



# Santa Clara Unified School District Is Seeking a **CHIEF BUSINESS OFFICIAL**

## Rising Above in Silicon Valley!

The Santa Clara Unified School District (District) prides itself on its strategic vision: Graduates of Santa Clara Unified School District are resilient, future-ready, lifelong learners who think critically, solve problems collaboratively, and are prepared to thrive in a global society.

The District offices are located in the city of Santa Clara, with nearby Interstates 101 and 280 providing a southern gateway to the exciting San Francisco Bay Area. The District is located within the “heart” of Silicon Valley and is less than an hour away from the coastal beaches of Santa Cruz and four hours away from the challenging slopes of the Lake Tahoe region.

Neighborhoods in the cities of Santa Clara, Sunnyvale, San Jose, and Cupertino comprise the District’s 56 square-mile area. The District prides itself on having teachers, classified employees, and administrators who are dedicated, experienced professionals who care about each student’s well-being and academic preparation.

### SANTA CLARA UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES

- Michele Ryan, PhD, President
- Jodi Muirhead, Vice President
- Mark Richardson, Clerk
- Jim Canova, Member
- Vickie Fairchild, Member
- Albert Gonzalez, Member
- Andrew Ratermann, Member

Stella M. Kemp, EdD  
**Superintendent**

## QUALIFICATIONS

The successful candidate will have:

- A bachelor’s degree in business or public administration, or related field from an accredited institution; a master’s degree in business or public administration, or CPA preferred
- Minimum of five years of successful, broad, varied, and increasingly responsible administrative and supervisory experience within a large California public school district operation, of which at least two years in a cabinet-level capacity, or similarly responsible position
- Five years of responsible fiscal, supervisory, and operational management experience, preferably in a K–12 education setting
- Certified CASBO CBO with an E designation preferred
- Community-funded district experience desirable

## SALARY

The salary range for this position is **\$222,101 to \$247,112** plus educational degree and certification stipends. In addition to this salary, an attractive benefits package is offered.

## TENTATIVE SELECTION TIMELINE

<b>Application deadline</b> .....	<b>8/24/20</b>
Paper screening completed .....	8/26/20
Planned candidate interviews .....	9/1/20
Planned final interviews .....	9/8/20
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](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.



**SANTA CLARA UNIFIED SCHOOL DISTRICT**  
Santa Clara County  
*An Equal Opportunity Employer*

## THE POSITION

The Santa Clara Unified School District is seeking a Chief Business Official. Under the supervision of the Superintendent, this position provides districtwide leadership, supervision, planning, organizing, development, and direction of the Business Services Division.

## ABOUT THE DISTRICT

The District serves more than 15,600 TK–12 students in 17 elementary schools, 3 middle schools, 1 K–8 school, 2 high schools, and 3 alternative schools, and also serves students in adult education, preschool, and extended care. In addition, the District will be opening 3 new schools.

The District has a General Fund budget of approximately \$300 million and a General Obligation bond program of over \$1 billion.

## DUTIES AND RESPONSIBILITIES

The Chief Business Official provide district-wide leadership and direction in the following areas:

- Assists the Superintendent in establishing long-range and strategic plans, annual goals, and direction in alliance with the Board of Trustees
- Attends all Board meetings, assists the Superintendent in the development of Board agendas
- Supervises the overall operation of construction, fiscal services, accounting, budget, delivery, insurance, payroll, purchasing, warehouse, technology and informational systems, investment and financing, general obligation bonds, leases, certificates of participation (COPs) and parcel tax, risk management, safety, Workers' Compensation, home-to-school and special education transportation, custodial, grounds, maintenance, energy, and nutrition services

- Monitors policies and regulations in the business, fiscal, and administrative areas
- Keeps current and informed on all laws, rules, regulations, and interpretations of law regarding District entitlement of federal, state, and local monies, including estimating property tax revenues and is knowledgeable of the District's community-funded status
- Assumes responsibility for submission of all Business Services-related federal, state, and local reports; maintains adherence to the requirements of the Local Control Funding Formula; and is knowledgeable of the Local Control and Accountability Plan process
- Presents budget and interim reports to the Board, staff, and community
- Represents the District in communicating and collaborating with other school districts, public agencies, and the general public as directed, including membership on the Teacher Housing Foundation board
- Serves as the District representative in legal matters pertaining to the District's financial interests
- Serves as a resource and assists in the development of management options and preparation of data essential to the collective bargaining process, including assistance in negotiations and administering contracts
- Assumes the responsibility for all insurance-related programs, medical, dental, vision, life insurance, Workers' Compensation, bonding, and property and liability programs
- Conducts financial oversight of

charter schools authorized by or operating within the District

- Acts as information source to administrators, department directors and supervisors, staff, and others regarding policies, procedures, standards, and requirements; consults with District administrators regarding department and site needs and programs
- Meets with students, teachers, parents, vendors, employees, and community groups regarding Business Services matters
- Leads various District committees and teams, including the Budget Advisory Committee, the Health Benefits Review Committee, the Facilities Needs Task Force, and the Parcel Tax Oversight Committee
- Serves as the District's investment manager, including administration of bonds, COPs, and Tax and Revenue Anticipation Notes

## CONTACT

SSC will conduct the search and recruit qualified candidates. Application materials must be received by SSC no later than **August 24, 2020**.

Please forward application materials and requests for information to:

John Gray and Sheila G. Vickers  
Search Advisors  
Santa Clara Unified School District  
c/o School Services of California, Inc.  
1121 L Street, Suite 1060  
Sacramento, CA 95814  
(916) 446-7517  
Fax (916) 446-2011  
Email: joannad@sscal.com



<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 résumé.

Name: <hr/> Address: <hr/> City, State, Zip: <hr/> Type of current organization/district (K-6, K-12, etc.): <hr/> Annual Budget: <hr/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Date:</td> <td>Email:</td> </tr> <tr> <td colspan="2">Home Telephone: (     )</td> </tr> <tr> <td colspan="2">Cellular Telephone: (     )</td> </tr> <tr> <td colspan="2">Office: (     )</td> </tr> <tr> <td colspan="2">At what number do you prefer us to contact you? _____</td> </tr> </table>	Date:	Email:	Home Telephone: (     )		Cellular Telephone: (     )		Office: (     )		At what number do you prefer us to contact you? _____	
Date:	Email:										
Home Telephone: (     )											
Cellular Telephone: (     )											
Office: (     )											
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: joannad@sscal.com