

REDLANDS UNIFIED SCHOOL DISTRICT

NEW

JOB DESCRIPTION

TITLE Coordinator, Business Services

QUALIFICATIONS

**CREDENTIAL:** Required Appropriate California Administrative Services Credential.

**EDUCATION:** Required M.A. or M.S. in education, planning, organizational leadership, business administration, public administration, or a related field.

**EXPERIENCE:** Required Three or more years of successful experience at a school site and/or as a school district administrator.

**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. Ability to work and communicate clearly, effectively, and professionally with school personnel and the public. Demonstrated leadership skills. Ability to write succinctly and accurately.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the Assistant Superintendent, Business Services, the Coordinator, Business Services will serve as the Interdepartmental Liaison to facilitate communication and coordination in matters pertaining jointly to Business Services and other divisions. This position will oversee all enrollment processes and serve as a liaison for LEA Medi-Cal Billing; LEA Medi-Cal Collaborative; staffing and facility needs for current and future capacity, including special education; liaison for LCAP/LCFF committees; Williams Act; manage inter- and intra-district transfers; EVSELPA fiscal agreements; and Grove Charter School fiscal agreements. This position will also assist in the coordination of the school district's facility management program to ensure that the school district's current and future capacity is adequate to house school children in the most effective and efficient manner.

DUTIES AND RESPONSIBILITIES

As assessed by the Assistant Superintendent, Business Services, successful job performance will be demonstrated by satisfactory completion of the following duties and responsibilities.

1. Analyze enrollment and determine intra-district requests in accordance with established policies.
2. Analyze enrollment and determine inter-district requests in accordance with established policies.
3. Monitor, analyze, and report enrollment trends at the elementary, middle, and high schools.
4. Assist with monitoring facilities availability for school growth and facilities usage.
5. Evaluate practices, procedures, and facilities to assess risk and adherence to the legal guidelines.
6. Effectively oversee and coordinate the Williams Act and its reporting requirements.
7. Oversee all budgets in related areas of responsibility in conjunction with the Assistant Superintendent, Business Services.

8. Coordinate the school district's facility management program to ensure the school district's current and future capacity is adequate to house school children in the most effective and efficient manner.
9. Effectively fulfill the role of liaison with community groups affected by areas of responsibility.
10. Effectively fulfill the role of district representative with local, state, and federal governmental agencies related to assigned areas of responsibility in conjunction with the Assistant Superintendent, Business Services.
11. Assist in the support of projects and responsibilities in reaching the goals pertaining to the Local Control Accountability Plan (LCAP) in relation to areas of Business Services, as assigned.
12. Maintain consistent communication and positive working relationships with appropriate local, county, and state agencies.
13. Coordinate and direct cooperative ventures with other governmental, civic, and private agencies as related to Business Services.
14. Direct, coordinate, and evaluate efforts to obtain outside resources through federal and state projects which can be applied to the Business Services department.
15. Interpret and maintain a high level of awareness regarding all laws, regulations, statutes, rules, and policies affecting business aspects of the District.
16. Monitor and enforce all Redlands Unified School District, federal, state and local regulations, guidelines, protocols and policies/procedures relating to the safeguarding of students from COVID-19.
17. Ensure COVID-19 procedures for students are deployed appropriately, tasks are delegated and completed, and all safety protocols are being followed.
18. Help coordinate COVID-19 site screenings (in the form of medical questionnaires and temperature checks using non-contact infrared thermometers) to all students on school campuses.
19. Report COVID-19 cases of positive and negative responses according to established protocols while remaining cognizant of appropriate reporting requirements.
20. Ensure that initial training and ongoing education of staff and students relating to COVID-19 and infectious disease precautions, procedures, and policies are conducted and validated.
21. Serve as the first level contact and response for COVID-19 student safety, student compliance, and student tracing.
22. Monitor key points of campus entry, exit, and traffic flow areas to ensure proper social distancing.
23. Ensure personal protective and hygiene equipment is being utilized by all sites.
24. Provide reports to district management regarding concerns, violations, and compliance issues.
25. Maintain up-to-date knowledge of industry standard health and safety best practices, providing recommendations and advice to district management and site administrators.
26. Participate and attend meetings with district sites and outside agencies regarding student safety concerns.

27. Supervise and evaluate assigned staff appropriately.
28. Establish, in a thorough and realistic manner, annual goals, objectives, and indicators of job attainment.
29. Effectively and accurately prepare and submit oral and written reports.
30. Effectively accomplish other duties assigned by supervisor.

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