



VIRTUAL CHARTER SCHOOL
HAYWARD CENTER FOR INDIVIDUALIZED LEARNING

NOTICE OF VACANCY

Business Manager Position

HACIL Virtual Charter School is accepting applications for the position of Business Manager in a full-time, year-round capacity to begin immediately.

About HACIL

Hayward Center for Individualized Learning (HACIL) is a year-round virtual charter school that serves students in Grades PK-12. Wisconsin certified teachers consult with families to develop an individualized education plan incorporating goals to ensure students make satisfactory progress in meeting district benchmarks and standards. Instruction is multi-site based and may include instruction delivered at home, virtual classes, small-group enrichment, community-based programs, traditional classroom instruction within the district, or a combination of programs.

Job Description

We are seeking a candidate to join and grow our school as a Business Manager. In this position, you will be responsible for supporting our school and faculty with financial leadership. The candidate would work closely with the current administration to ensure HACIL is efficient and effective in implementing the HACIL vision.

Primary Responsibilities

- Assist in the utilization of school facilities.
- Administrate the school's budgeting and school financial accounts.
- Responsible for financial strategic planning and investigating all appropriate alternative financial opportunities for HACIL.
- Responsible for investigating, evaluating and facilitating insurance, benefits and other Human Resource benefits.
- Assist in the facilitation of strategic improvement, and seeks to ensure that HACIL's mission, vision and goals are fulfilled in a manner in which all students are prepared to be career and college ready and globally competitive.
- Provide dynamic leadership for positive, creative change when appropriate.

Basic Qualifications

- Master's Degree in Business Management preferable, but not currently required.
- Preferably some successful teaching experience, at one or more building levels.
- Experience with alternative educational models and styles of learning.
- Good communication skills.
- Able to work well with fellow district administrators and staff.
- Able wo work well with fellow HACIL staff, students, and parents.
- Knowledge of school level business functions, budgeting, and organization.
- Technological skills used in virtual environments.

TO APPLY:

Applicants should submit a resumé and references to the HACIL office (located next to Retreat Home Furniture) or email to office@hacil.org No phone calls please.

Attention:

Crystal Hexum, Administrator
15574 Hwy 77 Suite 1, Hayward, WI 54843

Application Deadline:

Applications will be accepted until the position is filled.

"Equal Opportunity/Affirmative Action Employer"