

Covina-Valley Unified School District Is Seeking a

Chief Business Officer



Founded in 1896, Covina-Valley Unified School District (C-VUSD) proudly educates its 11,800 students with a strong belief in equity and access. Approximately 8.3% of the districts students are English learners, with approximately 65.8% of the student population participating in free or reduced-price meal programs. C-VUSD is known for innovative programs—for example C-VUSD has introduced code immersion for all TK–12 students and dual language immersion in both Spanish and Mandarin. C-VUSD has one of the highest Latino graduation rates in the state of California, continually strives to close the achievement gap, and demonstrates success in this area based on multiple measures, including external assessments. Advancement Via Individual Determination (AVID) programs exist throughout the district, including one middle school that is an AVID demonstration site.

C-VUSD serves the communities of Covina, West Covina, Glendora, San Dimas, and Irwindale. Covina-Valley schools provide the personalized service and caring culture of a small school district, where teachers and administrators know their students by name.

COVINA-VALLEY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Sonia Frasquillo, President
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Richard M. Sheehan, EdD, Superintendent

COVINA-VALLEY UNIFIED SCHOOL DISTRICT
Los Angeles County
An Equal Opportunity Employer

QUALIFICATIONS

The successful candidate will have any combination equivalent to:

Five years of management-level experience in business, school or public administration, preferably including two years of experience in a school district

Graduation from an accredited four-year college or university is required, and a master's degree in business, school, or public administration, or a closely-related field is desirable

SALARY

The salary range for this position is **\$185,000 to \$205,000**. In addition to the salary, an attractive benefits package is offered.

TENTATIVE SELECTION TIMELINE

Application deadline **5/26/20**
Paper screening completed 5/28/20
Planned candidate interviews 6/2/20
Planned final interviews 6/10/20
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/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 well-qualified candidates to apply for the position of Chief Business Officer (CBO).

Under general administrative direction of the Superintendent, the CBO will act as leader and line administrator for the total operation of the District's Business Services Division; and will do related work as required.

ABOUT THE DISTRICT

There are approximately 11,800 students in the District. Community partnerships, close relationships with community colleges in the area, and districtwide book reads are examples of the collaborative climate of C-VUSD—which encompasses nine elementary schools, three middle schools, three comprehensive high schools, one continuation high school, one preschool, and one adult education program.

The District's General Fund budget is approximately \$160 million.

DUTIES AND RESPONSIBILITIES

The CBO provides districtwide leadership and direction in the following areas:

- Plans, organizes, staffs, directs, and evaluates a comprehensive and integrated business services program including budgeting, accounting, purchasing, warehousing, construction, maintenance, operations, food services, transportation, and safety
- Advises the Superintendent regarding business matters
- Serves as a member of the Administrative Cabinet
- Communicates with school and District staff, parents, and the

community regarding business policies, programs, and operational procedures for revising, updating, and refining the business programs and operation of the District, including the appropriate in-service activities

- Responsible for the selection, assignment, in-service training, and evaluation of all personnel within the Division
- Works cooperatively with the Assistant Superintendent, Educational Services to ensure support and articulation for operation of the schools in their relationship to district-adopted goals, K–12, and Adult Education
- Establishes, distributes, and expends within budgetary restrictions, financial resources under his/her assigned classification
- Assesses, interprets, and resolves problems calling for immediate action in areas not specifically treated by program, policy, regulation, or law
- Approves specifications for all material, equipment, and buildings necessary for the operation of the Business Services Division

In addition, the successful candidate will have the ability to:

- Develop and administer a comprehensive and integrated business services program
- Maintain an effective program of budgeting and financial control
- Interpret and apply the provisions of laws and rules and institute revisions concerning business services policy

- Analyze data and arrive at sound conclusions and recommendations
- Make sound decisions on business services problems, explain procedures, and address complaints
- Communicate well, both verbally and in writing
- Establish and maintain cooperative and effective working relationships
- Provide leadership for a comprehensive business services program
- Establish and maintain a districtwide climate of high morale

CONTACT

SSC will conduct the search and recruit qualified candidates. Application materials must be received by SSC no later than **May 26, 2020**. Please forward application materials and requests for information to:

John Gray and Sheila G. Vickers
Search Advisors
Covina-Valley Unified School District
School Services of California Inc.
1121 L Street, Suite 1060
Sacramento, CA 95814
(916) 446-7517
fax (916) 446-2011
Email: kims@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 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)

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: kims@sscal.com