



WILMINGTON PUBLIC SCHOOLS

ASSISTANT SUPERINTENDENT OF ADMINISTRATION AND FINANCE OPPORTUNITY



About the Community of Wilmington

Wilmington is situated just outside of Boston and was incorporated in 1730. The town has an open town meeting structure governed by a board of selectmen and a town manager. It is located within Middlesex County and its close proximity to the Greater Boston area allows for a strong mix of business-professionals who work in the area and have selected the town to raise their families due to the quality of the schools and the vibrancy of the community. Wilmington enjoys numerous public recreational spaces, has its own lake, and takes immense pride in the wonderful Town Common where the July 4th celebrations bring residents together every year. Strong programming with the public library, as well as the recreation department, helps to make Wilmington a great place to live and raise a family.

About the District

The Wilmington Public School District provides services to students in PreK-12th grade, spanning eight (8) school buildings.

The District's Leadership Team consists of the Superintendent of Schools; Assistant Superintendent for Curriculum & Staff Development; Assistant Superintendent of Administration & Finance; Director of Student Support Services; Director of Technology and Digital Learning; Director of Human Resources; eight (8) Principals, Coordinator of Health Services, Director of Transportation, Director of Food Services and a Coordinator of Behavioral Health & Social Emotional Support. The leadership of the district is also supported by other various coordinator roles.

The school district enjoys tremendous support from a seven-member School Committee, parents and guardians in the town, the Town Manager, Selectman and Finance Committees. Additionally, we work very closely and collaboratively with the police and fire, public facilities, library services and the recreation department. The district also enjoys close partnerships with the Wilmington Education Foundation (WEF) as well as the Wilmington School-Business Partnerships association.

Our District

Mission Statement: The mission of the Wilmington Public Schools is to educate and develop students academically, socially, and emotionally to be active, civic-minded contributors to our global society.

The Wilmington Public Schools **Core Values** provide the foundation for the work that is consistently being conducted and expected. The following are Wilmington Public Schools **Core Values:** Community, Inclusivity, Respect, Collaboration, Learning, and Engagement.

Vision Statement: The Wilmington Public Schools, in conjunction with the community, provides an inclusive, respectful, and collaborative learning environment where all stakeholders are engaged in the development of the whole child.

WHO SHOULD APPLY

The Assistant Superintendent for Administration and Finance is a member of the Central Office Leadership Team with an essential role in the school district for managing and administering the financial and business affairs of the Wilmington Public Schools. The Assistant Superintendent for Administration and Finance is responsible for maintaining the integrity of District finances and maximize financial and related resources in a manner that promotes the highest level of educational services and educational experience for the students of the Wilmington Public Schools.

MINIMUM JOB REQUIREMENTS

- Minimum of Bachelor's Degree in Business Administration, Public Administration, Accounting or Finance
- A minimum of four (4) years of successful employment in one of the above fields, including at least two (2) years in a supervisory role at a managerial level
- Certified (or certifiable) by the Massachusetts Department of Elementary and Secondary Education as a Superintendent/Assistant Superintendent and School Business Administrator
- A proven ability to develop and administer operating, grant, and capital budgets; and assist Superintendent with a sound and sustainable budget development process
- Experience in Munis
- Effective organization skills
- Strong analytical abilities
- Solid understanding of School and Municipal accounting and finance regulations

Compensation: Salary and benefits will be negotiated in accordance with experience and competitiveness for the region.

ANTICIPATED SEARCH CALENDAR

- Friday, February 28: Position Posted
- Monday, March 31: Applications Close
- Week of April 14: Interviews
- Week of April 21: Semi Finalists Announced
- Week of April 28: Semi Finalists Visit WPS
- Week of May 12 Finalist Announced
- Start Date – July 1, 2025, or sooner

APPLICATION REQUIREMENTS AND SEARCH PROCESS

To apply, please visit <https://www.schoolspring.com/> or submit application materials directly to Andrea Stern Armstrong, Director of Human Resources. Candidates should submit application materials **no later than Friday, March 31, 2025**, to include the following:

- A cover letter that includes reasons for interest in the position, what makes you qualified for the position and a brief description of significant accomplishments over the past few years.
- A current resume with three recent letters of recommendation, including one from a supervisor.
- The names and contact information for four (4) references.
- A copy of license and transcript

All resumes received will be carefully reviewed, and selected candidates will participate in a thorough interview process. Applicants selected will be interviewed in mid-April by a search committee consisting of a cross-section of stakeholders that will include staff, district leaders and community members. Semi-finalists will spend time in the district learning about the Wilmington Public Schools and touring the schools.

All educational and non-academic programs, activities and employment opportunities at Wilmington Public Schools are offered without regard to race, color, sex, religion, national origin, ethnicity, sexual orientation, gender identity, homelessness, age and/or disability, and any other class or characteristic protected by law.

For additional information please contact:

Ms. Andrea Stern Armstrong
Human Resource Director
Wilmington Public Schools
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(E) andrea.armstrong@wpsk12.com