

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Assistant Superintendent, Business Services

QUALIFICATIONS

CREDENTIAL: Appropriate California Credential

EDUCATION: Required M.A. or M.S. and additional graduate work or degree(s)

EXPERIENCE: Required Administrative experience in the business area and a broad working knowledge equipping the incumbent to administer the affairs of a school district business division.

Desirable Background with strong emphasis in school finance, the budgetary process, fiscal data processing, and school law; five years of supervisory and administrative experience in education.

PERSONAL QUALIFICATIONS: Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the Superintendent, the Assistant Superintendent shall be responsible for programs and personnel involved in the operation of the fiscal and business support services and facilities department. The Assistant Superintendent shall be responsible for the development, revision and implementation of Board Policies and Administrative Regulations as they pertain to the business operation – budget development, accounting procedures, food services, maintenance and operations, reprographics, transportation, purchasing, warehousing, and facility planning.

Special emphasis shall be to assist the Superintendent substantially and effectively in the task of providing leadership in developing, achieving and maintaining the best possible support services and programs with an emphasis on making the educational program more successful.

DUTIES AND RESPONSIBILITIES

As assessed by the Superintendent, the outcomes of the Assistant Superintendent's job performance will be as follows:

1. The district fiscal and business support services and facilities department will have been capably directed, coordinated and evaluated.
2. Communication efforts with the Board of Education and with the public in matters pertaining to fiscal and business support services and facilities of the district will have been effectively directed, coordinated and evaluated.
3. Policies of and for the Board of Education in matters of the district will have been appropriately developed, proposed and effectively implemented.

4. District policies, goals, objectives, and priorities will have been accurately interpreted and capably communicated to the schools, staff and community.
5. The district's budget will have been properly directed, coordinated and evaluated.
6. Programs to determine the cost effectiveness of educational programs will have been developed.
7. The feasibility of educational programs as related to fiscal constraints will have been appropriately determined.
8. The district's purchasing program will have been properly directed, coordinated and evaluated.
9. The district food service program will have consistently provided students with an acceptable variety of food within cost limits established by the Superintendent and Board of Education.
10. Students will have been transported to and from school safely on a timely basis and consistently in compliance with all applicable laws, regulations and Board policies.
11. The district's warehouse program will have been properly directed, coordinated and evaluated.
12. The planning, selection, acquisition and management of school sites and other properties will have been prudently directed.
13. The advance planning for rehabilitation and/or expansion of school facilities and services will have been effectively managed.
14. The alteration, rehabilitation and/or construction of school facilities in conjunction with architects and other planning consultants in accordance with plans and specifications approved by the Board of Education will have been effectively coordinated and supervised.
15. The district's facility utilization program will have been properly directed, coordinated and evaluated.
16. The district's attendance accounting program will have been properly directed, coordinated and evaluated.
17. The district-wide enrollment trends and projections will have been accurately projected and appropriate procedures developed and utilized.
18. All reports and questionnaires required or requested for the facilities and fiscal services of the district will have been completed in an accurate and timely manner.
19. All contracts for the school district will have been prudently negotiated and administered.
20. Individual school budgets will have been effectively monitored and supervised.
21. Secondary school associated student body budgets and accounts will have been properly supervised to assure accuracy and promptness of transactions.
22. A high level of awareness regarding all laws, regulations, statutes, rules, and policies affecting the business aspect of the district will have been consistently maintained and the information accurately interpreted.

23. All school elections will have been capably administered.
24. Cooperative ventures with other governmental, civic and private agencies in an effort to improve the facilities and fiscal services of the district will have been properly directed and coordinated.
25. Regularly scheduled meetings with appropriate administrative personnel for the purpose of aiding in the coordination of the fiscal and business support services and facilities program will have been effectively coordinated.
26. Timely and accurate information will have been provided the Superintendent regarding business matters in preparation for Board meetings.
27. Preparation of Board of Education items relating to areas of responsibility, submitting items in a timely and appropriate manner to the Superintendent for final review.
28. Attends Board of Education meetings.
29. An appropriate unit work plan for the Business Services Division will have been effectively developed and submitted in a timely manner.
30. Assigned certificated and classified personnel will have been adequately supervised and appropriately evaluated.
31. Timely and effective communications regarding incidents and/or situations which might impact the district, its divisions or its schools will have been consistently provided to appropriate district office/school personnel.
32. Active and consistent efforts will have been made to maintain or improve the external and internal image of the district, its divisions and its schools.
33. Significant Annual Objectives deemed appropriate by the Superintendent will have been established.
34. Appropriate data in support of the status of Annual Objectives and Job Description elements will have been gathered.
35. Other duties assigned by the Superintendent will have been effectively accomplished.