

Bellevue Union School District

Position Title:	Chief Administrative Officer (CAO)	Department:	Business Services
FLSA Status:	Exempt Disaster Service Worker: Essential Staff	Classification:	Classified Management
Bargaining Unit:	None	Work Calendar:	12 Month-260 days
Salary Range	Classified Management Salary Schedule	Board Approved:	June 17, 2025

General Description

Under general supervision of the Superintendent:

- Leads, organizes, and supervises administrative operations and activities to ensure effective and efficient practices for: Accounts Payable, Business Services, Child Nutritional Services, Human Resources and Employee Relations and Collective Bargaining, Instructional Technology and Data, Maintenance, Operations and Bond construction, Payroll/Benefits/Leaves, Risk Management, Transportation, and Workers Compensation.
- Plans and implements processes, policies and systems that ensure alignment and coherence within and across the District's operational and administrative functions.
- Ensures that schools and department's action plans align with the goals of the Governing Board, state and federal laws and regulations, and accountability measures.
- Implements the District's Administrative Services vision and supports the District's strategic planning.
- Provides timely information on the District's operational effectiveness and efficiency.
- Trains, supervises, and evaluates the performance of assigned personnel.
- Represents/serves as the Superintendent's designee in the absence of the Superintendent and as needed.
- Performs related work as required.

Organizational Relationships

Directly Responsible to:	Employee is a direct report to the Superintendent and serves as a member of the Superintendent's Cabinet.
Supervision Over:	Employee provides direct supervision to the Directors of Business, Instructional Technology and Data, and Maintenance, Operations, and Bond Construction.

DUTIES AND RESPONSIBILITIES: Lead, coordinate, and direct the activities and operations of Administrative Services:

Administrative Functions:

- Acts as the District's Uniform Complaint and Title IX Coordinator; Advises the Superintendent regarding personnel matters to ensure sound and accurate decision-making.
- Assists the Superintendent in implementing the Board's adopted strategic plan and in articulating a vision for the District's programs.

- Assists the Superintendent in the determination of resource allocation and levels of service according to established policy to ensure the viable operations of the District.
- Coordinates with District leadership to facilitate the Local Control Accountability Plan (LCAP) in alignment with the Board's vision and goals of the District's Strategic Plan.
- Develops, evaluates, and makes recommendations to the Superintendent, Board, and others regarding policies and procedures governing the administrative operations of the District.
- Directs personnel, resources, communication, and information to meet the needs of the District and align District-wide operations to increase efficiencies.
- Ensures proper financial management of District funds including the general fund, state and federal funds, revolving cash accounts, and other funds.
- Establishes and leads interdepartmental teams to address complex District issues; creates and maintains a culture of collaboration and continuous improvement among departments, sites, and outside to assist each student to learn at grade level and beyond.
- Facilitates long-range planning, including, but not limited to, state budget projections and plans, special elections, and enrollment forecasting.
- Leads the District's collective bargaining team and advises on financial and operational aspects of bargaining unit contract negotiations.
- Plans, organizes, and directs the projects, activities, and functions of Administrative Services.
- Provides analysis, development, and revision of Board Policies and Administrative Regulations.
- Provides technical expertise regarding the annual budgetary process, and formulates and develops policies and procedures.
- Researches, compiles, and analyzes financial, community, and economic data and statistical information; prepares reports to aid in policy decisions.
- Responds to and submit all inquiries for Request of Public Records.
- Strategizes and assists the Superintendent, Board of Trustees, and other administrators in developing the District's short and long-range financial priorities and the goals for strategic planning.

