



Orange Unified School District Is Seeking an Assistant Superintendent, Business Services

THE POSITION

Under the direction of the Superintendent, the Assistant Superintendent, Business Services plans, organizes, manages, directs, and supervises the personnel, functions, and activities of the Business Services Division, including budget development and monitoring, financial accounting, payroll, attendance, purchasing and warehouse operations, risk management, transportation, nutrition services, legislative review, and monitoring and support for the District's collective bargaining functions. The Assistant Superintendent, Business Services also performs other related work as required.

[To view the full job description, click here.](#)

ABOUT THE DISTRICT

The Orange Unified School District (District) serves approximately 26,000 students and encompasses all or part of the cities of Anaheim, Garden Grove, Orange, Santa Ana, and Villa Park. In 1953, the citizens of the area voted to form a "unified" school district, combining the original five elementary districts with the high school district into one unified district, now known as the Orange Unified School District. The District has a long history of excellence that continues to grow and be enriched by the accomplishments of its students, teachers, staff, and community.

The District has a General Fund budget of \$427 million. The District is also supported by a bond and a foundation.

ORANGE UNIFIED SCHOOL DISTRICT

Ernie Gonzalez
Superintendent

Board of Education
Ana Page, Board President
Angie Rumsey, Board Vice President
Kris Erickson, Board Clerk
Andrea Yamasaki, Board Member
John Ortega, Board Member



Orange Unified School District
Orange County
An Equal Opportunity Employer

QUALIFICATIONS

The successful candidate will have:

- A bachelor's degree from an accredited institution in business, education, finance, management, or related field required; master's degree, master of business administration, or certified public accountant certification preferred
- Three years of successful school administration or three years of school business experience, comparable governmental, or private sector experience

SALARY

The salary range for this position is **\$172,896-\$217,560**. Additional earnings include an annual doctoral increment of \$3,500 and up to 10% longevity based on years of service. In addition to this salary, a generous benefits package is 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

An extensive reference list will be required of all finalists. All materials will be treated confidentially.

TENTATIVE SELECTION TIMELINE

Application deadline	5/20
Paper screening completed	5/21
Planned candidate interviews	5/24
Planned final interviews	5/30
Appointment by Board	6/13

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 **May 20, 2024**. Please forward application materials to NicoleC@sscal.com and requests for information to:

[Sarah Niemann](#) and [John D. Gray](#)

Orange Unified School District
c/o School Services of California Inc.
Phone: (916) 446-7517

www.sscal.com/lea-career-opportunities

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 resumé.

Name:
Address:
City, State, Zip:

Date:	Email:
Primary Phone (Cell):	
Secondary Phone (If applicable):	

Type of current organization/district (K-6, K-12, etc.):

Annual budget of current organization/district:

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:

(Signature)

I heard about this position through:

SSC Searchlight/Email: ___ SSC Website: ___ SSC LinkedIn: ___
CALSA: ___ CASBO: ___ ACSA: ___ EDJOIN: ___ Other: _____

Please return this form to:
Nicole Contreras, Search Assistant, at nicolec@sscal.com