

## **CHARTIERS-HOUSTON SCHOOL DISTRICT**

### **BUSINESS MANAGER SEARCH**

#### About the District

The Chartiers Houston School District (CHSD) is seeking the next Business Manager of the District. CHSD, comprised of the Township of Chartiers and the Borough of Houston, occupies approximately 24 square miles in Washington County, PA, about 30 miles south of Pittsburgh. CHSD educates approximately 1130 students in its two buildings (K-6) and (7-12), using a \$20.6 million budget.

The Business Manager position will be available beginning November 1<sup>st</sup>, ***The District will consider applicants interested in the position on an interim basis, with the potential for longer-term employment.***

#### About the Position

In addition to all required medical and legal clearances, the successful candidate must:

- have earned a Bachelor's Degree or greater, in Business Management, Accounting and/or Business Administration
- have experience working in and with a business office in a school district
- have a minimum of three (3) years in business administration, including at least one year in a supervisory capacity
- possess persuasive and articulate written and verbal communication skills
- have demonstrated leadership in working with school personnel, parents, students and the general public
- be experienced in bidding, purchasing, specification writing and investing
- be committed to fiscal responsibility, sound school finance and business management
- be able to make difficult recommendations/decisions for the good of the District as a whole

#### About the Process

Interested candidates should submit the following items:

Cover letter, detailed resume or curriculum vitae including a list of at least three references  
Copies of all PA required clearances (must be current); if clearances are not current, an explanation must be provided  
Completed Release form (to be provided upon receipt of application materials)  
Salary/Benefits requirements

About the Application:

Application materials must be submitted on or before 3 o'clock p.m. on October 14, 2022, to the District Superintendent, Dr. Gary Peiffer, at [gary.peiffer@chartiers-houston.com](mailto:gary.peiffer@chartiers-houston.com)

