



DEL MAR UNION SCHOOL DISTRICT

NOTICE OF SPECIAL BOARD MEETING/ SCHOOL VISITATION

BY THE BOARD OF TRUSTEES

May 20, 2009
12:45 p.m.

Del Mar Hills Academy
14085 Mango Drive, Del Mar, CA 92014

DEL MAR

UNION SCHOOL DISTRICT

Mission Statement

Supported by an involved community, an outstanding staff, and a shared vision for academic excellence, the Del Mar Union School District is committed to providing a rigorous, inspiring, and nurturing education program that is continually evolving to develop well-round individuals who embrace learning for life and who are prepared to meet the challenges of the future.

We believe that...

- Every individual has worth
- Individuals deserve the opportunity to reach their potential
- Learning is a life-long process
- Everyone has the right to be safe
- Everyone can make a difference
- Individuals and communities have responsibilities to each other
- The uniqueness of individuals enriches the community

We believe in...

- Honesty and integrity
 - Treating others with respect
 - The principles of Democracy
- www.dmusd.k12.ca.us

Board of Trustees

Dr. Annette Easton
Steven McDowell
Doug Perkins
Comischell Rodriguez
Katherine White

Superintendent

Dr. Sharon McClain

Public Inspection of Documents

In compliance with Government Code 54957.5, agenda-related documents that have been distributed to the Board less than 72 hours prior to the board meeting are available for inspection at the Del Mar Union School District, 225 9th St. Del Mar, CA 92014.

Hearing of the Public

Persons wishing to address the Board on any item except personnel are invited to do so at this time. In the interest of time and order, presentations from the public are limited to 3 minutes per person, per topic. If you wish to speak, complete a card (located at the sign-in desk) and present it to the Secretary of the Board prior to the start of the meeting. When the Board President invites you to the podium, please state your name, address, and organization before making your presentation.

In accordance with the Brown Act, unless an item has been placed on the published agenda, there shall be no action taken. The Board may (1) acknowledge receipt of the information, (2) refer to staff for further study; or (3) refer the matter to the next agenda.

Closed Session

The Board will meet in Closed Session to consider qualified matters of litigation, employee negotiations, student discipline, employee grievances, personnel qualifications, or real estate negotiations.

Cell Phones/Pagers

As a courtesy to all meeting attendees, please set cellular phones and pagers to silent mode and engage in conversations outside the meeting room.

Assistance With Meeting

In compliance with the Americans With Disabilities Act and AB-3035, if you require special assistance to participate in this meeting, please contact the Superintendent at (858) 755-9301 at least 24 hours prior to the start of the meeting to enable the District to make reasonable arrangements.

BUSINESS TO BE TRANSACTED WILL BE LIMITED TO THE FOLLOWING:

- 1. Call to Order 12:45 p.m.
- 2. Approval of the Agenda

Motion ____ Second ____ Ayes ____ Nays ____

- 3. Public Input
- 4. Visitation to Del Mar Hills Academy and observation of Professional Learning Community practices at 12:45 p.m.

Adjourn to Closed Session

Motion ____ Second ____ Ayes ____ Nays ____

_____Time

5. CLOSED SESSION AGENDA:

- 5.1 Public Employee Discipline/Dismissal/Release pursuant to (Government Code 54957)
- 5.2 Receive Advice of Legal Counsel – Anticipated Litigation (Government Code section 54956.9(b); Name of Case: Significant Exposure to Litigation: Two cases

Reconvene to Open Session

_____Time

- 6. Report Out of Closed Session
- 7. Board Approval of Updated Job Description for Director, Curriculum and Instruction 1-6
Motion ____ Second ____ Ayes ____ Nays ____
- 8. Board Approval of Updated Job Description for Director, Human Resources 7-14
Motion ____ Second ____ Ayes ____ Nays ____
- 9. Board Approval of Updated Job Description for Assistant Superintendent, Business Services 15-21
Motion ____ Second ____ Ayes ____ Nays ____
- 10. Adjournment

Motion ____ Second ____ Ayes ____ Nays ____

_____Time

May 15, 2009

To: Board Members
From: Sharon McClain, Superintendent
Subject: Approval, Updated Job Description for Director, Curriculum and Instruction

The job description for Director, Curriculum and Instruction has not been updated in the past 6 years. Staff has reviewed the description and recommends changes as indicated, including the change to "Assistant Superintendent, Instructional Services". The salary schedule will not change.

