



Central Unified School District is Seeking an

Assistant Superintendent— Chief Business Officer

Every Student, Every Classroom, Every Day!

Central Unified School District (USD) is located seven miles northwest of downtown Fresno, encompassing eighty-eight square miles. Central USD is the third largest school district in Fresno County. Located in the heart of the San Joaquin Valley of California, Central USD used to be comprised of primarily farming families, but its suburban communities are growing and now the balance is approximately 50% farming families and 50% suburban families.

Central USD serves approximately 15,893 students through four preschools, one demonstration preschool, fourteen elementary schools, three middle schools, two high schools, one continuation high school, two community day schools, and one adult school. A new high school is set to open in 2021, and the District just finished completion of a new two-story elementary school. Central USD is the fastest growing school district in Fresno County.

CENTRAL UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES

Terry Cox, President
Yesenia Z. Carrillo, Vice President
Jason R. Paul, Clerk
Richard Atkins, Member
Phillip Cervantes, Member
Naindeep Singh Chann, Member
Richard A. Solis, Member

Andrew G. Alvarado, Superintendent

CENTRAL UNIFIED SCHOOL DISTRICT

Fresno County

An Equal Opportunity Employer



QUALIFICATIONS

The successful candidate will have:

- An advanced degree in business administration, education administration, or related field
- Seven years increasingly responsible management experience in a school system or equivalent
- A valid California driver's license

SALARY

The salary range for this position is **\$146,302 to \$171,320**. In addition to the salary, an attractive benefits package is offered.

TENTATIVE SELECTION TIMELINE

Application deadline **10/28/19**
 Paper screening completed 10/30/19
 Planned candidate interviews 11/5/19
 Planned final interviews 11/13/19
 Appointment by Board TBD

Note: The dates shown above are for planning purposes, but are 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, an applicant must provide:

- A letter of interest and résumé
- A one-page application form available at 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

Central USD is seeking an outstanding Assistant Superintendent—Chief Business Officer.

The Assistant Superintendent—Chief Business Officer will plan, organize, control, and direct Fiscal Services, Master Plan of Facilities, Purchasing, Technology Services, Risk Benefits/Management, Operational Services, Warehouse, Food Services, and Graphics.

ABOUT THE DISTRICT

The District serves approximately 15,893 students in pre-kindergarten through grade 12.

The District has a General Fund budget of more than \$181 million. There is an additional \$4 million of bonds remaining from Measure B (which was passed in November 2008) and Measure C, for \$87.3 million (passed in November 2016).

DUTIES AND RESPONSIBILITIES

The Assistant Superintendent—Chief Business Officer will be responsible for the following:

- Plan, organize, control, and direct a variety of programs, projects, and activities related to financial services; state and federal programs; purchasing; information technology services; risk management/benefits; operational services; and graphics
- Serve as the Chief Financial Officer for the District and is responsible for implementing programs to assure the financial stability of the District
- Provide technical expertise regarding assigned functions; formulate and develop policies and procedures
- Develop and implement long- and short-term plans and activities for

assigned areas in the District; coordinate with the administration for facility planning and proper demographic data to support plans

- Attend or chair a variety of meetings; represent the District in collaborative/partnerships/task forces with the city, county, human service agencies, institutions of higher education, business/industry, and judicial and law enforcement agencies as assigned by the Superintendent
- Communicate and collaborate with other administrators, District personnel, and contractors to coordinate activities and programs, resolve issues and conflicts, and exchange information
- Direct preparation and maintenance of a variety of narrative and statistical reports, records, and files
- Provide advice and counsel to the Superintendent, Board, and others on matters pertaining to assigned areas of responsibility
- Attend meetings of the Board; present and interpret financial impact of proposals as necessary
- Participate in the development of legislation affecting school finance and human resource management
- Supervise and evaluate the performance of assigned management staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; plan, coordinate, and arrange for appropriate training of subordinates
- Develop and prepare the annual budget for assigned areas and the District as a whole; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines

- Serve as a member of the Superintendent's Cabinet

ADDITIONAL QUALIFICATIONS

The successful candidate will have:

- Knowledge of planning, organization, and direction of business, finance, human resources, technology, and instruction-related services
- Knowledge of business management principles and processes
- Knowledge of budget preparation and control
- Knowledge of applicable laws, codes, regulations, policies and procedures
- The ability to plan, organize, and administer a wide variety of major organizational units involving business, finance, human resources, technology, and instruction
- The ability to prepare comprehensive narrative and statistical reports
- The ability to communicate effectively both orally and in writing
- The ability to develop, modify, and direct the implementation of budgetary control and accounting systems

CONTACT

SSC will conduct the search and recruit qualified candidates. Application materials must be received by SSC no later than **October 28, 2019**. Please forward application materials and requests for information to:

Debbie Fry and John Gray

Search Advisors

Central Unified School District

School Services of California Inc.

1121 L Street, Suite 1060

Sacramento, CA 95814

Phone: (916) 446-7517

Fax: (916) 446-2011

Email: KellyS@sscal.com

Candidate Number: <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

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: kellys@sscal.com