

## MORGAN HILL UNIFIED SCHOOL DISTRICT

### JOB DESCRIPTION

POSITION TITLE: Deputy Superintendent and Chief Financial Officer

#### GENERAL DESCRIPTION:

The Deputy Superintendent and Chief Financial Officer, under the direction of the Superintendent, oversees all divisions of the District with direct oversight and supervision of all departments and directors within Business Services. The Deputy Superintendent and Chief Financial Officer serves as the Superintendent in the absence of the Superintendent and represents the Superintendent, as needed, at official school and community functions; advises the Superintendent on changes in trends, laws, rules, and regulations; ensures compliance with state and federal regulations; administers the school district's budget; serves on the Superintendent's cabinet and is an active participant of the District management group.

#### DUTIES AND RESPONSIBILITIES:

##### 1. General

- a. Serves as a member of the Superintendent's cabinet and is a problem-solving collaborative team player on all District leadership and management issues.
- b. As a key member of the District's governance team, ensures fiscal planning, accountability, and solvency of all District's budgets.
- c. Coordinates the Business Services departments including Transportation, Maintenance and Operations, Construction and Modernization, Fiscal, Student Nutrition, Technology and Enrollment.
- d. Serves as liaison for and representative of the Superintendent in all assigned District and community-related matters.
- e. Administers District policies and administrative regulations as well as local, state and federal regulations as they apply to the division areas of responsibility.
- f. Recommends policies and procedures in areas of responsibility deemed important to the attainment of the District's mission and priority goals.
- g. Represents the Superintendent in planning and communications in matters related to the District.
- h. Supervises assigned staff, promoting their professional growth in their areas of responsibility and evaluates those assigned to the position.
- i. Conducts regular meetings with supervisory staff designed to enhance the effectiveness of the business division.
- j. Prepares Board agenda items and information relative to the needs of assignments and attends Board meetings.
- k. Directs the preparation of budget proposals and administers the expenditures of all budgeted funds.
- l. Conducts the review of all agreements (contracts) with public and private agencies

m. Performs other tasks and functions as are assigned by the Superintendent

2. Planning and Research

- a. Coordinates planning efforts for the District.
- b. Advocates for and assists in the use of effective change strategies in bringing about any major intervention in the District.
- c. Directs District-wide, long-range planning efforts.
- d. Designs and facilitates a process that ensures broad-based participation in District planning efforts.
- e. Ensures coordination between unit (school, department) site planning efforts within the context of District planning.
- f. Oversees engagement with employee groups on planning processes and content, including co-leading and/or informing the District's negotiations teams to determine parameters for bargaining.
- g. Oversees District-wide communication efforts to staff, parents and community on implementation efforts of District plan.
- h. Conducts evaluations of the District-wide plan implementation with participants of the planning process and prepares reports for the Board and analyzes the fiscal impacts of implementation and major planning interventions.
- i. Coordinates with other divisions in the planning process.
- j. Manages boundary decisions for student enrollment and interdistrict and intradistrict boundary exceptions.
- k. Evaluates and recommends to the Superintendent innovative ideas.
- l. Assists in the development of management parameters for decision-making designed to ensure realization of the District's strategic goals.
- m. Oversees all grants and other funding sources for the District.

3. Communications

- a. When Superintendent is not available, serves as the liaison for all major communications in the District.
- b. Oversees the design and dissemination of various public relations documents about the District.
- c. Assists with facilitation of stakeholder input from internal and external constituents on District-wide matters.
- d. May coordinate meetings with employees and management to hear suggestions for improvement.

4. Board Policy and Administrative Regulations

- a. Assists with revisions for legal and local updates to board policy and administrative regulations.
- b. Ensures that all management within Business Services are aware of current policies and regulations.

- c. Stays current with any federal or state legislation that would affect policy or regulations.
- d. Works to influence state legislation in areas of District interest.

**EDUCATION/EXPERIENCE:**

- A Bachelor's Degree is required, a Master's or Doctorate Degree is preferred.
- Minimum of 3 years experience as Assistant Superintendent
- Minimum of 10 total years of leadership and administrative experience.
- Successful record of excellent communication skills and effective interaction with community, staff, parents and students.
- Demonstrated organizational skills and ability to manage and motivate staff.

**EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.

Revised: February 3, 2020