preparing financial reports, projections and analyses for the Superintendent and Board of Education.
6. Managing cash flow throughout the budget year.
7. Serve as a member of the Administration's collective bargaining team.
8. Advise the Superintendent on all financial/budgetary matters affecting the district.
9. Reviewing all contracts and service agreements on behalf of the school district prior to Board approval.
10. Responsible for the supervision and evaluation of all personnel in Business Services, the Directors of Transportation, Buildings and Grounds, Technology and Food Service.
11. Assist the Superintendent in supervision of the Lebanon Schools Police Chief and Department
12. Managing the school district's investment portfolio including developing and implementing sound cash management strategies.
13. Establishing and maintaining all banking relationships and cash management services needed by the school district.
14. Responsible for the timely completion and submission of financial reports required by State and Federal agencies.
15. Oversight of the Technology Department, including the Director of Technology.
16. ADM Reporting
17. Legal compliance with SBOA regulations
18. DOE Reports (ADM, TBR, SS, all financial)

19. Attend School Board Meetings

20. Centralized Discussion with Exclusive Teacher Representative Group as needed

21. Other duties as assigned by the Superintendent.

Evaluates

- Director of Transportation
- Director of Food Services
- Director of Buildings and Grounds
- Director of Information Technology
- Human Resources Specialist
- District Treasurer
- District Deputy Treasurer
- Accounts Payable

APPLICATION AVAILABLE: <https://jobs.redroverk12.com/org/LCSC>
Include three letters of reference.

APPLICATION DEADLINE: November 16, 2026 or until filled.