

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**  
**Position Description: Assistant Superintendent, Business Services**

**DEFINITION:**

Under the general direction of the Superintendent, serve as the chief business officer of the District to plan, organize and direct all district wide functions related to business services, fiscal services, budget, accounting, payroll, accounts payable, accounts receivable, facilities, maintenance, home-to-school transportation, food services, property/liability, contract management, competitive bidding, purchasing, warehouse, and disaster preparedness; and supervise and evaluate the Directors and support staff of these functions, and other related areas.

**EXAMPLES OF DUTIES:**

- Plan, organize, direct, and coordinate the activities and operations of Business Services
- Maintain fiduciary responsibility to the Board of Education by managing District revenues, expenditures, assets (property and fiscal), debts (short-term and long-term), and cash flow to ensure the overall financial and fiscal integrity of the District
- Serve as a resource person for administrative staff, Board of Education, District negotiating team, special District committees, employee groups, school connected organizations, and the general public as necessary
- Supervise student insurance program and evaluate contracts with providers and third party administrators
- Provide property and liability coverage for the District and work with legal counsel to defend the District
- Participate as a member of the District's team in the collaborative interest based collective bargaining process
- Review, analyze and certify, if appropriate, all public disclosure documents related to collective bargaining and debt issuance, in compliance with AB 1200 regulations
- Utilize an inclusive process for budget development
- Manage the preparation of the annual budgets for all the district funds, including details of income and expenditures
- Forecast and monitor property tax collections in conjunction with Orange County Auditor-Controller/Tax Collector/Tax Assessor and Orange County Department of Education
- Provide comprehensive review of Criteria & Standards and technical review of Annual and Interim Budget Reports for submission to the Board and oversight agencies
- Provide regular and comprehensive financial reports to the Board of Education and stakeholders
- Facilitate, prepare for and conduct Joint Fiscal Management Committee (JFMC) meetings
- Maintain strong fiscal practices and oversight with provisions for appropriate reserves
- Oversee accounting practices that ensure employees and vendors are paid accurately and timely, in accordance with District policy and applicable laws and regulations
- In addition to legality, consider appropriateness of District expenditures based on the nature of public funding, accountability, and effectiveness,
- Provide analytical review and analysis of the allocation and application of District resources

- Strengthen and maintain strong internal controls
- Facilitate annual financial and compliance audits and implement recommendations, if any, in a timely manner
- Review and prepare required financial reports and auditing functions in accordance with federal, state, and local law
- Manage developer fee agreements, general obligation bonds, and community facilities district
- Advocate for Basic Aid funding
- Maintain membership in organizations and attend meetings and workshops providing critical updates and opportunities for input on current issues that may have a fiscal impact on the District
- Research, communicate and implement changes related to Governmental Accounting Standard Board (GASB) issued statements
- Communicate with parents/guardians, facilitate investigations, and enforce residency policy
- Prepare and recommend approval or denial of inter-district transfers based on Board policy
- Identify and advise on risk assessment of current or proposed District actions and issues
- Plan and oversee facility projects that support a safe, attractive, and clean learning environment
- Oversee all aspects of facilities planning, including site acquisition, new construction and modernization, in accordance with regulatory agencies: State Allocations Board (SAB), the Division of State Architect (DSA) and the Office of Public School Construction (OPSC)
- Understand financing options for school districts by maintaining membership in the Coalition for Adequate School Housing (CASH) and attending meeting or workshops in this effort
- Oversee District's Facility Repair and Replacement Program (FRRP)
- Oversee annual revision and present a five-year Deferred Maintenance Plan
- Direct compliance with National School Lunch Program (NSLP) and facilitate audits and implementation of recommendations
- Cultivate continuous improvement in food service program
- Manage home-to-school transportation; contract administration, funding, bus pass fees, communicating with contractor, staff and parents/guardian, and reporting to the Board of Education and California Department of Education
- Keep informed on pending legislation that affects business operations
- Administer and interpret statutes, regulations, and policies involving the legal responsibilities of business services
- Foster the principles of professional learning communities (PLC) to align services and District goals
- Plan and coordinate District classified directors and centralized classified support staff PLC
- Participate in the Board policy subcommittee for business related policies
- Supervise and coordinate the activities of directors of Fiscal, Facilities, and Food Services
- Participate in the selection, supervision, training and evaluation of staff
- Represent the District in collaborative projects with parent groups, community organizations, ROP, SELPA, county, state, and federal agencies
- Maintain continuing professional education for professional certifications

## **QUALIFICATIONS:**

### **Knowledge of:**

- Laws and regulation governing public education finance
- Governmental accounting and budgeting
- Auditing standards and fiscal controls
- Theory and practice of modern business and facilities planning
- Purchasing, stores, bidding, contracts
- Public sector interest based collective bargaining and contract administration
- Principles of effective leadership practices
- Professional Learning Community models

### **Ability to:**

- Communicate ideas and directives clearly and effectively
- Work harmoniously and productively with individuals and groups
- Organize and conduct meaningful and productive meetings, utilizing time efficiently
- Assess risk of liability
- Perceive and analyze fiscal impact of ideas, concepts, proposals and actions
- Utilize staff participation in problem-solving
- Execute planning, organization and evaluation skill
- Make sound and practical decisions
- Develop appropriate long and short range goals and set priorities
- Provide a positive leadership example for personnel and for students
- Be an advocate for the District in the community and in the State
- Generate confidence and trust
- Inspire high standards and excellence

### **Experience:**

- A minimum of five (5) years of progressively responsible and successful administrative experiences for business services of a California public school entity

### **Education:**

- Bachelor's Degree preferably in Business Administration
- CPA or MBA is desirable

### **Licenses:**

- Possession of a valid California driver's license

### **Physical Performance Requirements:**

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

**PERSONAL QUALITIES:**

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Good interpersonal skills
- Good organizational skills
- Good communication skills
- Excellent in fiscal analysis
- Decisiveness
- Commitment to high staff morale
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation
- Creativity in problem solving

**Directly Responsible to:** Superintendent of Schools

**Work Year:** The Assistant Superintendent, Business Services, has a 12-month work year with vacation, sick leave, and other benefits in accordance with State law and school District policies.