The former job description for the Director, Curriculum and Instruction and the revised job description for Assistant Superintendent, Instructional Services are included herein.

FISCAL IMPACT: The cost of this position will be within the District's budgeted expense for the Director, Curriculum and Instruction.

RECOMMENDED: The Superintendent recommends approval of the updated Job Description for Director, Curriculum and Instruction.

7.0

DEL MAR UNION SCHOOL DISTRICT**CLASS TITLE: ASSISTANT SUPERINTENDENT, INSTRUCTIONAL SERVICES****BASIC FUNCTION:**

Under the direction of the Superintendent, the Assistant Superintendent, Instructional Services is responsible for providing leadership in the development, implementation, coordination, and evaluation of the district's curriculum, instruction, assessment, and staff development.

RESPONSIBILITIES:

- Develop, organize and coordinate, the district instructional programs
- Develop, monitor, and manage all curriculum activities as prescribed in the district's Strategic Plan.
- Assist the Superintendent in facilitating and coordinating the Strategic Planning process.
- Plan, develop and coordinate the district wide staff development programs.
- Plan and implement the New Teacher Orientation Program.
- Provide curriculum assistance to site administrators.
- Provide leadership to principals and staff in identifying school needs as a basis for developing school plans.
- Coordinate summer task forces as related to curriculum, instruction, and assessment
- Facilitate textbook adoptions and related staff development.
- Prepare all regular curriculum reports for the Board as well as any other necessary reports.
- Oversee categorical programs.
- Direct, review and evaluate results of state and district wide assessment programs.
- Coordinate all formal efforts of the staff in projects of curriculum improvement.
- Interpret the curriculum and its philosophy to the Board, administration, staff and the general public.
- Oversee the planning and implementation of summer school programs.
- Prepare district policies as requested by the Superintendent.
- Develop and administer the annual budget for Instructional Services Department and related programs.
- Supervise and evaluate the performance of assigned staff.
- Facilitate articulation of the district programs with the high school district.
- Attend Board meetings and prepare Board agenda items.
- Function as member of the District Leadership Team and Superintendent's Cabinet.
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Knowledge of current theories, practices and procedures relative to the management of district level operations in instructional services.
- Knowledge of standards-based instruction and curriculum.
- Experience in directing the development and implementation of significant district-wide curricular activities.
- Knowledge and skill in the development, coordination, and implementation of a variety of budgets.
- District policies.

ABILITY TO:

- Evaluate instructional programs and prepare reports as needed.
- Use interpersonal skills with tact, patience and courtesy.
- Direct, manage and evaluate personnel.
- Apply pertinent laws, regulations and principles in reaching conclusions and making decisions.
- Accept direction and follow instructions.
- Share and delegate responsibilities.
- Communicate effectively both orally and in writing.
- Establish and maintain highly effective working relationships with the public and fellow employees.
- Respect and maintain professional confidences.

QUALIFICATIONS:

- Master's Degree with emphasis in administration, supervision, and/or curriculum development required.
- Valid teaching and administrative services credentials required.
- Doctorate in curriculum/instruction or administration, desirable.

EXPERIENCE:

- Expertise in the area of standards, instruction, and assessment.
- Experience as principal required; district office administrative experience, desirable.

WORKING CONDITIONS:

ENVIRONMENT:

- Office Environment

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Sitting for extended period of time

- Reaching overhead, above the shoulders and horizontally to retrieve and store files
- Hearing and speaking to exchange information in person or on the telephone and to make presentations.
- Seeing, including close, distance, and peripheral vision, to ensure proper supervision of students and to facilitate communication with students, staff, parents and community.
- Seeing to read a variety of materials.

