



POSTING

August 24, 2026

(Internal/External)

POSITION: **BUSINESS AND OPERATIONS MANAGER**

QUALIFICATIONS:

- Masters Degree with supporting work in administration and finance
- Administrative certification preferred.
- Five (5) years experience in public school business administrative equivalent experience in private business.
- Demonstrated experience in business administration.
- Demonstrated ability to work successfully and positively with staff, community, and the media.
- Ability to provide leadership and vision in the development and implementation of short- and long-range planning.
- Experience and/or knowledge of ethnic minority groups.
- Demonstrated expertise/knowledge in administering classified personnel and personnel programs.
- Ability to effectively communicate orally and in writing.

RESPONSIBILITIES: See the additional information [here](#).

PAY/BENEFITS: Per Contract

EXPIRATION DATE: Until Filled

TO APPLY: Internal: Letter of Interest

External: Letter of Interest, Resume', and Three (3) Letters of Reference

Submit electronically to:

Traci Joseph
Manistee Area Public Schools Board Office
tjoseph@manistee.org

District Policy: The District does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), marital status, disability, or any other legally prohibited basis in admission or access to District programs and activities. The information contained in this job description is for compliance with the American with Disabilities (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.