

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**Position Description**

---

<b>TITLE:</b>	Associate Superintendent, Business Services	<b>REPORTS:</b>	Superintendent
<b>DEPARTMENT:</b>	Business Services	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	226
<b>ISSUED:</b>	December 14, 1995	<b>SALARY:</b>	Range 9

---

**BASIC FUNCTION:**

Under the direction of the Superintendent, plans, organizes, manages, and directs all aspects of the District's Business Services, providing leadership to District personnel, with specific responsibility for the planning, development, implementation, assessment, and improvement of all business services in the District, and complying with federal and state laws, and District regulations, policies, and procedures.

**REPRESENTATIVE DUTIES:**

Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities, associated with this classification but is intended to accurately reflect the principle job elements.

**E** = Essential Functions

Provides leadership and direction in the identification and interpretation of needs and the establishment of priorities related to Business Services (accounting, budgeting, finance, nutrition services and payroll); initiates and assists in coordinating the planning, development and implementation of programs and activities designed to meet such needs and priorities. **(E)**

Oversees all aspects of the district's bond program, provides direction to the Assistant Superintendent of Facilities, Planning & Operation in carrying out the work of the bond. **(E)**

Plans, organizes, and directs Business Services design and programs, delivery systems, strategies and techniques for achieving optimal educational results. **(E)**

Coordinates those staff development programs with District and school site staff which relates to the implementation of Business Service priorities. **(E)**

Works collaboratively with the District's management team and other administrators to ensure the coordination, alignment, and articulation of a comprehensive educational services/instructional program pre-K-12 that meets the needs of the diverse student population of the District. **(E)**

Develops, implements, and evaluates goals and objectives as they pertain to the business needs of the District as directed. **(E)**

Reviews, proposes, monitors, and informs staff and community of legislation affecting fiscal management and projected financial needs. **(E)**

Ensures consistent and efficient management of all District financial functions within applicable law. **(E)**

Coordinates the functions of business services with the Division of Human Resources, and other departments of the District as necessary.

Ensures the handling of receipts and disbursement of funds are separate from the accounting function. **(E)**

Directs and coordinates the preparation of the District's annual budget at the direction of the Superintendent in cooperation with other managers and personnel. **(E)**

Provides the District's chief negotiator or negotiation team with financial information relative to the collective bargaining process. **(E)**

Responsible for the success of the District's independence as a "fiscally accountable" District and meeting all requirements in this regard. **(E)**

Assures the District's financial records are accurate and in compliance with county, state, and federal legal and auditor guidelines. **(E)**

Establishes a climate within the Division of Business Services that is conducive to appropriate conduct, performance, attitude, job satisfaction, and service oriented. **(E)**

Maintains an updated, current working knowledge of and provides the management team with assistance in the interpretation and application of statutes and regulations which deal with accounting, budgeting, finance, nutrition services, and payroll. **(E)**

Develops, evaluates, and makes recommendations to the Superintendent regarding District policies as they pertain to the business needs of the District, and provides interpretation of District policies and procedures, ensuring compliance with all federal and state laws, regulations and policies. **(E)**

Follows a planned professional growth program, participates actively in local, state, and national professional associations/organizations; and studies local, state, and national guidelines for effective business service.

Directs the development and approves the departmental budget for assigned areas of responsibility. **(E)**

Functions as a member of the District's management team, coordinates with other management personnel in the areas of assigned responsibility. **(E)**

Supervises and evaluates the performance of assigned staff; interviews and selects employees, and recommends transfers, reassignments, terminations, and disciplinary actions; plans, coordinates, and arranges for appropriate training of subordinates. **(E)**

Directs the preparation and maintenance of a variety of narrative and statistical reports (including county, state and federal reports as required), records, and files; prepares agendas and memos; and, maintains all documentation reflecting agreements entered into by the Division of Business Services. **(E)**

Develops and implements long- and short-term plans and activities to anticipate and accommodate the District's projected financial needs in an efficient and effective manner, and to ensure compliance with the District policies, Education Code, and state and federal regulations and laws in an efficient and effective manner. (E)

Assures accurate and timely dissemination of information. (E)

Serves on committees such as the District's management team and other committees as appropriate or assigned by immediate supervisor. (E)

Represents the District as a liaison in meeting with county/state/federal agencies, institutions, and committees that are related to areas of responsibility as assigned. (E)

Represents the District, when so assigned in social, organizational, ceremonial, political, or other functions.