TERMS OF EMPLOYMENT:

Twelve month, 220 day work year; Valid Driver's License, Criminal Justice Department Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY:

Placement on the Certificated Management Salary Schedule.

CLASS TITLE: DIRECTOR, CURRICULUM AND INSTRUCTION

BASIC FUNCTION:

Under the direction of the Superintendent, the Director, Curriculum and Instruction is responsible for the Districts educational program.

REPRESENTATIVE DUTIES:

Develops, implements, and coordinates DMUSD staff development program. **E**

Assist in implementation of curriculum/standards required by State of California. **E**

Responsible for State and Federal categorical programs, funding, and compliance issues. **E**

Coordinates development of DMUSD curriculum and instruction program. **E**

Coordinates DMUSD/State assessment program. **E**

Provides curriculum assistance/leadership to site level administrators. **E**

Provides assistance to site principals and staff in identifying school improvement goals, including development of program objectives, implementation and assessment. **E**

Coordinates DMUSD task forces as related to curriculum, instruction and assessment. **E**

Responsible for state textbook adoption process, including ordering of materials and related staff development. **E**

Responsible for the fiscal management of all district curriculum and staff development. **E**

Coordinates DMUSD Gifted and Talented Education (GATE) program. **E**

Plans and coordinates District Peer Assistance and Review Program. **E**

Keeps Superintendent, Board of Trustees, and Management Team up to date on District progress in curriculum, assessment, instruction and staff development. **E**

Provides technical assistance to schools on state and federally funded programs. **E**

Responsible for design and implementation of Summer School program. **E**

At appropriate intervals, evaluate progress of all pupils in meeting learning goals. **E**

Attend conferences and meetings related to curriculum, instruction, assessment, and staff development. **E**

REPRESENTATIVE DUTIES:(continued)

Assist the Superintendent with personnel procedures and process (recruitment and evaluation). **E**

Assist Superintendent with various projects as required. **E**

KNOWLEDGE OF:

Current curriculum theory, development, and implementation.

Staff development theory and practice.

K-6 instructional theory, strategies, and techniques.

Assessment theory and practice.

Organizational development theory and practice, including the change process.

School finance, including budget preparation and budget control.

Effective decision making theories, processes and procedures in a decentralized, site based setting.

CREDENTIALS:

Valid California Teaching and Administrative Credential.

EXPERIENCE:

A wide range of successful experience with K-6/K-8 students/schools.

Successful experience as a principal and or central office administrator is preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate computer keyboard.

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

SALARY: Appropriate Placement on the Certificated Management Salary Schedule

May 15, 2009

To: Board Members

From: Sharon McClain, Superintendent

Subject: Approval, Updated Job Description for Director, Human Resources

The job description for Director, Human Resources has not been updated in the past 6 years. Staff has reviewed the description and recommends changes indicated, including the title "Assistant Superintendent" instead of "Director". The salary schedule will not change.

The former job description for the Director, Human Resources and the revised job description for Assistant Superintendent, Instructional Services are included herein.

FISCAL IMPACT: The cost of this position will be within the District's budgeted expense for the Director, Human Resources.

RECOMMENDED: The Superintendent recommends approval of the updated Job Description for Director, Human Resources.

8.0

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: ASSISTANT SUPERINTENDENT, HUMAN RESOURCES

BASIC FUNCTION:

Under the direction of the Superintendent, the Assistant Superintendent of Human Resources is responsible for operation and administration of services related to certificated and classified personnel.

