



**Assistant Superintendent,  
Business Services**

**Our Students Will Make a Better World**

The Pleasanton Unified School District is dedicated to the goal of having its students fulfill rigorous academic standards in preparation for future success so that they can become well informed, productive, and socially responsible citizens. According to the California State Accountability Dashboard, 97.6% of Pleasanton students graduate from one of our three high schools and 86.4% of our students are prepared for college and/or career readiness.

Pleasanton is set in the Tri-Valley area of Northern California just east of San Francisco with a population of approximately 77,406. In Pleasanton you are surrounded by green hills, open space, and neighborhood parks. Residents of Pleasanton have access to a high-quality education, with secondary students performing well above the state average in math, language arts, and science. Pleasanton was ranked number 4 on USA Today's list of "America's 50 best cities to live in" in 2014.

Superintendent David Haglund, Ed.D., has served the community since 2017, and is dedicated to ensuring that the District's students will make a better world, and a vision where every student is a resourceful, resilient, responsible, and engaged world citizen.

**PLEASANTON UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES**

- Valerie Arkin, President
- Steve Maher, Vice President
- Jamie Yee, Member
- Joan Laursen, Member
- Mark Miller, Member

**David Haglund, Ed.D., Superintendent**

**PLEASANTON UNIFIED SCHOOL DISTRICT**  
**Alameda County**  
*An Equal Opportunity Employer*



**QUALIFICATIONS**

The successful candidate will have:

- Minimum of five years of administrative experience in the public sector, may include a combination of business and school district experience
- Master's degree preferred and five (5) years of experience in a related field *or* ten (10) years of education and/or experience in a leadership position in business administration or educational administration

**SALARY**

The base salary for this position is **\$208,992**. In addition to the salary, an attractive benefits package is offered.

**TENTATIVE SELECTION TIMELINE**

<b>Application deadline</b> .....	<b>9/3/19</b>
Paper screening completed .....	9/5/19
<i>Planned</i> panel interviews .....	9/11/19
<i>Planned</i> cabinet interviews .....	9/17/19
Appointment by Board .....	TBD

**Note:** Dates shown above are for planning purposes and can be subject to change. Check School Services of California, Inc.'s (SSC) website for current dates.

**APPLICATION PROCEDURE**

To open a file and be initially considered, a candidate must provide:

- A letter of interest and résumé
- A one-page application form available at [www.sscal.com/executive\\_searches.cfm?id=all](http://www.sscal.com/executive_searches.cfm?id=all)

Extensive references, including comprehensive background and credit checks, will be required of all finalists. All materials will be treated confidentially.

## THE POSITION

The Assistant Superintendent, Business Services, works to promote and support organizational excellence through effective human and fiscal resources administration in an environment that embraces diversity, quality customer service, and professional development. The Assistant Superintendent functions as the Chief Business Officer and provides leadership and management responsibility for the District's operations, including budget, financial and operational efficiencies, demographical studies, technology services, facilities and construction, space planning, maintenance and operations, food services, procurement, transportation, warehousing, graphics, and business process reengineering.

## ABOUT THE DISTRICT

There are 14,986 students in the District, of which 40.9% are Asian, 40.6% are white, 9.7% are Latino, 1.4% are African American, and 5.3% identify as two or more races. Approximately 9.6% of our students are English learners, 9.7% socioeconomically disadvantaged, and 8.6% are on Individualized Education Programs. The District's 15 schools include 9 elementary, 3 middle, 2 comprehensive high, and 1 continuation school.

The District's General Fund budget is almost \$173 million.

## DUTIES AND RESPONSIBILITIES

The Assistant Superintendent, Business Services, provides districtwide leadership and direction in the following areas:

- Demonstrates foresight, examines complex issues, and takes initiative to improve the quality of educational services in the community
- Develops and implements efficient operations that support

the schools and programs in the District

- Develops and recommends to the Superintendent effective Board policies and Administrative Regulations to govern the daily operations of the District
- Provides leadership for positive financial management control and operations; establishes a sound basis for professional management of all income and expenditures of the District
- Supervises the preparation and delivery of reports required for budget development and oversight to the county office of education, state of California, and federal government
- Provides direction and supervision of the development and monitoring of the District's budget
- Leads and works in collaboration with the District's Board Budget Subcommittee (BBS) to support ongoing transparency of the District's budget; plans annual budget calendar and updates to the BBS bylaws
- Works in collaboration with and provides support to the District's Board Audit Subcommittee (BAS)
- Coordinates with District's auditors; responds to findings and implements corrective actions
- Collaborates with the Board Facilities Subcommittee to plan agendas; creates, updates, and recommends required actions for facilities projects; prepares reports; and provides overall support
- Supports the District's Citizens' Bond Oversight Committee; recruits for any vacancies and makes recommendations to the

Board of Trustees for appointments; ensures updated bylaws and compliance with the legal requirements

- Directs and supervises the District's technology operations, facilities and planning operations including enrollment projections, purchasing, warehousing, inventory control, and print operations; transportation, maintenance, food services, energy management operations, and oversight of local bonds and their implementation
- Directs the facilities master planning, space planning, school construction and expansion processes
- Collaborates with Human Resources on collective bargaining, staffing, and matters related to risk management and employee performance
- Provides leadership and support to site administrators, including resource allocation and budgeting for site priorities

## CONTACT

SSC will conduct the search and recruit qualified candidates. Application materials must be received by SSC no later than **September 3, 2019**. Please forward application materials and requests for information to:

**Kathleen Spencer and Sheila Vickers**  
Search Advisors

School Services of California, Inc.  
1121 L Street, Suite 1060  
Sacramento, CA 95814  
(916) 446-7517 ★ Fax (916) 446-2011  
Email: cathyw@sscal.com

Pleasanton Unified School District



<b>Candidate Number:</b>  <i>(For Office Use Only)</i>
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**DISTRICT NAME:** \_\_\_\_\_ **APPLICATION FORM**

**Application for the Position of:** \_\_\_\_\_

Please complete this form in its entirety. It will be used to process your application for this position. We ask that you return it as part of your completed packet, including a formal letter of application and resume.

Name:	Date:	Email:
Address:	Home Telephone: (     )	
City, State, Zip:	Cellular Telephone: (     )	
Type of current organization/district (K-6, K-12, etc.):	Office: (     )	
Annual Budget:	At what number do you prefer us to contact you? _____	

**Record of Professional Education**

Institution/Campus:	Major:	Degree:

**Record of Certifications/Credentials**

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**Record of Professional Experience (List Most Recent Experience First)**

Title:	Dates of Employment:	District/Agency:	Enrollment:
	to		
	to		
	to		
	to		
	to		

I understand that the finalists for this position will undergo extensive reference, background, and credit checks. By signing or submitting electronically (without a signature), I also hereby certify that all statements made in this application are true:

\_\_\_\_\_ I heard about this position through: \_\_\_\_\_  
*(Signature)*

**Please return this form to:**  
 Search Advisors ▪ c/o School Services of California, Inc. ▪ 1121 L Street, Suite 1060  
 ▪ Sacramento, California ▪ 95814 ▪ (916) 446-7517 ▪ Fax: (916) 446-2011  
 ▪ Email: cathyw@sscal.com