

Yucaipa-Calimesa Joint Unified School District

Yucaipa, California

JOB TITLE:

ASSISTANT SUPERINTENDENT - BUSINESS SERVICES

Supervisor:

Superintendent (or designee)

Designation:

Executive Cabinet Administrator

Classified or Certificated Management - FLSA Exempt

BASIC FUNCTION:

Under the direction of the Superintendent (or designee), serves as chief administrator of the Business Services Division, supervises and coordinates fiscal services, facilities planning and construction, maintenance and operations, custodial services, food services, purchasing, the district warehouse, regraphics, student transportation, and risk management. Assists the Superintendent in developing, implementing, and maintaining the most effective and efficient support services and programs in order to make the educational program as successful as possible.

ESSENTIAL JOB DUTIES:

- Serves as the Chief Business Official to the Superintendent, Board of Education, and district personnel.
- May act on the Superintendent's behalf when directed by the Superintendent and may serve as the Superintendent's designee in their absence if so directed.
- Develops and implements administrative policies and procedures to ensure the district operates efficiently and cost-effectively.
- Directs and coordinates cooperative ventures with other governmental, civic, and private agencies in an effort to improve the facilities and fiscal services of the district.
- Directs, coordinates, and evaluates communication efforts with the Superintendent and the Board of Education and with the public in matters pertaining to fiscal and business support services and facilities of the district.
- Interprets and communicates district policies, goals, objectives, and priorities accurately to schools, staff, district families, and the community.
- Reviews, analyzes, and evaluates pending legislation, legal mandates, regulations, and guidelines that may affect the district and recommends a course of action to the Superintendent and/or the Board of Education.
- Develops programs to determine the cost-effectiveness and feasibility of educational programs.
- Ensures students utilizing district transportation are transported to and from school safely, on a timely basis, and in compliance with all applicable laws, regulations, and Board policies.
- Directs the planning, selection, acquisition, management, modernization, expansion, rehabilitation, and/or redesignation or sale of school sites and all other district properties.
- Coordinates and supervises the alteration, rehabilitation, and/or construction of school facilities in conjunction with architects and other planning consultants in accordance with plans and specifications approved by the Board of Education.
- Directs, coordinates, and evaluates the district's facility utilization program.
- Directs, coordinates, and evaluates the district's attendance accounting program.
- Directs, coordinates, and evaluates the district's child nutrition/food services program.
- Directs, coordinates, and evaluates the district's regraphics program.

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- Completes the annual update of student enrollment, projections, staff allocations and adequacy of classroom space.
- Prepares Board of Education items relating to areas of the position's responsibility, submitting items in a timely and appropriate manner to the Superintendent for final review.
- Serves as a member of the Superintendent's Executive Cabinet and attends Board of Education meetings as a resource to the Board of Education.
- Supervises and evaluates assigned management, certificated, and classified personnel adequately and appropriately in a timely manner.
- Interprets and administers the district's risk management and benefits/insurance programs.
- Represents the district at various meetings inside and outside of the district.
- Ensures the district's financial records are accurate and in compliance with county, state, and federal legal and auditor guidelines.
- Monitors and is responsible for the financial accounting of the district's budget.
- Monitors the purchase, inventory, distribution, and control of supplies and equipment as well as the disposition of obsolete and surplus equipment.
- Manages the plant maintenance, grounds and custodial services of the district.
- Ensures that all school elections will have been capably administered.
- Ensures that standard equipment and supply lists are prepared and maintained.
- Provides principals and department leaders with assistance pertaining to the control, accounting, and reporting of student body and other funds maintained by the schools.
- Completes the audit of district and school accounts and reports.
- Prepares and submits all claims related to federal financial assistance for current operational expenses, material expansion, and/or special projects authorized and directed by the Board of Education.
- Oversees the negotiation and administration of all contracts for the school district.
- Gathers appropriate data in support of the status of Annual Objectives.
- Reviews and implements the district's civic program for community use of school facilities.
- Assists with employee negotiations and health benefits plan research.
- Oversees on an ongoing basis that the archives have been updated
- Uses technology as an instructional and informative tool, modeling the effective and ethical use of technology for staff.
- Makes active and consistent efforts to maintain or improve the external and internal image of the district, its divisions, its programs, and its schools.
- Maintains professional competence through participation in professional development activities provided by ACSA, SSC, other agencies, the district, and/or through self-selected professional growth activities.
- Completes other related tasks as assigned by the Superintendent or Board of Education.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Strong and positive communication, managerial, and leadership skills.
- State and federal guidelines, rules, regulations, and policies pertaining to a variety of business services programs.

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- Fiscal and/or operational management including fiscal analysis, budget planning and preparation, and the management of fiscal records.
- District organization, operations, rules, regulations, and policies.
- Fiscal management of public-school budgets including preparation, bond management, compliance standards, and monitoring.
- Problem solving techniques.
- Appropriate English usage, grammar, punctuation, and spelling.
- Employee management including interviewing, selecting, supervising, coaching, evaluating, and discipline.

