



Fremont Unified School District

JOB DESCRIPTION

Title: Associate Superintendent

Reports to: Superintendent

Function: Under the direction of the Superintendent, assumes complete responsibility for the fiscal and operations functions of the District and reports directly to the Superintendent, to direct and coordinate the activities of the Business Services Division; to act as the District's disbursing officer; and to perform other job-related duties as required. In addition, the Associate Superintendent actualizes the goals of the Board of Trustees and the Superintendent of Schools through area-wide planning, direction, program initiatives, benchmarking and continuous improvement. They interpret, recommend, and apply policies and regulations for the District. The Associate Superintendent represents the Superintendent in all District and community-related matters as assigned.

Performance Responsibilities

- Provides direct oversight over (9) departments in the District, all of which have a director and requisite staff: Accounting, Budget Audit and Attendance, Child Nutrition Services, Facilities and Construction, Maintenance Operations Grounds, Purchasing, Risk Management, Information Technology, and Transportation.
- Assumes responsibilities across department lines as directed by the Superintendent.
- Serves as a member of the Superintendent's Cabinet, and work as a problem-solving collaborative team player on all District leadership and management issues.
- Serves as liaison for and representative of the Superintendent in all assigned District and community-related matters.
- Acts as the first line of emergency response in the Superintendent's absence, including weekends and holidays.
- Heads the District's emergency response team and coordinates with the City of Fremont to ensure safety for all students and staff during a natural disaster or emergency situation.
- Oversees all fiscal matters within the District.
- Supervises, trains, and evaluates direct reports.
- Develops, implements and evaluates staff development programs for designated personnel.
- Attends meetings of the Board of Education, and meetings of related school, community, city, county, regional, and State groups.
- Prepares Board agenda items, policies, administrative regulations, oral and written reports, and other documents related to areas of responsibility.
- Monitors, communicates, interprets and evaluates the implementation of contractual agreements.
- Conducts a variety of organizational studies, investigations, and operational studies.
- Reviews pertinent legislation and ensure District compliance with rules, regulations, and laws.
- Responds to and resolves difficult and sensitive inquiries and complaints.
- Directs the development and maintenance of records and reports as are necessary for the Superintendent to keep the Board of Trustees informed of the District's progress and future plans.
- Provides leadership in the development of business services staff and a client-centered approach within all Business Services programs to better support the educational programs of the District.
- Prepares short and long-term financial projections at the direction of the Superintendent.
- Ensures that departmental operations contribute to the attainment of District goals and objectives.

- Demonstrates behavior that is professional, ethical and responsible and serve as a role model for all District staff.
- Knows and implements the policies established by federal and state laws, State Board of Education rule, and local board policy in the area assigned.
- Participates in professional development activities to maintain current knowledge of related job duties.
- Serves as District liaison for fiscal oversight of charter schools operating within the boundaries of the District.
- Serves as District liaison to the Citizens' Bond Oversight Committee for the parcel tax and the General Obligation Bond.
- Serves on the Local Control Accountability Advisory Committee (LCAAC) and other committees as directed by the Superintendent.
- Serves on the District's negotiating teams; analyzes fiscal implications of proposals; suggests options and alternatives within the bounds of sound fiscal practice.
- Establishes and maintains Business Services timelines and priorities.
- Responds to inquiries, resolve issues and conflicts, and provide detailed and technical information concerning related laws, codes, standards, requirements, projects, services, accounts, budgets, goals, objectives, rules, regulations, policies and procedures.
- Analyzes, forecasts, and recommends budget adjustments in response to student enrollment projections
- Performs other duties as assigned by the Superintendent.

Required Knowledge, Skills, & Abilities

- Knowledge of Pre-K-Adult education.
- Experience in analyzing, managing and implementing solutions to complex and sensitive problems.
- Demonstrated leadership skills and organizational understanding to effectively translate concepts to action.
- Initiative and ability to work both independently and cooperatively as part of a team.
- Ability to organize work effectively to achieve timely progress on multiple simultaneous projects, distribute appropriate effort among projects, meet deadlines, and maintain high level of productivity and attention to detail.
- Strong communication skills to prepare and deliver oral presentations, written reports, correspondences, proposals, and other material for a variety of audiences.
- Ability to bridge differences among persons of different backgrounds and establish among those persons positive and effective working partnerships with the schools, community, and District.

Licenses

Possession of a valid California driver's license with no restrictions, which would preclude driving on the job, is a continuous requirement.

Required Education/Qualifications

1. Equivalent to completion of a bachelor's degree with a major in accounting, business or related field.
2. Five (5) years of site or school district administrative experience. .
3. Completion of a School Business Management Program such as University of Southern California (USC), California Association of School Business Officials (CASBO), or Association of California School Administrators (ACSA) Academies, preferred.

Physical Demands and Working Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions
- Manual dexterity sufficient to write, use the telephone, computer, calculator and office machines at required speed and accuracy
- Ability to identify and interpret communications in handwritten and printed materials, and on the display screen of various office equipment and machines
- Ability to communicate effectively in order to perform assigned duties and to exchange information in person, in front of groups, and over the telephone
- Physical agility to move self in various positions in order to execute duties effectively, which may include kneeling, walking, pushing/pulling, squatting, twisting, turning, bending, stooping and reaching overhead; physical stamina sufficient to sustain light physical labor and remain in stationary position for up to 8 hours
- Physical mobility sufficient to move about the work environment (office, District, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps and to respond to emergency situations; physical strength sufficient to periodically lift and/or carry 20 pounds of materials or supplies; occasionally lift 40 or more pounds with or without assistance

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed with the job.

Non-Discrimination in Employment

The Governing Board is determined to provide District employees and job applicants a safe, positive environment where they are assured of full and equal employment access and opportunities, protection from harassment or intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. The Board prohibits District employees from discriminating against or harassing any other District employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

The Board also prohibits discrimination against any employee or job applicant, in compensation, terms, conditions, and other privileges of employment and the taking of any adverse employment action, including, but not limited to, termination or the denial of employment, promotion, job assignment, or training, against an employee or job applicant based on any of the categories listed above.