Human Resources:

- Conducts investigations, compiles information and prepares reports of findings to appropriate staff and agencies.
- Conducts testing and evaluation for positions that require additional certification, education and/or training.
- Confers with administrators and managers to plan and coordinate personnel operations and activities, including the certificated and classified substitute programs.
- Develops, and maintains personnel processing functions and activities including new hire packets, application posting and recruitment, screening, selection, interviewing, credentialing, licensing, position control, evaluation,
- Directs preparation and maintenance of a variety of narrative and statistical reports, records, and files.
- Directs the management of the district's collective bargaining agreements, from negotiations through managing the contract, processing grievances and complaints, and supporting administrators in managing the collective bargaining agreements.
- Directs, organizes, and monitors the day-to-day personnel functions in the Human Resources office.
- Facilitates staffing procedures including non-reelection of staff, release of probationary employees,

layoff/reduction of staff, retirements, terminations, transfer, resignations, and promotions.

- Maintains the District's Salary Schedules and Job Descriptions for all employees.
- Manages the District's recruitment process for all employees: posting/advertising vacancies, scheduling and facilitating interviews, and conducting subsequent onboarding activities.
- Negotiates Memorandums of Understanding (MOUs) with the collective bargaining groups, BEA and CSEA.
- Updates and maintains comprehensive personnel record management, storage, and retrieval system for seniority and staffing by job classification and assignment.

Departmental Oversight:

- Directs preparation and maintenance of a variety of narrative and statistical reports, records, and files.
- Manages assigned personnel to ensure delivery of assigned responsibilities within legal and statutory frameworks, timelines, and accountabilities.
- Manages home-to-school transportation; contract administration, funding, communicating with contractors, staff, and parents/guardians, and reporting to the Board of Education and California Department of Education.
- Manages program and practice review to ensure systems alignment and coherence of administrative services and responsibilities.
- Manages the District insurance programs, including claims against the District, employee claims, and District loss claims.
- Oversees and directs various functions and personnel involved in the food services program and direct compliance with the National School Lunch Program (NSLP).
- Provides property and liability coverage for the District and works with legal counsel to defend the District.
- Reviews and advises on all contracts, agreements, and negotiation documents.
- Supervises the risk management program, including placement of insurance, safety procedures, and claims administration.

Personnel, Partnerships, and Communication:

- Assumes responsibilities for professional growth and development, keeping current with literature, new research findings, and improved techniques; attends appropriate professional meetings
- Attends regular meetings of the Governing Board, special sessions, and subcommittee meetings; prepares Board agenda items and reports, and makes presentations to the Board.
- Collaborates and confers with local, state, and federal organizations and agencies.
- Facilitates/communicates partnerships with community, business, and government organizations to seek and develop grants and awards to support the financial viability of the District.
- Fosters business, industry, government, and community partnerships to advise, consult, and monitor appropriate revenue streams.
- Maintains membership in organizations and attends meetings and workshops providing critical updates and opportunities for input on current legislation and issues that may have a fiscal and operational impact on the District.
- Serves as a representative to assigned District committees and county agencies.
- Trains, supervises, and evaluates the performance of assigned service staff; assigns employee duties and reviews work to assure accuracy, completeness, and compliance with established standards, requirements, and

procedures; assures staff understanding of established requirements.

Compliance and Regulations:

- Administers and interprets statutes, regulations, and policies involving the legal responsibilities of administrative services.
- Considers the legality and the appropriateness of District expenditures based on the nature of public funding, accountability, and effectiveness.
- Creates and maintains employee records in the Frontline Employee Management System, Aeries, and other employee databases.
- Ensures guidance and tracking of staff leave requests in compliance with collective bargaining agreements, FMLA, CFRA, and other applicable laws and statutes.
- Ensures legal compliance for all employees including authorizations and credentials, TB, DOJ fingerprint clearance, Social Security and I-9 Verification of Employment, Mandated Training, Pre-employment physicals, Oaths of Office, Worker's Compensation, Workplace Violence, and Prevention Plans.
- Identifies and advises on risk assessment within the scope of responsibilities of current or proposed District actions and issues.
- Prepares and submits weekly, monthly, and yearly required reports including AB 119, CBEDS, CALSAAS, CALPADS, AB 2534, and Board Personnel Action reports
- Provides analytical review and analysis of the allocation and application of District resources.

The above-referenced duties and responsibilities are only representative of the wide range of this position and also include other duties as assigned.

