

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Deputy Superintendent	REPORTS TO:	Superintendent
DEPARTMENT:	Administrative Services/ Business Division	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	Competitive & Negotiable

BASIC FUNCTION:

Accountable for improving student achievement for all students with special attention on improving student achievement of English Learners and Special Education Students through the effective management of assigned areas; plan, organize, control and direct the functions of financial services, operations and risk management/benefits; work directly with the Superintendent to develop or lead specific programs or activities to expand practices proven to raise student achievement; work with Executive leaders to develop and integrate comprehensive and effective educational services to provide students access to high quality learning options and a variety of activities in support of preparing career ready graduates at all grade level; supervise and evaluate the performance of assigned personnel on a regular basis and provide clear, constructive feedback to improve staff effectiveness in support of professional learning.

REPRESENTATIVE DUTIES: (Incumbents 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 principal job elements).

Accountable for improving student achievement for all students with special attention on improving student achievement of English Learners and Special Education Students through the effective management of assigned areas; value risk taking and innovation in support of performance improvements throughout the District; hold administrators, teachers, and students accountable for increasing student achievement. *E*

Plan, organize, control and direct the projects, activities, and functions of financial services, operations and risk management/benefits. *E*

Oversee business operational services such as transportation, warehousing, facilities, food service and maintenance as well as financial services projects and activities such as payroll, purchasing, accounts payable and receivable, budgeting and internal audits to ensure the financial viability of the District. *E*

Serve as the Chief Financial Officer for the District, implementing programs to ensure the financial stability of the District; developing and prepare the annual budget for all assigned areas and the District as a whole; analyzing and reviewing budgetary and financial data to ensure appropriate allocation of resources; monitoring and authorizing expenditures in accordance with established guidelines. *E*

Provide technical expertise regarding the annual budgetary process, formulate and develop policies and procedures. *E*

Develop and implement effective long and short-term plans and activities for the District facilities master plan; coordinate with administration for facility planning and proper demographic data to support plans. *E*

Direct preparation and maintenance of a variety of narrative and statistical reports, records and files. *E*

Develop, evaluate, and make recommendations to the Superintendent, Board and others regarding policies and procedures governing the business operations of the District's. *E*

Assist the Superintendent in the determination of resource allocation and levels of service according to established policy to ensure the viable operations of the District. *E*

Communicate with other administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information. *E*

Participate in the development of legislation affecting school finance. *E*

Attend Board meetings; prepare, and present agendas and reports to the Board as requested by the Superintendent; interpret financial impact of proposals as necessary. *E*

Keep abreast of developments and innovations in the field of education by reading current literature, attending professional association meetings, and by discussing developments and issues of mutual interest with others in the specific assigned field. *E*

Establish and lead interdepartmental teams to address complex district issues; create and maintain a culture of collaboration and continuous improvement among departments, sites and outside to assist each student to learn at grade level and beyond. *E*

Supervise and evaluate the performance of assigned management staff on a regular basis provide clear, constructive feedback to improve staff effectiveness; interview and select highly qualified employees; recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates in support of professional learning. *E*

May serve as Superintendent in the Superintendent's absence; serve as a member of the Superintendent's Council. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: advanced degree in business administration, education administration or related field and five years increasingly responsible financial management experience in a school system or an organization of equivalent complexity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of business, finance, human resources, technology, and instruction-related services.

Business management principles and processes.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of management.

Applicable laws, codes, regulations, policies and procedures.

Labor Relations law and employee contracts.

Operational needs of schools and school districts.

Operational principles of customer service.

Current educational principles and practices related to assigned duties.

School plant operations and appropriate supportive services required to assure operational effectiveness.

Interpersonal skills using tact, patience and courtesy.

District organization, operations, policies, objectives and goals.

ABILITY TO:

Plan, organize and administer a wide variety of major organizational units involving business, finance, human resources, technology, and instruction.

Communicate effectively both orally and in writing.

Interpret, comprehend, apply and explain rules, regulations, policies and procedures and legislation.

Analyze situations and legislation accurately and adopt an effective course of action.

Work independently with little direction.
Plan and organize work to meet schedules and time lines.
Prepare comprehensive narrative and statistical reports.
Supervise and evaluate the performance of assigned staff.
Develop, modify and direct the implementation of budgetary control and accounting systems.
Perform quality checks and set targets for services provided.
Build, develop and maintain high quality talent to lead the service subgroups.
Develop and execute strategic plans for a large multifaceted organization.
Blend analysis, knowledge, and insight to effectively assess and employ information to enhance personal and organizational performance.
Create competitive and breakthrough strategies and plans to take full advantage of the changing environment.
Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports.
Attend District program meetings which may be held at different sites.
Work collaboratively and build positive relationships with a diverse group of stakeholders.
Demonstrate leadership to all stakeholders by inspiring and motivating others to reach a common goal.
Ability to translate theory into action.
Remain current on trends and development in the education field.
Demonstrate loyalty and high ethical standards.
Focus and appropriately allocate resources toward identified goals.
Manage change and design an effective system of reporting progress and monitoring results.
Negotiate skillfully in difficult situations and create solutions to promote compromise.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal.
Learn new or updated computer systems and/or software programs to apply to current work.
Exercise judgment and discretion in interpreting and applying policies and legislation.
Communicate using patience and courtesy in a manner that reflects positively on the organizational unit.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Travel, office environment; driving a vehicle to conduct work; contact with dissatisfied individuals; fast-paced work, constant interruptions.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; dexterity to operate a computer and other office equipment; hearing and speaking to conduct work, exchange information, and make presentations; seeing to read and write reports; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies and other materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions