



Information for Applicants for the Position of  
**ASSISTANT SUPERINTENDENT/CHIEF BUSINESS OFFICIAL**  
**Ojai Unified School District**

### **THE DISTRICT/COMMUNITY**

The Ojai Unified School District is located in the Ojai Valley region of Ventura County, California. The District serves the city of Ojai, as well as several surrounding unincorporated communities.

As of August 2023, the District will consist of one school focusing on early childhood education, two K-6 elementary schools, a junior-senior high school campus, a continuation high school, an individualized independent study program, and an adult education program.

The District is committed to providing a high-quality education for its students, with a focus on developing critical thinking, creativity, and problem-solving skills. To support this mission, the District offers a range of academic programs, including Advanced Placement courses, International Baccalaureate programs, and a variety of electives including, creative arts, dance, fine arts and CTE courses.

In addition to its academic programs, the District offers a range of extracurricular activities, including athletics, music, theater, dance, fine and creative arts, and community service. The District also has a strong commitment to environmental sustainability, with several schools participating in eco-friendly initiatives and programs.

Overall, the Ojai Unified School District is known for its strong community support, dedicated teachers, and commitment to providing a well-rounded education for all students.

Ojai is a small city in Ventura County, California, northwest of Los Angeles. Set in a valley in the Topatopa Mountains, the city has a village-like center dotted with art galleries and New Age shops. Bordering the north, Los Padres National Forest is crisscrossed with meandering trails. Nearby Lake Casitas is another popular recreation area. Every year, the Ojai Music Festival features famed classical artists. Ojai's population is approximately 8000 while the school district draws from the larger Ojai Valley consisting of approximately 25,000 residents. Ojai Unified serves 2000 students.

### **THE POSITION**

Under the direction of the Superintendent, the CBO plans, organizes, implements and controls the District's business and administrative services including Fiscal Services, Maintenance, Operations, Transportation, Facilities, Nutrition Services, Technology and other assigned functions. The CBO also assists in the formulation of policies relating to the business and financial operation of the District and serves as a member of the Superintendent's Cabinet.

### **TYPICAL DUTIES INCLUDE:**

- Supervise the directors of the various departments working under his/her direction, and provide overall direction, coordination, and evaluation of these areas.
- Direct and coordinate the District's Business and Administrative Services, including accounting, budget, purchasing, nutrition service, maintenance, operations, transportation, facilities development, technology, and risk management.
- Direct and coordinate preparation of the annual budget for approval and adoption by the Board of Education; compile, analyze and consolidate budget information.
- Assist the Superintendent in the development of business policies, procedures and programs for the District; direct business and accounting activities in accordance with principles of sound fiscal management; attend Board meetings representing areas of responsibility.
- Administer the District's financial program within State and County legal requirements and budget limitations; ensure timely and accurate financial reporting; ensure proper

internal controls, audit trails and records maintenance.

- Oversee maintenance of the District's information technology infrastructure.
- Coordinate the District's risk management program.
- Serve as chief negotiator for classified bargaining units; participate in certificated bargaining sessions.
- May serve as the Merit Director of the Personnel Commission, upon approval of the Personnel Commission.
- Provide special assistance in other areas at the discretion of the Superintendent and related duties as assigned.

## **DESIRED EDUCATION AND EXPERIENCE**

Any combination equivalent to: Bachelor's degree in business administration or related field and five years of increasingly responsible professional accounting and business experience in a school District or public agency and five years in a management capacity.

## **LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license.

### **ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

### **PHYSICAL ABILITIES:**

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

## **SELECTION PROCESS**

The Board of Education has retained consultants Jim Brown and Bill Banning of Leadership Associates to recruit qualified candidates. The consultants will screen applications and recommend candidates to the Superintendent for interviews and further consideration. The Superintendent will have the opportunity to review all applications submitted. Any contact with Board members or District staff, in an attempt to influence the selection process, will be considered a breach of professional ethics. Finalists will have an opportunity to familiarize themselves with the community and schools.

## **SALARY AND CONTRACT**

The salary will be competitive and based upon qualifications and experience. The approximate range is \$160,000 to 180,000 and is negotiable. A multi-year contract will be offered.

## **APPLICATION REQUIREMENTS**

To be considered, the candidate must provide:

- A letter of application
- A fully completed application form
- A resume
- Three letters of recommendation
- Five professional references
- Verification of degrees and credentials (finalists only)

*All materials will be acknowledged and treated confidentially.*

## **THE BOARD OF EDUCATION**

Atticus Reyes, President

Phil Moncharsh, Vice President

Dr. Jim Halverson, Clerk

Kathy Smith, Member

Blair Braney, Member

*Ojai Unified School District is an equal-opportunity employer.*

## **APPLICATION PROCESS**

To request application materials for the Ojai Unified School District Superintendent position visit [www.leadershipassociates.org/active-searches](http://www.leadershipassociates.org/active-searches) and select Ojai Unified School District.

For other inquiries contact Penny Pyle, Executive Assistant, at [ppyle@leadershipassociates.org](mailto:ppyle@leadershipassociates.org).

**Applications must be completed and returned via email by 5:00 P.M. on Friday, May 19, 2023**

**Consultants:**

**Jim Brown and Bill Banning**

**Leadership Associates**

3905 State Street, #7-407  
Santa Barbara, CA 93105

[www.leadershipassociates.org](http://www.leadershipassociates.org)

Phone: (530) 302-5112