EDUCATION AND EXPERIENCE: R=Required, P=Preferred

Any demonstrated combination of formal or informal education and experience that provides the technical and leadership knowledge and abilities required to perform the elements of the job, including:

- Five (5) years of leadership/management skills, preferably in a California public school or community college setting. **R**
- Demonstrated record of budget development, data analysis, facilitation, project management, systems alignment and coherence work, staff development, and strategic planning. **R**
- Masters in Business Administration (MBA) degree, or Masters in leadership-related fields. **R**
- Bachelor's degree. **R**
- Additional relevant experience may be substituted for education. **P**
- Possess a Superintendent Academy Certificate **P**
- Possess a Chief Business Official Certificate **P**

QUALIFICATIONS:**Knowledge of:**

- California Education Code sections and applicable laws, regulations, policies, and procedures governing public education finance
- Consensus-building techniques and conflict resolution strategies
- Education and Labor code related to personnel and employee relations
- Governmental accounting, auditing, budgeting, and fiscal management functions
- Interpersonal skills using tact, patience, and courtesy
- Methods and practices of data sources and information pertinent to school financing

- Planning, organization, and management of a district's administrative services department
- Principles and practices of administration, supervision, and training
- Principles and practices of effective leadership
- Principles of budgeting analysis, preparation, and control
- Principles of risk management
- Principles of strategic planning and short- and long-term goal setting and monitoring
- Procedures and processes for crisis management, school safety, and emergency preparedness
- Procedures and processes for food service including regulations and rules governing the federal free and reduced lunch program
- Procedures and processes for purchasing, stores, bidding, contracts and warehousing
- Procedures, processes and management of facilities, maintenance, and operation, including construction and Bond management
- Public sector interest-based collective bargaining and contract administration

Ability to:

- Advocate for the District in the community and in the State
- Analyze situations accurately and adopt an effective course of action; make informed decisions and recommendations on a wide variety of business matters
- Analyze, interpret data, and make projections; assess risk of liability
- Articulate and understand complex issues and facilitate effective problem-solving
- Develop appropriate long and short-range goals, set priorities, monitor, assess, and adjust based on data
- Direct the maintenance of a variety of reports, records, and files related to assigned activities
- Effectively plan, organize, and administer the District's business services into an integrated unit serving all areas of a school District
- Establish and maintain cooperative and effective working relationships with others
- Establish strong interpersonal relationship skills and the ability to communicate effectively with a culturally and linguistically diverse community, verbally and in writing
- Generate confidence and trust and inspire high standards and excellence
- Interpret and administer policies and directives
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain confidentiality of sensitive and privileged information
- Meet timelines and adhere to schedules
- Organize and conduct meaningful and productive meetings, utilizing time efficiently
- Perceive and analyze the fiscal impact of ideas, concepts, proposals, and actions
- Provide a positive leadership example for personnel, families, partners, and students
- Research, prepare, and present clear, concise, and comprehensive reports
- Train, supervise, and evaluate staff

Licenses and Certificates: R=Required, P=Preferred

- Possess and maintain a valid driver's license. **R**
- Proof of Automobile insurance **R**
- TB Clearance **R**
- DOJ Fingerprint Clearance **R**
- Possess a School Business Academy Certificate. **P**

- Possess a Superintendent Academy Certificate P

WORKING CONDITIONS:

The primary work location is an office setting. The employee is most often seated, working with technology that includes laptops, computer stations, mice, and office equipment such as fax machines, copy machines, and scanners. The office location is well-lit and has access to outdoor light and facilities. The noise level in the work environment is usually low to moderate.

Physical Abilities:

Physical, mental, and emotional stamina to perform the duties and responsibilities of the position. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, and make vital judgments and decisions. Hearing and speaking to exchange information in person and on the telephone and to make presentations; vision to conduct inspections, read, prepare, and proofread documents; sitting or standing for extended periods; dexterity of hands and fingers to operate a computer keyboard and other equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store supplies, lifting heavy objects to 15 lbs.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.