



# Folsom Cordova Unified School District is Seeking an

## Assistant Superintendent, Business Services

The Folsom Cordova Unified School District (District) is located about 20 miles northeast of the City of Sacramento. The District provides educational services to the cities of Folsom and Rancho Cordova, in addition to adjacent unincorporated areas of Sacramento County. This area is known for natural amenities that provide a year-round playground for recreational enthusiasts on land and water. Folsom Lake, Lake Natoma, the American River, and nationally-renowned mountain biking trails provide plentiful access to open space, woodlands, and wildlife habitats. Centrally located about an hour and a half from the Sierra Nevada mountains and the Pacific Coast allows for residents to enjoy all that northern California has to offer.

Serving over 20,600 students, the District is committed to creating excellence in educational programs with high expectations for student achievement and success through rigorous educational opportunities for students. Families form an integral part of our community to develop core knowledge and building blocks for lifelong learning.

The District is committed to ensuring students graduate with the necessary academic, social-emotional, and leadership skills to excel in a global arena.

### FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT

#### GOVERNING BOARD

Ed Short, President  
Davie Reid, Vice President  
Joshua Hoover, Clerk  
Chris Clark, Member  
Tim Hooley, Member

Sarah Koligian, EdD, Superintendent

An Equal Opportunity Employer

### QUALIFICATIONS

The successful candidate will have:

- Bachelor’s degree from an accredited four-year college or university required
- Master’s Degree in School Business Administration and/or CBO Certification is desirable
- A minimum of five years of increasingly responsible public school (K–12) business operation experience, including three years in a managerial capacity

### SALARY

The salary range for this position is \$202,000 to \$214,000.

### 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-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.

### TENTATIVE SELECTION TIMELINE

Application deadline ..... 4/5/21  
 Paper screening completed ..... 4/14/21  
 Planned candidate interviews ... 4/21/21  
 Planned final interviews ..... 4/29/21  
 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.



## ABOUT THE DISTRICT

The District serves more than 20,000 students in 33 schools (preschool through grade 12). The District has a General Fund budget of nearly \$247 million and receives generous support from the community in the form of General Obligation Bonds totaling over \$1 billion.

## THE POSITION

Under the direction of the Superintendent, the Assistant Superintendent, Business Services is directly responsible to organize and administer the affairs of the District, including accounting, payroll, health benefits, budget, risk management, transportation, food services, and purchasing.

## DUTIES AND RESPONSIBILITIES

The Assistant Superintendent, Business Services provides districtwide leadership and direction in the following areas:

- Manages, directs, organizes, and administers the business, financial, and risk management operations of the district
- Supervises, with the assistance of directors/managers, the overall operations of fiscal services, payroll, purchasing, transportation, food services and risk management
- Directly supervises and evaluates the directors of fiscal services, facilities, food services, transportation; supervises the evaluation procedures in assigned areas or evaluates where authorized and participates as needed; participates in the selection of assigned directors and personnel; provides coaching, counseling, and individual development as a leadership function
- Monitors and amends policies and regulations in the business,

fiscal, food services/child nutrition and risk management areas

- Stays current on all laws, rules, regulations, and interpretations of law regarding District entitlement to federal, state, and local monies
- Supervises the development and execution of the annual budget and interim reviews; analyzes and reviews budgetary and financial data; and authorizes expenditures and contracts in accordance with established limitations
- Maintains the general liability, property, and casualty risk management program
- Reviews past and current revenue and expenditure trends; prepares the District multiyear projections
- Coordinates short- and long-range enrollment and average daily attendance projections for the District; coordinates staffing needs with Human Resources
- Coordinates the District's bond financing and investment programs
- Manages the District's real estate properties, including coordination of property acquisitions and sales
- Supervises the bond funds and associated modernizations, capital improvements, maintenance and construction projects
- Assists with procedures and controls for collection and monitoring of developer fees, facility usage and contracts
- Manages the property and liability insurance program, disaster/emergency preparation and safety program, and health and welfare benefits for District employees; makes recommendations to the Superintendent re-

garding District insurance programs

- Represents the District at county, area, or state meetings as directed by the Superintendent
- Attends all meetings of the Board of Education and serves on the Superintendent's Executive Cabinet

## ADDITIONAL QUALIFICATIONS

The successful candidate will also have:

- Knowledge of governmental accounting, purchasing, and contracts, audit and fiscal control procedures, laws and regulations governing public school finance, technology and the implementation of technological advances for school districts
- Demonstrated experience with school budgeting and finance
- Experience in bond financing, new facilities construction, modernization, and maintenance
- Experience in collective bargaining and union contract management

## CONTACT

SSC will conduct the search and recruit qualified candidates. Application materials must be received by SSC no later than **April 5, 2021**.

Please forward application materials and requests for information to:

**Robert McEntire and  
Kathleen Spencer**  
Search Advisors

**Folsom Cordova  
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: AmandaK@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:	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: amandak@sscal.com