

Oak Grove School District

Is Seeking an

Assistant Superintendent, Chief Business Officer



THE POSITION

The Assistant Superintendent, Chief Business Officer (CBO) provides overall supervision and administration of the Oak Grove School District (District) business operations. This position receives direction from the Superintendent within a broad framework of overall objectives and directives; they also direct, oversee, supervise, and evaluate the work of others. As a member of the District Executive Team, this position works in cooperation with other members of the team in the formulation and implementation of District policies. This job class requires a high degree of professional knowledge, strong administrative and communication skills, as well as the ability to effectively apply problem-solving and decision-making skills to a variety of situations.

The Assistant Superintendent, CBO will develop, administer, and manage the District budget; present financial reports; and coordinate and provide overall direction to the financial and support services operations, including the accounting, payroll, purchasing, warehousing, facilities, maintenance, custodial, grounds, information technology, child nutrition services, and transportation departments. This position exercises responsibility for providing regular reports to the administration and Board of Education regarding current financial/budget status, student enrollment and school boundaries status and issues, and analysis of future District needs in the financial, student enrollment, and support services areas.

ABOUT THE DISTRICT

The District, located in the city of San Jose in Santa Clara County, covers an area of approximately 20 square miles. The District serves students in transitional kindergarten (TK) through grade 8, maintaining 16 elementary schools (grades TK–8) and 3 intermediate schools. In 2020–21, District enrollment was approximately 9,353 students. The District currently employs over 850 full-time equivalent employees.

The District is governed by a five-member Board of Trustees, each member of which is elected to a four-year term. Elections for positions to the Board of Trustees are held every two years, alternating between two and three available positions.

The District is a state-funded district. Total General Fund revenues for 2021–22 is \$118.1 million, including a Local Control Funding Formula entitlement of \$92.8 million. In addition, the District receives annual parcel tax revenues of approximately \$1.8 million. The District’s parcel tax was authorized by voters in 1991 with no sunset date. The special tax is in the amount of \$68 per year per parcel.

OAK GROVE SCHOOL DISTRICT Board of Trustees

Jorge Pacheco Jr., President
Carla Hernandez, Vice President
Beija Gonzalez, Member
Brian LoBue, Member
Tami Moore, Member
José L. Manzo, Superintendent

Oak Grove School District
Santa Clara County
An Equal Opportunity Employer

QUALIFICATIONS

The successful candidate will have:

- Bachelor’s degree in Business Administration or related field
- Master’s degree in education, business administration or related field desired
- Five years of increasingly responsible professional accounting and business experience in a school district or public agency including, three years in managerial capacity

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

SALARY

The salary range for this position is **\$168,272 to \$199,854**. In addition to this salary, a 3% TSA contribution, auto and business expense stipends, 100% paid CASBO dues, and an excellent benefits package are 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 8/9/21
Paper screening completed 8/11/21
Planned candidate interviews 8/18/21
Planned final interviews 8/25/21
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.

CONTACT

SSC will conduct the search and recruit qualified candidates. Application materials must be received by SSC no later than **August 9, 2021**. Please forward application materials and requests for information to:

John Gray, and Kathleen Spencer
Search Advisors

Oak Grove 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: joannad@sscal.com



Candidate Number:

(For Office Use Only)

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:	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:

(Signature)

I heard about this position through: SSC Searchlight ____
SSC Email ____ SSC Website ____ SSC LinkedIn ____
CASBO ____ ACSA ____ EDJOIN ____ Other: _____

Please return this form to:

**Search Advisors ▪ c/o School Services of California Inc. ▪ 1121 L Street, Suite 1060, Sacramento, CA 95814
(916) 446-7517 ▪ Email: joannad@sscal.com**