RESPONSIBILITIES:

- Plan, organize, control and administer the district's personnel services and programs including employer-employee relations, recruitment, selection and retention of certificated and classified personnel; participates on interview panels for employment of administrators; posts jobs and visits universities and colleges for recruiting purposes.
- Insure that board and district policies, state and federal laws and collective bargaining agreements are correctly and fairly administered; develops policies and administrative regulations.
- Conduct hearings and administer grievances, disciplinary measures and other personnel actions; serves as mediator for employees.
- Plan, implement and administer the district's workers' compensation program; insure district compliance with state OSHA regulations, and other federal, state and local laws.
- Represent the district in the collective bargaining process for certificated and classified associations; provide technical expertise to others as needed; implement and monitor collective bargaining contracts.
- Responsible for contract management and administering procedures pertaining to employer/employee relations.
- Assure compliance with applicable district rules and policies, state and federal laws, and codes and regulations.
- Supervise and evaluate the performance of assigned staff; interview and select employees; make decisions or recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.
- Oversee the employee benefits program, medical verifications, planning and budgeting; communicates with administrators, personnel, service providers, public agencies, attorneys, insurance companies and other outside organizations to coordinate activities, resolve issues and conflicts and exchange information.
- Supervise district payroll operations as they pertain to employee salary placement and benefits.
- Plan, organize and implement long-term and short-term programs and activities designed to develop assigned services.
- Administer the certificated and classified salary schedules in accordance with district policies and principles of sound fiscal management.
- Monitor the Affirmative Action program and assure compliance. Serve as district Title IX officer.

- Provide for development and maintenance of job descriptions; conduct job analyses, gather data and document findings.
- Direct the maintenance of comprehensive personnel records and other files related to classified and certificated personnel; completes state and federal forms; process a variety of documents including grievances, conference attendance, mediations and others according to established procedures.
- Conduct investigations of sexual harassment complaints and other employee complaints; travel to district sites to conduct investigations.
- Provide administrative leadership in the development and/or revision of personnel policies, regulations and procedures.
- Attend and conduct staff meetings; attend state and regional conferences and workshops to maintain current knowledge of regulations and requirements related to classified and certificated personnel.
- Develop and maintain a continuing program of evaluation of all employees for the purpose of supporting them in the completion of their work activities and evaluating their performance.
- Research various information (i.e. Education Code, legal decisions, district practices) for the purpose of analyzing potential implications, making recommendations and/or addressing a variety of other administrative needs.
- Advise the Superintendent regarding human resources, payroll and benefits and other areas needed by the district.
- Monitor student enrollment data for the purpose of determining placement of students in the schools of the district.
- Implement and monitor the district inter/intra district transfer policies and regulations.
- Serve as a liaison to community organizations and agencies at the city, county and state level.
- Assist the Superintendent in facilitating and coordinating the Strategic Planning process.
- Attend Board meetings and prepare Board agenda items; present reports and provide technical counsel to the Board as requested by the Superintendent; review and present Board items affecting personnel services; update the Board in closed sessions regarding employees and other personnel matters.
- Function as member of the District Leadership Team and Superintendent's Cabinet.
- Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Education, Labor, Health/Disability and other laws, codes, rules and regulations related to classified and certificated personnel.
- Planning, organization and administration of the Risk Management program.
- Applicable laws, codes, regulations, policies and procedures related to assigned activities including state OSHA regulations, AHERA, worker's compensation, liability, negligence and others.
- Credentialing and negotiations processes.
- PERB decisions.
- District policies.

- Principles and practices of administration, supervision and training.
- District organization, operations, policies and objectives.
- Budget preparation and control.

ABILITY TO:

- Ability to evaluate programs related to human resources and prepare reports as needed.
- Use interpersonal skills with tact, patience and courtesy.
- Utilize public speaking techniques.
- Ability to direct, manage and evaluate personnel.
- Apply pertinent laws, regulations and principles in reaching conclusions and making decisions.
- Accept direction and follow instructions.
- Share and delegate responsibilities.
- Communicate effectively both orally and in writing.
- Establish and maintain highly effective working relationships with the public and fellow employees.
- Respect and maintain professional confidences.

QUALIFICATIONS:

- Any combination equivalent to: master's degree in education, public administration, personnel or related field.
- Administrative Services Credential.

EXPERIENCE:

- Five years professional experience including three years of school district management experience.

