



Alameda County Office of Education

Is Seeking an

Associate Superintendent of Business Services

THE POSITION

Under the direction of the County Superintendent, the Associate Superintendent of Business Services is the vital resource management partner for the Alameda County Office of Education (ACOE) and the county's school districts, supporting division chiefs and school districts leaders in the areas of finance, district advisory, information technology, and facilities operations. The Associate Superintendent of Business Services also builds capacity and provides oversight to local school district budget teams, coordinates resources and communications, and serves as an advocate to meet ACOE and school district needs.

This position is a key leadership position and maintains a role of the chief resources officer. Incumbents of this position focus on creatively leveraging resources to support student and employee development and growth by reimagining and maximizing agency resources in service of the vision of ACOE.

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

ABOUT ACOE

"Equipping the Most Vulnerable Students and Those Who Serve Them With the Tools to Thrive"

Located in the East Bay of the San Francisco Bay Area, ACOE operates within a budget of \$68 million while providing support services to [18 school districts](#) and 13 charter schools.

Alameda is a diverse metropolitan county with equal parts resources and challenges. The geographic area is an excellent location to live and to work, and includes diverse and inclusive communities which value equal treatment and opportunity. ACOE prioritizes innovation in program development and highlights progressive leadership work in community schools programs.

ALAMEDA COUNTY OFFICE OF EDUCATION

Alysse Castro

County Superintendent of Schools

Board of Education

Joaquin Rivera, Area 1

Angela Normand, Area 2

Ken Berrick, Area 3

Aisha Knowles, Area 4

Janevette Cole, Area 5

Eileen McDonald, Area 6

Cheryl Cook-Kallio, Area 7

Alameda County Office
of Education

Alameda County

An Equal Opportunity Employer

QUALIFICATIONS

The successful candidate will have any combination equivalent to:

- A bachelor's degree (advanced degree preferred)
- Fiscal and operational managerial experience in an educational or public agency setting (previous experience in a county office of education is desirable)
- Public speaking experience with the ability to effectively communicate

SALARY

The salary range for this position is \$253,075-\$274,610. Additional earnings include master's, doctoral, and longevity stipends. In addition to this salary, a cell phone stipend and an attractive benefits package are also offered. ACOE values leadership development and will provide coaching and mentoring support, and professional development.

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

An extensive reference list, including comprehensive background and credit checks, will be required of all finalists. All materials will be treated confidentially.

TENTATIVE SELECTION TIMELINE

Application deadline..... 1/29/2024

Paper screening completed..... 1/31/2024

Planned candidate interviews 2/06/2024

Planned second round interviews... 2/09/2024

Planned final interviews.....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 **January 29, 2024**. Please forward application materials and requests for information to:

Danyel Conolley and John Gray

Alameda 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: JoshF@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:	Primary Phone (Cell):	
City, State, Zip:	Secondary Phone (If applicable):	

Type of current organization/district (K-6, K-12, etc.):	Annual budget of current organization/district:
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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 electronically, I also hereby certify that all statements made in this application are true:

I heard about this position through:

(Signature)

SSC Searchlight/Email: ____ SSC Website: ____ SSC LinkedIn: ____
CALSA: ____ 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: joshf@sscal.com**

Revised 6/7/2021