Keeps informed of current trends in theory and practices of assigned areas of responsibility, and other pertinent areas, such as federal, state and local laws and District regulations, policies, and procedures, and assures that administration is kept aware of such matters. (E)

Provides leadership and expertise in forming, guiding, and counseling District committees, groups, councils, and advisories for assigned areas of responsibility, providing leadership, support, and guidance to staff and members of the community to ensure thorough communication relative to the educational design and delivery process. Also ensures that community advisory groups have the opportunity to participate in the processes of assessment and evaluation of Business Services. (E)

Attends all Board of Education meetings. (E)

Performs all other duties as assigned.

#### **MINIMUM REQUIREMENTS:**

#### **EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:**

Bachelor's degree is required. Master's degree in business or public administration, accounting, finance, or related field is required. Doctoral degree in related field is preferred.

Completion of courses in school fiscal administration and education is desirable. A minimum of five (5) years experience in business management and/or other job related occupation is required. Experience working directly with public school districts is desirable. Or, a minimum of five (5) years of experience in the area of school finance. Demonstrated experience in the areas of budget development and control; payroll systems; accounting systems; purchasing procedures; warehouse inventory and control; transportation systems; and nutrition services is desirable.

Employment eligibility that may include fingerprints, health (TB), and/or other employment clearance.

Must have valid California driver's license and automobile available for use. Must be willing to attend evening, night, and weekend meetings.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Philosophical, educational, fiscal, and legal aspects affecting school business management;
- Governmental budgeting, accounting, purchasing, stores, insurance, and contracts;
- Research methods and report writing techniques;
- Audit and fiscal control procedures;
- District's educational and instructional objectives;
- District organization, operations, policies, and procedures;
- Technical aspects of field of specialty;
- Principles of organization, operation, and supervision;
- Principles, practices, trends, goals, and objectives of public education and assigned areas of responsibility;
- Modern technology and office procedures and methods, computer equipment, and computer software necessary to perform required duties;
- Budget preparation and control;
- Applicable federal, state, and local laws, codes, regulations, policies, and procedures related to assigned activities; and
- Oral and written communication skills, including English usage, grammar, spelling, punctuation, vocabulary, composition, and mathematics.

### **ABILITY TO:**

- Plan, organize, and administer a comprehensive business services program;
- Analyze financial statements and fiscal reports and prepare a complex budget based on valid assumptions within stated guidelines;
- Administer assigned budgets and allocate funds;
- Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective;
- Operate a computer terminal and audio-visual equipment;
- Operate computer applications for complex financial management and position control management;
- Communicate effectively, both orally and in writing;
- Write in a clear and concise manner for broad public appeal and interpretation.
- Gain cooperation through discussion and persuasion;
- Coordinate and supervise the work of others;
- Analyze situations carefully and adopt an effective course of action;
- Interpret, apply, and explain administrative and Board policies, laws, regulations, and collective bargaining agreements that pertain to assigned areas of responsibility;
- Plan, organize, and prioritize work to meet multiple schedules and deadlines, and manage simultaneous tasks, with many interruptions;
- Work independently with minimum direction and supervision; work under pressure;
- Understand, analyze, and prepare comprehensive, narrative and statistical reports;
- Establish and maintain cooperative and effective working relationships with District personnel, community members, and external companies and agencies in the course of performing assigned duties; and
- Supervise and evaluate the performance of assigned staff.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- District office environment and school sites;
- Demanding timelines;
- Subject to driving to a variety of locations to conduct work during day and evening hours;
- Subject to frequent interruptions and extensive contact with students, staff, parents, and the public; and
- Indoor and outdoor environment.

**PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records;
- Reaching overhead, above the shoulders and horizontally;
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties;
- Hearing and speaking to exchange information in person and on the telephone;
- Visual ability to read, and to prepare/process documents and to monitor various services and personnel;
- Sitting for extended periods;
- Standing for extended periods;
- Walking over rough or uneven surfaces;
- Climbing, occasional use of stepladders; and
- Physical activity may be required, which could include moderate lifting.

**HAZARDS:**

- Extended viewing of computer monitor; and
- Working around and with office equipment having moving parts.

---

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Associate Superintendent, Business Services and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

---

(Signature of Employee)

---

(Date)

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.

Board Approved: December 14, 1995  
Revised: June 28, 2018