

## REDLANDS UNIFIED SCHOOL DISTRICT

### JOB DESCRIPTION

#### TITLE

Deputy Superintendent, Business Services

#### QUALIFICATIONS

##### CREDENTIAL:

Appropriate California Credential  
Possession of a CBO Certification  
Valid Administrative or Teaching Credential, Preferred

##### 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 Deputy Superintendent shall be responsible for programs and personnel involved in the operation of the fiscal and business support services and facilities department. The Deputy 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 Deputy Superintendent's job performance will be as follows:

1. Serves as the Chief Business Official to the Superintendent, Board of Education, and District personnel.
2. May act on the Superintendent's behalf when directed by the Superintendent and serves as the Superintendent's designee in their absence.
3. Serves, upon assignment by the Superintendent, as a resource person to all divisions, departments and schools in the District.

4. Responsible for the preparation of the Cabinet agenda and facilitates operation of the District Cabinet.
5. Develops and implements administrative policies and procedures to ensure the District operates efficiently and cost-effectively.
6. Directs, coordinates, and evaluates the district fiscal and business support services and facilities department capably.
7. Directs, coordinates, and evaluates communication efforts effectively with the Board of Education and with the public in matters pertaining to fiscal and business support services and facilities of the district.
8. Develops, proposes, and implements policies of and for the Board of Education in matters of the district appropriately.
9. Interprets and communicates district policies, goals, objectives, and priorities accurately to the schools, staff, and community.
10. Directs, coordinates, and evaluates the district's budget properly.
11. Develops programs to determine the cost-effectiveness of educational programs.
12. Determines the feasibility of educational programs as related to fiscal constraints appropriately.
13. Directs, coordinates, and evaluates the district's purchasing program properly.
14. Ensures the district food service program consistently provides students with an acceptable variety of food within cost limits established by the Superintendent and Board of Education.
15. Ensures students are transported to and from school safely, on a timely basis, and consistently in compliance with all applicable laws, regulations, and Board policies.
16. Directs, coordinates, and evaluates the district's warehouse program properly.
17. Directs prudently the planning, selection, acquisition, and management of school sites and other properties.
18. Manages effectively the advance planning for rehabilitation and/or expansion of school facilities and services.
19. Coordinates and supervises effectively 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.
20. Directs, coordinates, and evaluates the district's facility utilization program properly.
21. Directs, coordinates, and evaluates the district's attendance accounting program properly.
22. Projects district-wide enrollment trends and projections accurately and develops and utilizes appropriate procedures.
23. Completes all reports and questionnaires required or requested for the facilities and fiscal services of the district in an accurate and timely manner.

24. Negotiates and administers all contracts for the school district prudently.
25. Monitors and supervises individual school budgets effectively.
26. Supervises secondary school associated student body budgets and accounts properly to assure accuracy and promptness of transactions.
27. Maintains consistently a high level of awareness regarding all laws, regulations, statutes, rules, and policies affecting the business aspect of the district and interprets the information accurately.
28. Administers all school elections capably.
29. Directs and coordinates properly cooperative ventures with other governmental, civic, and private agencies in an effort to improve the facilities and fiscal services of the district.
30. Coordinates effectively 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.
31. Provides timely and accurate information to the Superintendent regarding business matters in preparation for Board meetings.
32. Prepares Board of Education items relating to areas of responsibility, submitting items in a timely and appropriate manner to the Superintendent for final review.
33. Attends Board of Education meetings.
34. Develops and submits an appropriate unit work plan for the Business Services Division effectively and in a timely manner.
35. Supervises and evaluates assigned certificated and classified personnel adequately and appropriately.
36. Provides consistently timely and effective communications regarding incidents and/or situations which might impact the district, its divisions, or its schools to appropriate district office/school personnel.
37. Makes active and consistent efforts to maintain or improve the external and internal image of the district, its divisions, and its schools.
38. Establishes significant Annual Objectives deemed appropriate by the Superintendent.
39. Gathers appropriate data in support of the status of Annual Objectives and Job Description elements.
40. Accomplishes effectively other duties assigned by the Superintendent.