

APPLICATION PROCEDURES

To be considered for the position of Business Administrator, applications and other materials must be emailed as a single file PDF no later than February 13, 2026, by 11:59 p.m. MST*

1. A formal letter indicating your desire to be considered as a candidate for the position of Business Administrator of Aspen Peaks School District.
2. A Business Administrator Application completed in full. This form is available on the Utah School Boards Association website at www.usba.cc or on the Aspen Peaks School District website at www.aspenpeaks.org
3. A complete set of college transcripts.
4. Three professional letters of recommendation.
5. A current resume, including a list of professional qualifications.

All required application materials and information should be emailed as a single file PDF to:

Richard Stowell (rstowell@usba.cc)
Utah School Boards Association, Executive Director
Phone: 801.971.8109

All questions should be directed to Richard Stowell. Please do not contact Alpine School District or Aspen Peaks School District personnel or board members directly.

TIMELINE

- **February 13:** Deadline to submit completed applications is 11:59 p.m. MST*
- **Mid February:** Applications will be reviewed and interviews will be scheduled.*
- **Late February:** New Business Administrator will be announced.
- **Late February to Early March:** New Business Administrator will begin part-time work for the Aspen Peaks School District and transition to full-time work by July 1, 2026.

**Open until filled: The Board of Education reserves the right to consider additional applicants until a qualified applicant is chosen.*

ASPEN PEAKS BY THE NUMBERS

6 MUNICIPALITIES SERVED
Alpine • American Fork • Cedar Hills
Draper (Suncrest) • Highland • Lehi

38 TOTAL SCHOOLS
24 Elementary • 6 Junior High
4 High School • 4 Special

524 DAILY BUS RUNS
8,241 students transported daily

1,714 CERTIFIED EDUCATORS
6 Doctorate • 767 Masters
941 Bachelors

1,865 SUPPORT PROFESSIONALS
Custodians • Secretaries • Bus Drivers

15,778 DAILY MEALS
1,698 Breakfasts • 14,080 Lunches

35,018 K-12 STUDENTS
16,461 Elementary • 18,305 Secondary
252 Special



ASPEN PEAKS
SCHOOL DISTRICT

SALARY & BENEFITS

The compensation package will be competitive for the size of the school district in Utah and will be determined by professional preparation and successful experience in financial administration, as well as other qualifications. In compliance with Utah law, business administrators receive a two-year term.

ANNOUNCEMENT OF POSITION

BUSINESS ADMINISTRATOR

**575 North 100 East
American Fork, UT 84003**

www.aspenpeaks.org

VACANCY OVERVIEW

The newly created Aspen Peaks School District is seeking a qualified Business Administrator who demonstrates a successful record of administrative financial management in a sizable organization, effective leadership and collaboration, and a startup mindset and experience equal to the task of beginning a new school district and driving educational reform and innovation.

ABOUT ASPEN PEAKS SCHOOL DISTRICT

The Aspen Peaks School District (APSD) occupies a central, thriving region of Utah County, proudly serving the municipalities of Alpine, American Fork, Cedar Hills, Highland, Lehi, and the Utah County portion of Draper. These communities are known for their commitment to student academic excellence and extra-curricular achievement, consistently supporting schools with resources and volunteer hours. This deep-seated culture of excellence translates directly into high rates of parent and community engagement, ensuring that this new district will be built upon a foundation of highly invested stakeholders supporting positive student outcomes.

PROJECTED ASPEN PEAKS FINANCIAL DATA

General Fund	\$366,015,338
Debt Service	\$28,969,292
Student Activity	\$16,443,546
Capital Outlay	\$34,533,976
Industrial Services	\$1,339,607
Nutrition Services	\$12,563,536
School Services	\$544,215
Tax Increment	\$7,756,605
ASD Foundation	\$1,548,921
Total District Budget	\$476,649,380



EDUCATIONAL ACHIEVEMENT & EXPERIENCE

1. A bachelor's degree is required. A master's degree in Business Administration, Accounting, or Education Administration is preferred. Additional consideration will be given to applicants with a comparable degree or certificate (CPA, MBA, MPA, etc.).
2. At least five years of successful budget, accounting, or finance administration in educational, state, municipal, or other public sectors is preferred.

PREFERRED QUALIFICATIONS & ATTRIBUTES

- Comprehensive understanding of school district budgets, revenue sources (including tax laws and community attitudes therein), obligations, services, and programs.
- Ability to perform a full range of financial and supervisory duties including:
 - Managing complex tasks using spreadsheets, databases, and word processing applications
 - Analyzing and interpreting financial data
 - Applying sound investment strategies, fiscally responsible debt management, and leading us to the highest bond rating
 - Creating short and long-term plans to manage revenues that can adapt to district needs
- Proven leadership experience in startups or business turnarounds, or managing organizational change.
- A collaborative leader who is:
 - Even-tempered, fostering trust and mutual respect
 - Effective communicator, good listener, and accessible to staff and stakeholders
 - Visionary and creative, with the ability to think strategically and plan long-term
 - Lifelong learner, continually studying and learning to grow skills and understanding to incorporate innovations and efficiencies
 - Decisive and self-confident, inspiring confidence in others
- Experience with the legislative process, including both statutory and appropriation functions.

BUSINESS ADMINISTRATOR DUTIES

Subject to the direction of the school board and in cooperation with the superintendent, the business administrator shall:

- Supervise and lead a variety of programs, projects, and activities related to district financial functions.
- Lead, manage, and supervise the department/programs of accounting, budgeting, payroll, procurement, risk management, facilities, and operations.
- Develop, monitor, and manage district debt policy and bond issues.
- Direct the district's investment and cash management programs; also assist in the strategic alignment and goals for the Aspen Peaks School District Foundation.
- Advise the school board and superintendent on a variety of business and financial matters and respond to data requests in a timely way.
- Establish and maintain internal controls to ensure compliance with state and federal guidelines.
- Assist the superintendent in the development and preparation of the annual budget.
- Participate in real estate contracting.
- Administer and coordinate the reporting of fiscal data and documentation for a variety of audiences using clear and transparent processes.
- Communicate and collaborate across the organization and with community partners with the intent of building trust and fostering teamwork.
- Attend Aspen Peaks School Board meetings and other meetings as required.
- Serve as liaison for local, board, and state auditors.
- Stay abreast of research and best practices in the field of public business administration.
- Be an active participant in local legislative committees and stay informed of new legislation, both local and national, that could potentially impact Aspen Peaks School District.
- Perform other duties related to the position, including those outlined in Utah Code 53G-4-303 "Duties of business administrator."