WORKING CONDITIONS:

ENVIRONMENT:

- Office Environment

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Sitting for extended period of time.
- Reaching overhead, above the shoulders and horizontally to retrieve and store files.
- Hearing and speaking to exchange information in person or on the telephone and to make presentations.
- Seeing to read a variety of materials.

TERMS OF EMPLOYMENT:

Twelve month, 220 day work year; Valid Driver's License, Criminal Justice Department Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

DRAFT

5/15/2009

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SALARY:

Placement on the Certificated Management Salary Schedule.

DEL MAR UNION SCHOOL DISTRICT**CLASS TITLE: DIRECTOR OF HUMAN RESOURCES****BASIC FUNCTION:**

Under the direction of the Superintendent, plans, organizes, controls and administers the district's personnel system including classified and certificated employees and programs; administers the District's payroll and benefits department, including the worker's compensation program; assures compliance with applicable District rules and policies, and state and federal laws, codes and regulations; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

- Plans, organizes, controls and administers the District's personnel services and programs including employer-employee relations, recruitment, selection and retention of certificated and classified personnel; participates on interview panels for employment of administrators; posts jobs and visits universities and colleges.
- Assures that Board and District policies, State and federal laws and collective bargaining agreements are correctly and fairly administered; develops policies and administrative regulations.
- Conducts hearings and administers grievances, disciplinary measures and other personnel actions; serves as mediator for employees.
- Plans, implements and administers the District's workers' compensation program; assures District compliance with State OSHA regulations, and other federal, State and local laws.
- Represents the District in the collective bargaining process for certificated and classified associations; provides technical expertise to others as needed; implements and monitors collective bargaining contracts.
- Supervises and evaluates the performance of assigned staff; interviews and selects employees; makes decisions or recommends transfers, reassignment, termination and disciplinary actions; plans, coordinates and arranges for appropriate training of subordinates.
- Oversees the employee benefits program, medical verifications, planning and budgeting; communicates with administrators, personnel, service providers, public agencies, attorneys, insurance companies and other outside organizations to coordinate activities, resolve issues and conflicts and exchange information.
- Plans, organizes and implements long-term and short-term programs and activities designed to develop assigned services.
- Attends Board meetings and prepares Board agenda items; presents reports and provides technical counsel to the Board as requested by the Superintendent;

- reviews and presents Board items affecting personnel services; updates the Board in closed sessions regarding employees and other personnel matters.
- Prepares and administers the certificated and classified salary budgets in accordance with District policies and principles of sound fiscal management.
 - Communicates with other administrators, District personnel, attorneys, insurance companies and other outside organizations to coordinate activities and programs, resolves issues and conflicts and exchanges information.
 - Monitors the Affirmative Action program and assures compliance.
 - Provides for development of job descriptions; conducts job analyses, gathers data and document findings.
 - Directs the maintenance of comprehensive personnel records and other files related to classified and certificated personnel; completes State and federal forms; processes a variety of documents including grievances, conference attendance, mediations and others according to established procedures.
 - Conducts investigations of sexual harassment complaints and other employee complaints; travels to District sites to conduct investigations.
 - Provides administrative leadership in the development and/or revision of personnel policies, regulations and procedures.
 - Attends and conducts staff meetings; attends State and regional conferences and workshops to maintain current knowledge of regulations and requirements related to classified and certificated personnel.
 - Develops and maintains a continuing program of evaluation of all employees for the purpose of supporting them in the completion of their work activities and evaluating their performance.
 - Researches various information (i.e. Education Code, legal decisions, District practices) for the purpose of analyzing potential implications, making recommendations and/or addressing a variety of other administrative needs.
 - Serves as a member of the Superintendent's Cabinet in the overall planning and direction of District functions and services; advises the Superintendent regarding human resources, payroll and benefits and other areas needed by the District.
 - Performs other duties as assigned.

KNOWLEDGE OF:

- Education, Labor, Health/Disability and other laws, codes, rules and regulations related to classified and certificated personnel.
- Planning, organization and administration of the Risk Management program.
- Applicable laws, codes, regulations, policies and procedures related to assigned activities including State OSHA regulations, AHERA, worker's compensation, liability, negligence and others.
- Credentialing and negotiations processes.
- PERB decisions.
- Board Policies.

