

San Mateo County Office of Education

Is Seeking a

Deputy Superintendent, Business Services



THE POSITION

The Deputy Superintendent, Business Services, serves as the Chief Business Officer of the San Mateo County Office of Education (SMCOE). The Deputy Superintendent is responsible for leading, planning, developing, coordinating, implementing, directing, and evaluating a variety of business, financial, facility, risk management, and maintenance and operation services for school districts and SMCOE. The Deputy Superintendent serves as a member of the Superintendent's Cabinet and reports to the Superintendent of Schools.

ABOUT SMCOE

SMCOE's vision of equity and excellence in education drives the work of the organization and its staff. Closing education gaps and creating opportunities for students are at the center of this work. SMCOE uses data to inform its work and measure progress in meeting the needs of students. SMCOE is recognized across the state for its work to create safe and supportive schools, promote early learning and education, and support sustainable and climate resilient schools. SMCOE values its partnerships with districts and other organizations in the county as collaboration is critical to meeting the needs of students.

The countywide average daily attendance is 89,500 with 23 school districts and 15 charter schools. SMCOE has a General Fund budget of approximately \$114 million.

SALARY

The salary range for this position is **\$173,088 to \$216,456**. In addition to this salary, a cell phone stipend and benefits package are offered.

QUALIFICATIONS

The successful candidate will have:

- Seven or more years of comprehensive and progressive directly related administrative experience
- Prior experience as a business or fiscal director in a large California school district or county office of education

[Click here for the full Job Description.](#)

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.....	7/19
Paper screening completed.....	7/21
Planned candidate interviews	7/28
Planned final interviews	8/4
Appointment by Superintendent	TBD

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

CONTACT

SSC will conduct the search and recruit qualified candidates. Application materials must be received by SSC no later than **July 19, 2021**. Please forward application materials and requests for information to:

John Gray and Kathleen Spencer
Search Advisors
San Mateo County Office of Education
c/o School Services of California Inc.
1121 L Street, Suite 1060
Sacramento, CA 95814
Phone: (916) 446-7517
Fax: (916) 446-2011
Email: charleneq@sscal.com



**SAN MATEO
COUNTY OFFICE OF EDUCATION**

*An Equal Opportunity
Employer*

Nancy Magee
Superintendent of Schools

Candidate Number: <i>(For Office Use Only)</i>
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AGENCY 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:
Address:
City, State, Zip:
Type of current organization/district (K-6, K-12, etc.):
Annual Budget:

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: charleneq@sscal.com