



## Los Gatos-Saratoga Union High School District is Seeking an

# ASSISTANT SUPERINTENDENT, BUSINESS SERVICES/CHIEF BUSINESS OFFICER

### Vision • Achievement • Pride

The Los Gatos-Saratoga Union High School District (District) is nestled against the foothills of the Santa Cruz mountains. The District serves approximately 3,500 students from the communities of Loma Prieta, Los Gatos, Monte Sereno, and Saratoga.

The District has a long-standing tradition of academic excellence. A rich extracurricular program provides students with opportunities to pursue their passion for the arts, athletics, and technology to name a few.

A supportive, generous community renewed a parcel tax in 2016 and passed a general obligation bond in June 2014; ongoing community donations also provide the financial support needed to enrich programs. These funding sources, along with a strong, growing assessed value base, provide this community-funded district the resources that ensure a solid financial base and an outstanding learning and teaching environment.

#### LOS GATOS-SARATOGA UNION HIGH SCHOOL DISTRICT

#### BOARD OF TRUSTEES

**Cynthia Chang, President**  
**David Guidry, Vice President**  
**Rosemary Rossi, Trustee**  
**Katherine Tseng, Trustee**  
**Peter L. Hertan, Clerk**

**Michael Grove, EdD**  
**Superintendent**

LOS GATOS-SARATOGA  
UNION HIGH SCHOOL DISTRICT

Santa Clara County

An Equal Opportunity Employer



### QUALIFICATIONS

The successful candidate will have:

- A bachelor's degree from an accredited college or university in business, accounting, economics, or other related field is preferred; a master's degree in business administration is desired
- Accounting experience; a Certified Public Accountant certificate is desirable
- Prior experience in school business administration; equivalent experience in a comparable public or private sector agency is acceptable

### SALARY

The salary range for this position is \$176,909 to \$197,292, plus a doctoral stipend. In addition to the salary, an attractive management benefit package is offered.

### TENTATIVE SELECTION TIMELINE

**Application deadline** ..... **April 13, 2020**  
 Paper screening completed ..... April 15, 2020  
*Planned* candidate interviews ..... April 23, 2020  
*Planned* final interviews ..... April 29, 2020  
 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/lea-job-opportunities](http://www.sscal.com/lea-job-opportunities)

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

## THE POSITION

The District is seeking a dynamic Assistant Superintendent, Business Services/Chief Business Officer (CBO). The successful candidate will have an interest in and passion for supporting the educational mission to optimize the learning of each student and produce prepared graduates for postsecondary education and the workforce.

This Assistant Superintendent, Business Services/CBO will have responsibility for all business and financial operations of the District. The Assistant Superintendent, Business Services/CBO will also be responsible for high-level oversight and leadership of District maintenance and operations, food services, and construction programs. The Assistant Superintendent, Business Services/CBO will report directly to the Superintendent and will serve as a member of the District administrative cabinet.

## ABOUT THE DISTRICT

The Los Gatos-Saratoga Union High School District is comprised of two comprehensive high schools, Los Gatos and Saratoga, as well as an alternative program (Valor), and Middle College program.

The District has a General Fund budget of more than \$60 million. A \$99 million general obligation bond was passed in June 2014, and a parcel tax of \$49 per parcel was passed in May 2011 and renewed in 2016.

## DUTIES AND RESPONSIBILITIES

The Assistant Superintendent, Business Services/CBO provides district-wide leadership and direction in the following:

- Manages and directs all business services in the areas of budgeting, income projections, cash flow, purchasing, accounting, payroll

and benefits, and attendance accounting

- Provides leadership in the area of negotiations with employee groups
- Provides leadership and support for school sites and programs in the areas of maintenance, building operations, and food services
- Monitors and reviews existing and proposed laws and legislation related to school finance and other business functions
- Prepares all required reports for county, state, and federal agencies with regards to District Business Services
- Coordinates and manages both external and internal audit processes
- Provides analysis, data, and summary recommendations for the Superintendent and Board of Trustees related to District budgets and Business Services
- Monitors, develops, and updates Board policies related to the District's financial and operational functions
- Provides support to the Superintendent with regards to District construction projects

## ADDITIONAL QUALIFICATIONS

The successful candidate will have:

- The capability to think, analyze, organize information, and solve problems as well as develop financial systems and processes on a regular basis
- Excellent communication skills—must communicate effectively using mathematical formats and demonstrate outstanding written and oral communication skills

- Effective public speaking and communication with the Board of Trustees, staff, and the public
- Prior experience with successful management of employees
- The demonstrated ability to think and plan strategically in support of the long term fiscal health of the school district
- The capability and interpersonal skills to lead the Business Services Department and interact with site personnel
- Prior experience with and demonstrated ability to effectively use technology, software, spreadsheets, databases, and other digital tools to accomplish the work
- The ability to work well with all stakeholders and support a District culture of transparent communication

## CONTACT

SSC will conduct the search and recruit qualified candidates. Application materials must be received by SSC no later than **April 13, 2020**. Please forward application materials and requests for information to:

**Kathleen Spencer and Suzanne Speck**  
Search Advisors

**Los Gatos-Saratoga Union  
High 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



<b>Candidate Number:</b>  <i>(For Office Use Only)</i>
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**DISTRICT NAME:** Los Gatos-Saratoga Union High School District **APPLICATION FORM**

**Application for the Position of:** Assistant Superintendent, Business Services/CBO

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 résumé.

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)*

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