

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: October 25, 1995
Revision Approved: March 06, 2025
Salary Schedule: 260; Row 1

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: ASSISTANT SUPERINTENDENT - BUSINESS SERVICES

JOB PURPOSE STATEMENT: Under the general direction of the Superintendent, the Assistant Superintendent, Business Services, uses highly critical decision making abilities, plans, develops, organizes, manages, directs and evaluates internal operations and the various functions of the business division, including Fiscal Services, Purchasing, Risk Management, Facilities Planning and Construction, Maintenance and Operations, Nutrition Services and Transportation Services.

JOB FUNCTIONS:

- Plan, organize, and administer the successful implementation of the business operations of the District; contribute to the strategic direction of the District in carrying out its mission, goals, and objectives
- Serves as the chief financial advisor to the Superintendent, Board of Education, and District personnel
- Aids the Superintendent and Cabinet in identifying and establishing organizational goals and objectives and in the development of strategies and feasibility planning to ensure achievement of the District's mission
- Provides expertise and leadership in the identification, allocation, and management of the organization's monetary resources
- Provides innovative division leadership and direction; resolves issues; coordinates interdepartmental projects; and supports departmental efforts
- Provides expertise, administrative guidance, and support to central administration, site administration, support personnel, and community members

JOB FUNCTIONS - continued:

- Provide technical expertise, information, and assistance to the Superintendent regarding assigned functions; and participates in the formulation and development of business, fiscal operational procedures, and programs
- Performs a variety of public information functions including marketing and promotion of the District, press and community correspondence
- Directs the planning, organization, and development of the District fiscal and operational goals and objectives
- Plans, organizes, directs, and manages the District's budget development process which includes the preparation and presentation of various fiscal reports, income projections, and forecasting, and the state of the District's financial condition
- Ensures independent evaluation and audit programs to ensure that the District's funds, accounts, services and products are maintained in accordance with District standards and guidelines
- Administers and maintains agreements, contracts, leases, and property control
- Directs appropriate bid and acquisition procedures in the procurement of District required materials, supplies, equipment, and services
- Plans for and administers the acquisition of new sites and construction of school facilities, and pursues planning pertaining to the maintenance and repair of existing school facilities
- Provides leadership and expertise in planning and in the continuous updating and maintenance of the District master operational and development plan
- Plans and directs workers' compensation and other insurance programs of the District; assuring proper coverage of District's risks, including property and personnel, in a partially self-funded environment
- Administers the District's health and welfare programs
- Plans, organizes, develops, and supervises District technology needs and infrastructure as it relates to operations and student teaching and learning
- Plans, organizes, supervises, and implements a food services program that maintains compliance with state and federal mandates

JOB TITLE: ASSISTANT SUPERINTENDENT - BUSINESS SERVICES

PAGE 3 OF 5

JOB FUNCTIONS - continued:

- Analyzes requirements for a variety of reports; interpreting and applying laws, rules, regulations, contracts, union agreements, labor codes, and state Education Codes
- Supervises and evaluates the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; and manages personnel-related issues in the business division
- Assisting and representing the District in the area of community relations; attends a variety of local, city, county, state, and federal meetings, as assigned; attends conferences and workshops; prepares agendas, reviews minutes and provides information and guidance, as necessary; and makes presentations and conducts assigned meetings
- Communicates with other administrators, District personnel, and outside organizations to coordinate activities and programs; resolves issues and conflicts and exchanges information
- Plays a key role in developing the District's position in collective bargaining
- Establishes and maintains effective working relationships with staff, students, parents, and community members
- Performs other related duties as assigned

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles, methods, strategies, goals and objectives of public school district educational programs;
- Philosophical, fiscal, economical, and legal aspects of California public school district education;
- Procedures, methods, and techniques of organization, management, and supervision;
- Fiscal record retention and fiscal record management, storage, and retrieval systems;
- State and federal legislative processes, procedures, and persons influencing state and federal legislation;
- California school accounting and fiscal record management guidelines and regulations;
- Program supervision, assessment, and evaluation techniques.

JOB TITLE: ASSISTANT SUPERINTENDENT - BUSINESS SERVICES

PAGE 4 OF 5

Ability to:

- Manage, lead, and direct functions of the District's Business Services division;
- Plan, organize, manage, audit, and control the District's monetary resources;
- Demonstrate effective administrative leadership; communicate effectively in oral and written form regarding a variety of complex fiscal, educational, organizational, and legal matters;
- Establish and maintain effective organization, community and public relationships;
- Motivate staff;
- Use good judgment;
- Stimulate and motivate cooperative team efforts and provide leadership;
- Establish and maintain cooperative relationships with those contacted during the performance of required duties, including students, school personnel, parents, vendors, co-workers, and the public;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and time-lines.
- Must be able to interface with and be knowledgeable of all education areas of the school district.

WORKING CONDITIONS:

Environment:

- Office/school campus
- Subject to frequent interruptions
- Subject to driving a district vehicle

Hazards:

- Exposure to aggressive or uncooperative behaviors

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines

JOB TITLE: ASSISTANT SUPERINTENDENT - BUSINESS SERVICES

PAGE 5 OF 5

- Able to communicate and obtain information in English
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- A Master's Degree or higher in accounting, business administration, organizational leadership, educational administration, school finance, or a closely related field (or comparable work experience) plus evidence of professional growth within the last five years

Experience:

- Minimum of five years of experience in a senior management or cabinet level position, preferably in school business management
- Experience dealing with operational planning and fiscal related matters, preferably in a public school district

Licenses, Certifications, Bonding, and/or Testing Required:

- Valid California Driver's License