

CAPISTRANO UNIFIED SCHOOL DISTRICT  
San Juan Capistrano, California

**DEPUTY SUPERINTENDENT, BUSINESS AND SUPPORT SERVICES**

**DEFINITION**

Under direction of the Superintendent, the Deputy Superintendent, Business and Support Services supports the educational programs of the District by serving as an executive member of the Superintendent's cabinet, providing leadership and assuming management responsibility for activities and functions of the Business and Support Services Departments in alignment with District goals and objectives.

**EXAMPLES OF DUTIES**

*The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.*

1. Plan, organize, direct, and coordinate the activities and operations of the Business and Support Services Departments in alignment with District goals and objectives.
2. Ensure compliance with local, state and federal laws relating to school business functions, facilities projects, financial accounting/audits and related activities.
3. Assist the educational community in understanding the site, District, state and federal goals and objectives, and the strategies utilized for achieving them. Expand public awareness and outreach to broaden support of public schools.
4. Foster the principles of a professional learning community to align District services and goals across multiple departments.
5. Manage and oversee the preparation of the annual budget for all district funds, including details of income and expenditures and forecasting financial commitments.
6. Maintain and assure continuous budget controls based on anticipated income and proposed expenditures for restricted and unrestricted accounts.
7. Oversee all aspects of facilities planning, including site acquisition, new construction, and modernization projects.
8. Review or prepare required financial reports and auditing functions in accordance with federal, state, and local law.
9. Develop improvements to the budget and accounting systems, including long range fiscal planning and policy development.
10. Participate in personnel management systems, including the recruitment, selection, training, retention and separation of personnel.
11. Provide support to and/or serve as a member of the District's collective bargaining teams.
12. Administer and interpret statutes, regulations, and policies involving the legal responsibilities of fiscal management and facilities planning.
13. Represent the district in meetings with various stakeholders including parents, community leaders, and government officials regarding business, facilities, and support service issues.
14. Oversee the preparation, administration and control of district budgets and financial forecasts.
15. Recommend and implement changes in organization, procedure and policy.
16. Direct the maintenance and planning of all district facilities and may include bond oversight and site utilization committees.
17. Direct the operation of district food services/school nutrition programs, records management, and information services and technology activities.
18. Direct the operation of insurance and risk/management department activities and personnel.
19. Plan, develop, and implement effective administrative support systems and delegate appropriate areas of responsibility to subordinates.

**EXAMPLES OF DUTIES (Continued)**

20. Analyze, develop and review reports of findings, alternatives and recommendations involving a broad range of revenue, financing, business operations, financial planning and financial and business management issues.
21. Make presentations to district management and employees, community partners and the Board of Education.
22. Provide student enrollment and facilities use projections; coordinates projection development activities with department heads.
23. Ensure proper insurance coverage and manages district risks including property and liability.
24. Evaluate, supervise and counsel members of staff to improve employee performance ensuring staff adhere to District, state and federal professional standards.

**QUALIFICATIONS**

**Knowledge of:** Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; laws and regulations governing public education finance, capital projects, and school accounting; audit standards and fiscal controls; theory and practice of modern business and facilities planning; governmental budgeting, accounting, purchasing, stores, bidding, contracts; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills; audit standards and fiscal controls; Collective bargaining legal requirements and negotiations procedures; professional learning community models; staff development and effective leadership practices.

**Ability to:** Direct the functions and activities for departments within the Business Services Division of a school district; establish priorities and coordinate a variety of complex fiscal and support services involving multiple specialized units; monitor and/or develop programs or mechanisms to improve organizational efficiency; demonstrate effective, organizational, and administrative leadership; establish and maintain professional relationships with the Board, Superintendent, other members of Cabinet, parents, community members, colleagues, staff and school related outside agencies; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; analyze statistical and fiscal material and reduce the analysis to non-technical language; analyze and evaluate data for specific use making appropriate recommendations for action when necessary; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; develop and provide effective presentations to the public, board and staff; comply with the district's customer service standards, as outlined in Board Policy.

**Education:** Bachelor's degree in accounting, business, public administration or related field. Master's degree is preferred.

**Experience:** Five years of progressively responsible administrative experience as an assistant or chief business official, in a public education setting; experience working with facilities planning and fiscal oversight of large projects preferred.