Ability to:

- Guide others and promote an effective and positive student, staff, and community environment and relationships.
- Support and direct administration regarding local, state, and federal mandates.
- Keep and maintain accurate records; analyze and evaluate data for specific use.
- Effectively and efficiently plan, organize, and manage multiple projects and/or programs towards the accomplishment of established school and district goals.
- Communicate effectively, both orally and in writing, with others using tact, patience, and courtesy.
- Facilitate meetings and group discussions; prepare and present information.
- Analyze situations to define issues, draw conclusions, create plans of action, and reach solutions.
- Assure compliance with local, state, and federal policies, laws, codes, and regulations.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Meet schedules, timelines, and deadlines; prioritize workload.
- Be flexible, exhibit integrity, and display good independent judgement.
- Sit for extended periods of time.
- Maintain confidentiality of information.
- Operate a variety of office equipment including a computer and related software; send and receive emails and research information through the internet.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities, and sexual orientation of staff, students, and the public who may be encountered as part of any working assignment.
- Maintain consistent, punctual, and regular attendance

EMPLOYMENT STANDARDS:

Education: Master's Degree required.

Experience Required: Five (5) years full-time school administrative or other related management service while under an authorized California Commission on Teacher Credentialing (CCTC) credential or under a Chief Business Official (CBO) certification or equivalent service. Background with a strong emphasis in school finance, the budgetary process, fiscal data processing, school facilities, and school law desired.

Licenses, Certifications, and/or Testing Required: Certificate of Completion of a state approved Chief Business Official (CBO) training course, valid Administrative Services credential, valid California Class C

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driver's license and evidence of insurability, TB test clearance, pre-employment physical and drug test clearance, Criminal Justice fingerprint clearance.

SUMMARY OF PHYSICAL DEMANDS RATINGS

Job Title: Assistant Superintendent - Business Services

The following analysis represents evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities:

Rating Symbol Key

| | | |
|----|---|-----------------------------------|
| NP | = | Not Present – does not exist |
| O | = | Occasionally – up to 1/3 of time |
| F | = | Frequently – from 1/3 to 2/3 time |
| C | = | Constantly – 2/3 or more time |

| | | |
|------------------|----|---------|
| 1. STRENGTH | | |
| A. Standing | | 25% |
| Walking | | 25% |
| Sitting | | 50% |
| B. Lifting | O | 50 lbs. |
| Carrying | O | 50 lbs. |
| Pushing | O | 50 lbs. |
| Pulling | O | 50 lbs. |
| 2. CLIMBING | O | |
| BALANCING | F | |
| 3. STOOPING | O | |
| KNEELING | O | |
| CROUCHING | O | |
| CRAWLING | NP | |
| 4. REACHING | O | |
| HANDLING | O | |
| FINGERING | O | |
| FEELING | NP | |
| 5. TALKING: | | |
| Ordinary | C | |
| Other | O | |
| 6. HEARING | | |
| Conversations | C | |
| Other Sounds | F | |
| 7. SEEING | | |
| Acuity, Near | C | |
| Acuity, Far | F | |
| Depth Perception | F | |
| Accommodation | C | |
| Color Vision | O | |
| Field of vision | NP | |

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PHYSICAL DEMANDS RATING SUMMARY: LIGHT WORK (2) (3) (4) (5) (6) (DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parenthesis.)

PHYSICAL DEMAND COMMENTS: Examples of sitting for extended periods are meetings, computer use; examples of reaching/handling/fingering are manipulating papers and materials, using computer; examples of ordinary talking/hearing are participating in verbal interactions; examples of visual acuity/depth perception/visual accommodation are driving vehicle to and from meetings, preparing and using written, typed or overhead transparency materials.

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

Job Title: Assistant Superintendent - Business Services

The following analysis represents evaluation of the surroundings in which the job is performed. Environmental conditions must, by definition, be specific and related to the job.

Key to Environmental Factors Rating

| | | |
|----|---|------------------------------------|
| NP | = | Not present in the job environment |
| S | = | Seldom – under 5% of workday |
| O | = | Occasionally – up to 1/3 of time |
| F | = | Frequently – from 1/3 to 2/3 time |
| C | = | Constantly – 2/3 or more time |

| | | |
|----|---------------------------|-------------------------|
| 1. | ENVIRONMENT | Inside 80%; Outside 20% |
| 2. | EXTREME COLD | NP |
| 3. | EXTREME HEAT | NP |
| 4. | WET/HUMID | NP |
| 5. | NOISE (IN DECIBELS) | 65 decibels |
| | VIBRATION | O |
| 6. | HAZARDS: | |
| | Mechanical | S |
| | Explosives | NP |
| | Electrical | NP |
| | Radiant Energy | NP |
| | Burns | NP |
| | Other Hazards | NP |
| 7. | ATMOSPHERIC CONDITIONS: | |
| | Fumes | S |
| | Mists | NP |
| | Odors | S |
| | Gases | NP |
| | Dusts | O |
| | Poor Ventilation | NP |
| | Other Atmospheric Hazards | NP |

E. C. SUMMARY: Inside and Outside Work 2 3 4 5 6 (7) Numbers encircled by () indicate significant involvement of factors enumerated and rated above. Exposure to paper dusts, normal office noises and road vibrations while driving an automobile.

06/1982

04/1987

04/24/2007

Board Revised Approval: 12/09/2025

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