



Evergreen
School District

Evergreen School District *Is Seeking a* **Chief Business Officer**

The Evergreen School District (District) provides all students a high-quality education in a safe and nurturing environment where each student demonstrates a spirit of respect, responsibility, global mindedness, and a commitment to academic and civic excellence.

The District is a transitional kindergarten (TK)-8 district located in southeast San Jose. The District is high performing with accolades including California Distinguished School Awards (all sites), National Blue Ribbon School Awards (11 sites), and the 2018 Exemplary District Award.

The socioeconomic makeup of the District is diverse with several schools serving families where parents have advanced degrees and work in the Silicon Valley tech industry and other schools serving families where parents are English learners and have limited education experiences. The community and the District work well together.

Also, the District has been the recipient of three parcel tax measures and several bond measures.

EVERGREEN SCHOOL DISTRICT **Board of Trustees**

Leila Welch, President
Jim Zito, President Pro tem
Christopher Corpus, Clerk
Marisa Hanson, Trustee
Bonnie Mace, Trustee

Emy Flores, EdD, Superintendent

Santa Clara County
An Equal Opportunity Employer

QUALIFICATIONS

The successful candidate will have any combination equivalent to:

- A bachelor's degree in business administration, finance, or related field
- Five years of increasingly responsible professional accounting and business experience in a school district or public agency, including three years in a managerial capacity

SALARY

The salary range for this position is \$170,114 to 189,668. In addition to this salary, an attractive fringe benefit package is also offered.

APPLICATION PROCEDURE

To be initially considered, an applicant must provide the following to School Services of California Inc. (SSC):

- Letter of interest and résumé
- One-page application form available at www.sscal.com/lea-career-opportunities

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

TENTATIVE SELECTION TIMELINE

Application deadline	8/17/20
Paper screening completed.....	8/19/20
<i>Planned</i> candidate interviews	8/25/20
<i>Planned</i> final interviews	9/1/20
Appointment by Board	TBD

Note: The dates shown above are for planning purposes but can be subject to change. Check SSC's website for current dates.



THE POSITION

Under the direction of the Superintendent, the position of Chief Business Officer administers the business and support services of the District related to school finance; provides leadership in business and planning to deliver optimal educational support with the financial, human, and technical resources available; and supervises and evaluates the performance of assigned personnel in accordance with state and federal regulations/guidelines and Board policies.

ABOUT THE DISTRICT

The District serves approximately 10,524 students in 16 schools (13 TK–6 and 3 grades 7–8) and is home to three New Tech Network Schools: Katherine Smith Elementary, Bulldog Tech, and Lobo School of Innovation (LSI). Bulldog Tech and LSI operate on the campuses of Leyva Middle School and Quimby Oak Middle School, respectively. These two schools function as a school within a school and serve approximately 300 7th and 8th grade students each.

DUTIES AND RESPONSIBILITIES

The Chief Business Officer provides district-wide leadership and direction in the following areas:

- Administers the business and support services of the District including accounting, accounts payable, attendance, budget, data processing, distribution services, fiscal projects, food service, insurance, inventory, maintenance and operations, payroll, planning, purchasing, state/federal projects, transportation, and warehouse functions
- Directs and coordinates preparation of the annual budget for approval and adoption by the

Board of Trustees and administers the District's financial program within its framework and legal requirements

- Provides advice and counsel to the Board of Trustees, Superintendent, management team, site administrators, and others on all matters relating to business services functions of the District
- Assures compliance with the policies of the Board of Trustees and in accordance with state and federal guidelines related to assigned areas
- Trains and evaluates the performance of assigned staff
- Supervises the District's management of financial activities; administers budget development and long-range financial planning to support the District's Strategic Plan
- Develops and prepares the annual preliminary budget for business and support services; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations
- Implements Board policies and decisions related to assigned areas of responsibility including legislation affecting school district services
- Administers and supervises accounting transactions; facilitates the preparation of the annual District audit and internal controls for financial transactions
- Provides the necessary information and professional

growth and development opportunities to support staff

- Administers a computerized budget central system and recommends improvements to the system as appropriate
- Provides technical expertise, information, and assistance to the Superintendent regarding assigned functions; assists in the formulation and development of policies, procedures, and programs; and advises the Superintendent of unusual trends or problems and recommends appropriate corrective action
- Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information
- Acts as a liaison for school elections, bond elections, and other local, state, and federal elections according to established policies and procedures
- Assists with the negotiations process with employee groups as directed by the Superintendent and the Board of Trustees

CONTACT

SSC will conduct the search and recruit qualified candidates. Application materials must be received by SSC no later than **August 17, 2020**. Please forward application materials and requests for information to:

Jamie Metcalf and Sheila G. Vickers
Search Advisors
Evergreen School District
c/o School Services of California Inc.
1121 L Street, Suite 1060
Sacramento, CA 95814
Phone: (916) 446-7517
Fax: (916) 446-2011
Email: cathyw@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: cathyw@sscal.com