- Principles and practices of administration, supervision and training.
- District organization, operations, policies and objectives.
- Budget preparation and control.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Public speaking techniques.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to: master’s degree in education, public administration, personnel or related field and five years professional experience including three years of school district management experience.

LICENSES AND OTHER REQUIREMENTS:

- Administrative Services Credential.

WORKING CONDITIONS:

ENVIRONMENT:

- Office Environment

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information and make presentations.
- Seeing to read a variety of materials.

SALARY:

- Placement on the Director Schedule of the Certificated Management Salary Schedule.

Step 1	Step 2	Step 3	Step 4	Step 5
\$86,035`	\$88,615	\$91,274	\$94,012	\$96,883

Length of Work Year: **215 days**

Approved by the Board of Trustees
September 25, 2002

May 15, 2009

To: Board Members
From: Sharon McClain, Superintendent
Subject: Approval, Updated Job Description for Assistant Superintendent, Business Services

The job description for Assistant Superintendent, Business Services has not been updated in the past 3-1/2 years. Staff has reviewed the description and recommends changes as indicated. The salary schedule will not change.

The former job description and the revised job description for the Assistant Superintendent, Business Services are included herein.

FISCAL IMPACT: The cost of this position will be within the District's budgeted expense for the Assistant Superintendent, Business Services.

RECOMMENDED: The Superintendent recommends approval of the updated Job Description for Assistant Superintendent, Business Services.

9.0

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: ASSISTANT SUPERINTENDENT, BUSINESS SERVICES

BASIC FUNCTION:

Under the direction of the Superintendent, the Assistant Superintendent of Business Services serves as the administrative head of the business, maintenance, operations, facilities planning and food services departments of the district.

RESPONSIBILITIES:

- Plan, assign, review, evaluate and direct the work of business services, maintenance, operations, facilities planning and food services departments of the district.
- Assume responsibility for budget development, control, and long-range financial planning.
- Establish and supervise a program of accounting and oversight for all funds and accounts including Community Facilities Districts.
- Ensure the achievement and /or maintenance of compliance with education, state and federal codes, statutes, regulations and policies; recommends corrective actions for implementation.
- Coordinate preparation of the annual audit of the district's financial affairs.
- Supervise the development of required financial reports as required for all funds.
- Direct the maintenance of buildings, grounds and other district property and equipment.
- Direct the purchasing, warehousing and distribution of school supplies and equipment.
- Direct the district's site acquisition, construction, and modernization programs.
- Recommend and execute insurance programs.
- Formulate cost studies and estimates.
- Evaluate and supervise staff.
- Work with governmental and corporate agencies.
- Evaluate procedures designed to improve the functions of business services, maintenance and operations departments of the district.
- Serve as a resource to district and site administrators regarding the evaluation and efficiency of operational systems and services.
- Serve as a member of the district's collective bargaining team.
- Conduct periodic on site inspection tours of buildings and grounds.
- Review legislation and legal interpretations affecting school business operations including facilities construction and modernization.
- Attend Board meetings and prepare Board agenda items.
- Function as member of the District Leadership Team and Superintendent's Cabinet.
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Theory and practice of modern school business management, personnel management, payroll management, building construction, maintenance and operations, accounting, purchasing, contracts, health and welfare benefits and insurance.
- District policies.
- Educational supplies and equipment.
- Planning, evaluation and supervisory skills.
- Revenue enhancement and financing mechanisms for public schools.
- Standard account code structure for public education agencies in the state of California.
- Data processing systems including spread sheets and data base applications.

ABILITY TO:

- Plan and coordinate a variety of technical business, construction, maintenance, operations and food service functions.
- Analyze business operations.
- Use interpersonal skills with tact, patience and courtesy.
- Direct, manage and evaluate personnel.
- Apply pertinent laws, regulations and principles in reaching conclusions and making decisions.
- Accept direction and follow instructions.
- Share and delegate responsibilities.
- Communicate effectively both orally and in writing.
- Establish and maintain highly effective working relationships with the public and fellow employees.
- Respect and maintain professional confidences.

