



# Santee School District

# Job Description

<b>Position Title</b>	Assistant Superintendent, Business Services	<b>Department</b>	Business Services
<b>Direct Report</b>	Superintendent	<b>Approval/Revision Date</b>	April 19, 2022
<b>Classification</b>	N/A	<b>Pay Type</b>	Salary (contract)

<b>Job Summary/Definition</b>
<p>Under the direction and supervision of the Superintendent, the Assistant Superintendent shall be responsible for all programs and personnel involved in the business operations of the District including accounting, budget management, facilities planning, food services, maintenance and operations, procurement, risk management, transportation, and warehousing. The Assistant Superintendent shall be responsible for the development, revision and implementation of Board Policies and Administrative Regulations as they pertain to the business operations of the District. Special emphasis shall be on assisting the Superintendent substantially and effectively in the task of providing leadership in developing, achieving and maintaining the best possible support services and programs to achieve the District's vision, mission, and goals.</p>

<b>Examples of Duties/Responsibilities</b>
<ol style="list-style-type: none"> <li>1. Serve as a member of the Superintendent's Cabinet; review Board agenda items; prepare and review materials and reports for the Board.</li> <li>2. Assures that all business operations are conducted in a legal and professional manner.</li> <li>3. Analyzes, plans, organizes, and administers the district's business operations including accounting, budget management, facilities planning, food services, maintenance and operations, procurement, risk management, transportation, and warehousing.</li> <li>4. Develops short and long-range plans and effectively organizes and administers district support operations.</li> <li>5. Develops and implements financial plans of action that assure compliance with district regulations and procedures, State and Federal law, and relevant accounting and fiscal standards.</li> <li>6. Prepares and presents business related materials for meetings of the Board of Education, staff, and various community educational partners.</li> <li>7. Works with architects and engineers to develop district new construction and modernization plans.</li> <li>8. Develops and implements a comprehensive plan for the maintenance and renewal of district facilities.</li> <li>9. Responsible for recommendation and planning of voter and non-voter approved debt to meet District facilities and programmatic needs.</li> <li>10. Manages the investment of district funds in a prudent manner to ensure principal preservation and maximum returns in conformity with applicable laws and regulations.</li> <li>11. Administers the district's asset management program.</li> <li>12. Oversees purchasing and ensures that quotes, bids and RFPs are prepared and released according to State Statutes and District Policy.</li> <li>13. Authorizes purchase orders, vouchers, warrants, and contracts as allowed by Board Policy and State Statutes.</li> <li>14. Ensures that all business-related contracts are fulfilled.</li> <li>15. Monitors and notifies Board and Administration of insurance liability, damage to district property, and claims against the District.</li> <li>16. Maintains confidentiality and unquestionable integrity.</li> <li>17. Maintains fair and impartial procedures for the distribution of approved funds following the guidelines set forth by the policies of the district.</li> <li>18. Works collaboratively with the Assistant Superintendent, Ed to develop and monitor the District's Local Control Accountability Plan (LCAP) and restricted program expenditure plans</li> <li>19. Participates in negotiations with employee organizations, as appropriate, and advises the Board, Superintendent, and District negotiating team on the fiscal implications of proposals contemplated or introduced in negotiations with employee organizations.</li> <li>20. Performs other related duties as assigned.</li> </ol>



<b>Qualifications Guide</b>	
<b>Knowledge of:</b>	
<ul style="list-style-type: none"> <li>• Bidding procedures, transportation planning, maintenance and operations, food service operations.</li> <li>• Strong computer, communication, and interpersonal skills.</li> <li>• Current research and theory in specific field.</li> <li>• School district/site budgeting processes and procedures.</li> <li>• Principles and practices of accounting.</li> <li>• Applicable sections of federal and state laws.</li> <li>• School district funding mechanisms including TRANS, COPS, GO Bonds, etc.</li> <li>• Current human relations management processes and procedures.</li> </ul>	
<b>Ability to:</b>	
<ul style="list-style-type: none"> <li>• Establish and maintain effective working relationships with staff and the school community.</li> <li>• Speak clearly and concisely both in oral and written communication consistent with the duties of this position.</li> <li>• Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.</li> <li>• Learn and utilize new software programs as systems are implemented and upgraded.</li> <li>• Apply knowledge of current research and theory in specific field.</li> <li>• Perform duties in full compliance with all Board and Superintendent expectations, district requirements and Board policies.</li> </ul>	

<b>Training/Education and Experience</b>	
<ul style="list-style-type: none"> <li>• Master’s Degree in Public Administration, Business Administration, Management, or other related field. Additional graduate study beyond the degree is highly desirable.</li> <li>• Progressively responsible experience in public school business administration and finances or comparable experience as a CBO and/or Director of Finance in a related field.</li> <li>• Considerable knowledge of school district administration, school law, finance, accounting, facilities, procurement, planning, operational principles, and techniques.</li> <li>• <i>Highly desirable:</i> Certification as a school district Chief Business Officer</li> </ul>	

<b>Licenses:</b>	
Possession of a valid and appropriate California Driver’s License	

<b>Working Conditions/Physical Requirements:</b>	
<p><b>WORKING CONDITIONS:</b> The employee typically works in an office setting, occasionally may be required to visit school sites performing both indoor and outdoor related work. The noise level in the work environment is usually quiet. The employee continuously is interacting with the public and staff.</p> <p><b>PHYSICAL DEMANDS:</b> While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 30 lbs. such as to lift files and paper.</p>	

<b>Board Adopted:</b>	May 18, 1993
<b>Revised:</b>	June 1, 2004; July 20, 2010; April 19, 2022