



*New England School Development Council*

28 Lord Road, Marlborough, MA 01752 ➤ Tel: 508-481-9444 ➤ [www.nesdec.org](http://www.nesdec.org)

## **EXECUTIVE OPPORTUNITY**

### **AN INVITATION TO APPLY FOR THE POSITION OF DIRECTOR OF FINANCE AND OPERATIONS UXBRIDGE PUBLIC SCHOOLS, MASSACHUSETTS**

Dear Fellow Educator:

The Superintendent of Uxbridge Public Schools invites highly-qualified candidates to apply for the position of **Director of Finance and Operations**.

#### **About the Town of Uxbridge and Uxbridge Public Schools**

The Town of Uxbridge, with a population of approximately 14,00 residents, is located in southern Worcester County, halfway between Worcester, MA and Providence, RI. Uxbridge is governed by a five-member elected board with a town meeting style of government. The school system is governed by a seven-member elected school committee.

Uxbridge Public Schools has been recognized nationally for its Innovation Pathways Program at the high school and was bestowed Distinguished Status for Project Lead the Way at the Early Learning Center and the high school. These programs give students access to applied and experiential learning opportunities in different career areas, increasing engagement and achievement.

The district, which serves approximately 1,600 students in Pre-K to Grade 12, comprises three schools:

- Taft Early Learning Center: Grades Prek-3, enrollment of 565 students
- Whitin Intermediate School: Grades 4-7, enrollment of 474 students
- Uxbridge High School: Grades 8-12, enrollment of 634 students

**For more information about Uxbridge Public Schools, please visit the district website:**

**<https://www.uxbridgeschools.com>**

#### **About the Position**

The Director of Finance and Operations supervises and evaluates the Director of Facilities, Food Service Director, Day Care Director, and all business office support staff. Under the direct supervision of the Superintendent of Schools, this individual is responsible for all financial, and operational functions of the Uxbridge Public Schools. The Director provides leadership in the areas of budget development, financial forecasting and planning, accounting, building maintenance and custodial oversight, transportation services, nutrition services, day care services, and information management and reporting. The Director is responsible for establishing and maintaining effective and efficient practices in all financial and administrative divisions of the organization. The Director assists the Superintendent in the evaluation of all operational department heads and business office personnel and builds the necessary support systems to promote effective financial and operational management within each school.

## Desired Qualifications

- Massachusetts licensure as a School Business Administrator
- Massachusetts Certified Public Procurement Official
- Working knowledge of municipal financial and payroll systems
- Master level proficiency in Microsoft Excel and ability to perform robust financial analyses
- Master's degree in business administration, accounting, school administration and/or an appropriate academic discipline preferred; Bachelor's degree required
- Thorough knowledge of public-school finance, including knowledge of and state law governing the financing of public schools, and a broad working knowledge of state funding for public education, accounting, municipal business practices, budget development and financial forecasting
- Demonstrated experience as a School Business Manager, Finance Director, or similar position
- Effective interpersonal and leadership skills; experience facilitating communication between divergent groups and in group decision-making
- Effective administrative and management skills
- Excellent speaking and writing skills
- Thorough knowledge of effective utilization of technology, and information management tools
- Commitment to strategies that enhance diversity, inclusion and equity among staff

This is a full-year position with a competitive salary (in the range of \$145,000-\$150,000) and benefits package, commensurate with experience and qualifications. The deadline for submitting applications is **July 3, 2025**. Applications received after this deadline may be considered at the discretion of the district. Preliminary interviews are anticipated to occur the week of July 7. The Superintendent expects to appoint a permanent Director of Finance and Operations by **August 1, 2025** and remains committed to adhering to this timeline. However, the Superintendent is willing to explore the possibility of an interim appointment.

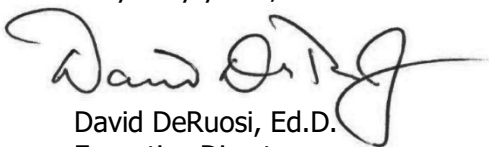
**For more information, please contact:**

**NESDEC Search Office**  
**Uxbridge Director of Finance and Operations Search**  
**NESDEC, 28 Lord Road, Marlborough, MA 01752**  
**Phone: 508-481-9444, Email: [search@nesdec.org](mailto:search@nesdec.org)**

**To access the application, please visit [www.nesdec.org](http://www.nesdec.org)**  
**<https://www.applitrack.com/nesdec/onlineapp/>**

I look forward to your application or your nomination of a qualified applicant. All inquiries and nominations are considered confidential and should be made to the NESDEC office. Thank you in advance for your consideration.

Very truly yours,



David DeRuosi, Ed.D.  
Executive Director

*Member:*



**NSDC**

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