



KANECOUNTY
SCHOOL DISTRICT



ANNOUNCEMENT OF POSITION

**BUSINESS
ADMINISTRATOR**

746 S 175 E, Kanab, UT 84741 • 435-644-2555 • www.kanek12.org

VACANCY OVERVIEW

The Kane County School District Board of Education is seeking a qualified candidate for the position of Business Administrator. The individual selected for the position will fill the vacancy created by the retirement of Cary Reese, who will retire after serving as the business administrator since November 11, 2000.

SALARY & BENEFITS

Salary will be negotiable based upon the candidate's qualifications and experience. Salary will be competitive with other business administrators in Utah school districts. In compliance with Utah law, business administrators receive two-year contracts.

Additional benefits include:

- Group Health Insurance – paid 100% by district
- Dental insurance
- Long term disability
- Life and Accidental Death Insurance
- Utah State Retirement Program
- Use of district automobile
- Employee Contributory Plans including:
 - FLEX Spending of Health Savings Account
 - 401/457 Plans
 - 403 B Tax Sheltered Annuities
 - Employee Sick Bank

QUALIFICATIONS

Candidate must have a minimum of a master's degree in Business Administration, Accounting, or another related field. Additional consideration will be given to applicants with a CPA or master's degree in accounting or another related field, or previous experience in school district finance and business.

PREFERRED QUALIFICATIONS

- At least 5 (five) years of successful budget/accounting/finance administrative experience in educational, municipal, or other public sectors.
- School district finance experience preferred.



THE DISTRICT

Board of Education

Danny Little, President

Marc Grow, Vice President

Jarad Brinkerhoff

Taylor Glover

Mitchell Glazier



The district covers 4,109 square miles with schools in all four corners of the County. A unique aspect of school location is the Lake Powell School located in Bullfrog, Utah. It is located on the north boundary of Lake Powell and is 305 miles from the district office in Kanab. Our Big Water School is located on the south end of Lake Powell and is only 15 minutes from Page, Arizona. Valley High and Valley elementary Schools are located 30 minutes north of Kanab and are minutes away from the boundaries of Zion National Park and Dixie National Forest. Kanab High, Kanab Middle, and Kanab Elementary schools are located in Kanab, surrounded by beautiful vermillion cliffs. Each school is unique and strives to offer excellent learning opportunities for students. Our facilities are well maintained.

Kane School District has consistently ranked high in academic achievement. We have excellent relationships within our district. We are intentional in our efforts to recognize excellence in all aspects of the education process. We work hard to attract and retain the brightest and best in the field of education.

FINANCIAL DATA

2025 M&O Expenditures: 26,305,238

2025 Capital Expenditures: 6,680,914

THE COMMUNITY

Kane School District encompasses all of Kane County. The District Office is located in Kanab, Utah, which is centrally located in the middle of ten of America's greatest scenic wonders. It is surrounded by Zion National Park, Bryce National Park, The Grand Staircase Escalante National Monument, Grand Canyon National Park, and Lake Powell National recreational Area. Its natural beauty and variety of landscapes makes it a destination area for millions of people from throughout the world. There are four communities in the district with schools. Each is unique in landscape and beauty. Industry in these communities includes agriculture, tourism, and business. These rural communities offer residents a quality of life found only in rural Utah. Residents can enjoy hiking, fishing, golfing, camping, boating, water skiing, snow skiing, and snowmobiling all within minutes of our communities. Our communities enjoy rural settings and features with the advantage of being near larger cities like St. George and Cedar City, which provide more venues and services as desired or needed.



SCHOOLS

- 2 - High schools
- 1 - Middle school
- 2 - Elementary schools
- 2 - Preschools
- 1 - K-12 school
- 1 - K-8 school
- 1 - District office
- 1 - SWTech Building



STUDENTS

Total Enrollment:	1426
Minority Percent:	>1%
Free and Reduced Lunch:	38%
English Language Learners:	1.4%
Percent of Students with IEP:	12%



STAFF

- 7 Administrators
- 4 Directors
- 82 Teachers
- 65 Classified instructional staff
- 42 Other classified staff

Student to Teacher Ratio:

Elementary: 21.3

Middle School: 18.2

High School: 18.5



ACADEMICS

- District graduation rate: 98%
- Concurrent enrollment: Students completed 1900 credits last year
- Snow College/Kane District Cosmetology program
- Utah Technical University CNA and Design programs
- Southwest Technical College Welding program
- Kane County School District exceeds state proficiency percentages in Language Arts, Math, and Science

BUSINESS ADMINISTRATOR DUTIES

Subject to the direction of the superintendent of schools, the district business administrator shall:

- Plan, organize, lead, evaluate, and coordinate a variety of programs, projects, and activities related to district financial functions.
- Supervise the departments/programs of accounting, budgeting, payroll, procurement, and child nutrition.
- Develop, monitor, and manage district debt policy and bond issues.
- Direct the district's investment and cash management programs.
- Advise superintendent and school board on a variety of business and financial matters.
- 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.
- Oversee risk management.
- 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.
- Demonstrate respect for diverse student and staff populations utilizing culturally responsive strategies.
- Attend Board of Education meetings and other meetings as required.
- Perform other duties related to the position, including those outlined in Utah Code 53G-4-303 – Duties of business administrator.



APPLICATION PROCEDURE

Applications should be received by 5 pm on January 21, 2026

Qualified candidates should submit a formal application which includes:

- A formal statement of interest stating:
 - Personal philosophy of business administration
 - Reasons for interest in this position
- Current resume` that details professional preparation, experience and scholarly achievements
- Completed application. Applications available at kane.k12.org
- Three current letters of recommendation
- A copy of certificates and licenses
- A copy of transcripts

Contact Supt. Dalton with any questions you may have.

All of the required materials should be addressed to:

**Superintendent Ben Dalton
Kane County School District
746 South 175 East
Kanab, UT 84741**

435-644-2555
daltonb@kane.k12.ut.us

TIMELINE

Jan. 21, 2026: Deadline for receipt of applications
Jan. 22-27: Search committee screening of applicants
TBA: Candidate interviews
Feb. 5: Announcement of new business administrator
Feb. 19: New business administrator assumes duties





New Kanab Elementary School



Valley High Graduates



Kanab High Graduates



Supt. Dalton, Kane County School Board, BA Cary Reese



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