

# Deputy Superintendent of Business Services and Operations

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## About SFUSD

With an annual budget of \$1.17 billion, the San Francisco Unified School District (SFUSD) is the seventh largest school district in California, serving 50,000 students who speak more than 44 documented languages across 136 schools in the city of San Francisco every year. We aim for All SFUSD students to graduate as independent thinkers with a sense of agency who have attained academic and creative skills to lead productive lives and contribute to our community. Every day in our quest to achieve this vision, we provide every student with the quality instruction and equitable support required to thrive in the 21st century.

## Overview

We want talented people from diverse backgrounds and experiences, who are inspired by our mission steeped in equity, and who are motivated to unleash our children's potential. We want people who are strong collaborators, skilled communicators, problem solvers and who are comfortable in a community of continuous learning.

The **Deputy Superintendent of Business Services and Operations** will partner with the Superintendent to develop best K-12 business and operation practices so that SFUSD's 9,000 employees and 50,000 students have what they need to focus on teaching and learning.

The Deputy Superintendent of Business Services and Operations will oversee all departments providing business services, including finance, accounting, budget, payroll, procurement, technology, operations, including facilities, student nutrition services, and transportation, enrollment center and county office oversight. As a member of the Superintendent's Executive Cabinet, and reporting directly to the Superintendent, the Deputy Superintendent of Business Services and Operations is expected to lead with integrity to resolve some of the district's highest-priority issues, bring it into full compliance with state and federal laws, and improve the effectiveness and efficiency of the district's business services.

We expect the **Deputy Superintendent of Business Services and Operations** to:

### Demonstrate a Leadership Mindset

- **Lead the development** and administration of the District's annual budget
- **Building off of the assessment from the California Department of Education (CDE)** and the Interim Associate Superintendent of Business Services, assess current finance, payroll and retirement, technology, and procurement systems to determine where intervention is needed
- **Assess all business operations activities** and determine which to stop, start, and continue
- **Lead the operations department functions** to ensure operational efficiency in student nutrition services, enrollment center and transportation, and to maintain momentum of facilities department management and bond-funded improvements
- **Participate in negotiations** during the collective bargaining process to ensure fiscal alignment with any proposed changes to collective bargaining agreements
- **Recommend to the Superintendent** any changes needed in policy or administrative procedures

### Manage to Results

- **Create a high-level, actionable business services strategy** (priorities, budget, staffing plan, etc.) and determine what activities will be executed with the internal team and which will be outsourced

- **Identify and retain** external partners, consultants, vendors, auditors, etc.
- **Implement a project management structure** (planning, progress reporting) to meet the business needs of the District

### Manage Teams

- **Oversee of all departments in Business Services and Operations**, providing strategic leadership of the following functions: Budget and Fiscal Planning; Financial Services; Contractual Services; Accounting, Payroll and Retirement, Purchasing and Billing; Technology; Facilities Maintenance, Capital Planning, and the Bond Program; Student Nutrition Services, Enrollment Center, and Transportation
- **Provide structure, leadership, and management** for staff across four departments, ensuring all regulatory requirements are met following generally accepted practices
- **Implement a people management structure** (job descriptions, expectations, accountability, support, performance management) for business teams
- **Assess the strength of the current teams**, making critical personnel changes (hires, reassignments, releases), where necessary

### Manage Relationships

- **Serve as a key member of the Superintendent's Executive Cabinet**, working in collaboration with other senior leaders to support the effective administration of the District
- **Report progress regularly** to the superintendent and to the Board of Education, as needed
- **Create conditions for employees to share information** and work together effectively across functions and departments
- **Work closely with CDE advisors** on District areas identified for improvement

### *The strongest candidates will have:*

- Deep professional experience leading business services in a mid- to large-sized school district
- Deep experience building and improving school district operational systems and processes
- Ability to lead a large team during a time of strategic transition and culture change
- Ability to quickly diagnose organizational priorities and implement plans to improve them
- Ability to make difficult decisions expeditiously with strong reasoning
- Ability to understand interpersonal and group dynamics quickly
- Ability to structure teams to address priorities
- Ability to attract, recruit, onboard, and manage talent
- Ability to communicate proactively and effectively with a wide variety of stakeholders, including the Superintendent, the Board of Education and other public entities, staff, parents, community groups, and CDE representatives
- Excellent interpersonal, leadership, and management skills and high professional standards for work quality
- Task-oriented and laser focused on creating the conditions for student outcomes to improve
- A demonstrated commitment to [SFUSD's core values](#) and a high degree of personal and professional integrity
- Memberships with professional organizations (IASBO, IASA, Chamber of Commerce, service clubs, CASBO, ACSA, California County Superintendents Education Service Association Business Advisory Committee, etc.)

### Minimum Qualifications

- Bachelor's degree (B.A. / B.S) in business, accounting, or a related field from an

- accredited college or university; advanced degree preferred
- Five (5) years of professional-level experience leading fiscal or business service operations in a large, urban school district, or other corporate or public sector setting
- Strategic leadership and management experience; in a K-12 public educational setting preferred

#### What We Offer

SFUSD offers a competitive salary of \$320,000 annually, commensurate with experience in a similar position. We offer a comprehensive benefits plan including dental and vision plans, a defined benefit pension plan, disability, life insurance, flexible spending account options and vacation time. We also offer an inclusive and equity-centered environment where we encourage staff to bring their whole selves to work.

*San Francisco Unified School District programs, activities, and practices shall be free from unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. This policy extends to the San Francisco County Office of Education, including community school programs and activities. For more information about the District's non-discrimination policy, please review Board Policy 4030.*