

CAPISTRANO UNIFIED SCHOOL DISTRICT
BOARD REPORT

To: Board of Trustees

From: Tim Brooks, Associate Superintendent, Human Resource Services

Date: April 21, 2021

Board Item: Consider and Approve Job Descriptions

HISTORY

The Superintendent is responsible for the administrative organization of the District. Board Policy 4111, 4211, 4311, *Recruitment, Selection and Appointment*, states that the Superintendent shall hire all certificated and classified bargaining unit members subject to ratification by the Board. The Superintendent shall hire all managers except Principals, Chiefs, Executive Directors, Assistant Superintendents, Associate Superintendents and Deputy Superintendents subject to ratification by the Board.

BACKGROUND INFORMATION

At the September 23, 2020 Board meeting, the Business and Support Services priorities were presented that included the recommendation for reduction in spending to address the projected structural deficit. The District is moving towards meeting this goal by restructuring the Business and Support Services division to include closing some job titles, eliminating some positions and revising jobs assignments. In many cases, the job descriptions are simply reporting relationship changes due to the restructure.

CURRENT CONSIDERATIONS

This agenda item presents for Board consideration the approval of new or revised job descriptions for the positions of Assistant Superintendent, Fiscal Services; Chief Facilities Officer; Executive Director, Maintenance Operations/Transportation; Director II, Food and Nutrition Services; Director II, Information Services and Assessment Accountability; Director I, Transportation; and Manager I, Field Services. The new and revised positions reflect greater efficiencies in Business and Support Services beginning fiscal year 2021-2022.

Additionally, an update was made to the Assistant Principal job description in an effort to widen the recruitment pool, to include the option of a Valid California Teaching Credential or Valid California PPS Credential for minimum requirements.

FINANCIAL IMPLICATIONS

The positions for the new and revised job descriptions will be funded as part of the division restructure.

STAFF RECOMMENDATION

It is recommended the Board of Trustees approve the new or revised job descriptions for:

- Assistant Principal, Elementary School
- Assistant Principal, Middle School
- Assistant Principal, High School
- Assistant Principal, Secondary School
- Assistant Superintendent, Fiscal Services
- Chief Facilities Officer
- Executive Director, Maintenance, Operations and Transportation
- Director II, Food and Nutrition Services
- Director II, Information Services and Assessment Accountability
- Director I, Transportation
- Manager I, Field Services

PREPARED BY: Tim Brooks, Associate Superintendent, Human Resource Services