QUALIFICATIONS:

- Bachelor's degree in accounting or business administration or equivalent in educational administration.
- Master's degree in accounting or business administration preferred.

EXPERIENCE:

- Progressively responsible experience in public school business administration and finance or comparable experience as a Chief Business Official and/or Director of Finance in a related field.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Sitting for extended period of time.
- Reaching overhead, above the shoulders and horizontally to retrieve and store files.
- Hearing and speaking to exchange information in person or on the telephone and to make presentations.
- Seeing to read a variety of materials.
- Walk in order to access all areas of district facilities/sites.

TERMS OF EMPLOYMENT:

Twelve month work year; Valid Driver's License, Criminal Justice Department Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY:

Placement on the Classified Management Salary Schedule.

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: ASSISTANT SUPERINTENDENT, BUSINESS SERVICES

BASIC FUNCTION:

Under the direction of the District Superintendent, serves as the administrative head of the business, maintenance, operations, facilities planning and food services departments of the district.

REPRESENTATIVE DUTIES:

Plans, assigns, reviews, evaluates and directs the work of the business, maintenance, operations, facilities planning and food services departments of the district.

Assumes responsibility for budget development, control, and long-range financial planning.

Establishes and supervises a program of accounting and oversight for all funds and accounts including Community Facilities Districts.

Ensures the achievement and /or maintenance of compliance with Education, State and Federal Codes, statutes, regulations and policies; recommends corrective actions for implementation.

Coordinates preparation of the annual audit of the district's financial affairs.

Supervises the development of required financial reports as required for all funds.

Supervises district payroll operations.

Directs the maintenance of buildings, grounds and other district property and equipment.

Directs the purchasing, warehousing and distribution of school supplies and equipment.

Directs the district's site acquisition, construction, and modernization programs.

Recommends and executes insurance programs.

Formulates cost studies and estimates.

Evaluates and supervises staff.

Works with governmental and corporate agencies.

Evaluates procedures designed to improve the functions of the business, maintenance and operations departments of the district.

Serves as a resource to District and Site Administrators regarding the evaluation and efficiency of operational systems and services.

Serves as a member of the district's collective bargaining team.

Attends Board meetings regularly.

Makes periodic on site inspection tours of buildings and grounds.

Reviews legislation and legal interpretations affecting school business operations including facilities construction and modernization.

Functions as a member of the district management team.

Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Theory and practice of modern school business management, personnel management, payroll management, building construction, maintenance and operations, accounting, purchasing, contracts, health and welfare benefits and insurance.

Educational supplies and equipment.

Planning, evaluation and supervisory skills.

Revenue enhancement and financing mechanisms for public schools.

Standard account code structure for public education agencies in the State of California.

Data processing systems including spread sheets and data base applications.

ABILITY TO:

Plan and coordinate a variety of technical business, construction, maintenance, operations and food service functions.

Supervise and manage activities of personnel engaged in various school business activities based on human relations principles.

Analyze business operations.

Use professional channels in order to communicate personal/professional concerns.

Respect and maintain professional confidences.

Apply pertinent laws, regulations and principles in reaching conclusions and making decisions.

Accept direction and follow instructions.

Share and/or delegate responsibilities.

Establish administrative procedures based on human relations.

Communicate effectively both orally and in writing.

Establish and maintain highly effective working relationships with the public and fellow employees.

Sit for extended periods of time.

Walk in order to access all areas of district facilities/sites.

EDUCATION AND EXPERIENCE

Master's degree in accounting or business administration preferred; Bachelor's degree in accounting or business administration or equivalent in educational administration.

Progressively responsible experience in public school business administration and finance or comparable experience as a Chief Business Official and/or Director of Finance in a related field.

WORKING CONDITIONS

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials and conduct inspections.

Walking to inspect district facilities/sites.