**Laguna Beach Unified School District 2024/25 Management, Confidential, Unrepresented Salary Schedule**

<b>Certificated Management</b>	<b>Cell Phone Allowance</b>	<b>Mileage Allowance</b>	<b>Work Year</b>	<b>Vacation Days</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Assistant Superintendent, Human Resources	\$1,200	\$2,400	244	24	\$228,496	\$234,020	\$239,569	\$245,262	\$251,088	\$259,301	\$282,639
Assistant Superintendent, Instructional Services	\$1,200	\$2,400	244	24	\$228,496	\$234,020	\$239,569	\$245,262	\$251,088	\$259,301	\$282,639
Director, Special Education	\$1,200	\$2,400	244	24	\$211,419	\$216,579	\$221,766	\$227,075	\$232,513	\$240,121	\$252,127
Director, Assessment and Accountability	\$1,200	\$2,400	244	24	\$195,434	\$200,288	\$205,048	\$209,966	\$215,270	\$222,326	\$233,442
Director, Social Emotional Support	\$1,200	\$2,400	244	24	\$195,434	\$200,288	\$205,048	\$209,966	\$215,270	\$222,326	\$233,442
High School Principal	\$1,200	\$2,400	222	n/a	\$215,311	\$220,540	\$225,796	\$231,184	\$236,691	\$244,402	\$256,622
Middle School Principal	\$1,200	\$1,500	212	n/a	\$196,624	\$201,478	\$206,240	\$211,157	\$216,462	\$223,516	\$234,692
Elementary School Principal	\$1,200	\$1,500	212	n/a	\$191,182	\$195,788	\$200,429	\$205,235	\$210,392	\$217,249	\$228,110
High School Assistant Principal	\$1,200	\$1,500	212	n/a	\$176,031	\$180,222	\$184,572	\$189,026	\$193,779	\$200,094	\$210,101
Middle School Assistant Principal	\$1,200	\$1,500	212	n/a	\$168,959	\$173,170	\$177,485	\$181,764	\$186,152	\$192,225	\$201,837
District Athletics Administrator	\$1,200	\$1,500	222	n/a	\$163,911	\$167,996	\$172,182	\$176,334	\$180,593	\$186,482	\$195,807
Program Specialist	\$1,200	\$1,500	212	n/a	\$152,017	\$155,665	\$159,354	\$163,131	\$167,209	\$172,443	\$181,065
<b>Certificated Unrepresented</b>	<b>Cell Phone Allowance</b>	<b>Mileage Allowance</b>	<b>Work Year</b>	<b>Vacation Days</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
School Psychologist	\$1,200	\$1,500	201	n/a	\$148,405	\$151,994	\$155,598	\$159,294	\$163,079	\$168,414	\$183,573
<b>Classified Management</b>	<b>Cell Phone Allowance</b>	<b>Mileage Allowance</b>	<b>Work Year</b>	<b>Vacation Days</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Assistant Superintendent, Business Services	\$1,200	\$2,400	244	24	\$228,496	\$234,020	\$239,569	\$245,262	\$251,088	\$259,301	\$282,639
Chief Technology Officer	\$1,200	\$2,400	244	24	\$211,419	\$216,579	\$221,766	\$227,075	\$232,513	\$240,121	\$252,127
Director of Facilities & Sustainability	\$1,200	\$2,400	244	24	\$195,434	\$200,288	\$205,048	\$209,966	\$215,270	\$222,326	\$233,442
Director of Early Learning	\$1,200	\$2,400	244	22	\$154,197	\$162,414	\$171,061	\$179,672	\$188,336	\$199,637	\$209,620
Director of Communications and Engagement	\$1,200	\$2,400	244	22	\$154,197	\$162,414	\$171,061	\$179,672	\$188,336	\$199,637	\$209,620
Executive Assistant to Superintendent and Board of Education	\$1,200		244	22	\$117,670	\$123,571	\$129,813	\$136,239	\$143,070	\$151,594	\$159,175
Supervisor, Nutrition Services	\$1,200	\$2,400	244	22	\$91,640	\$96,380	\$100,987	\$106,190	\$111,176	\$117,779	\$123,670
<b>Classified Unrepresented</b>	<b>Cell Phone Allowance</b>	<b>Mileage Allowance</b>	<b>Work Year</b>	<b>Vacation Days</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Manager, Artist Theatre			244	22	\$84,390	\$88,608	\$93,182	\$97,843	\$102,796	\$108,933	\$114,830
Database Administrator	\$1,200		244	22	\$109,365	\$114,351	\$120,952	\$127,000	\$133,349	\$140,019	\$147,019
Occupational Therapist			201	18	\$107,056	\$109,625	\$112,223	\$114,883	\$117,755	\$121,405	\$132,332
<b>Confidential</b>	<b>Cell Phone Allowance</b>	<b>Mileage Allowance</b>	<b>Work Year</b>	<b>Vacation Days</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Budget Administrator			244	22	\$117,670	\$123,571	\$129,813	\$136,239	\$143,070	\$151,594	\$159,175
Financial Analyst			244	22	\$117,670	\$123,571	\$129,813	\$136,239	\$143,070	\$151,594	\$159,175
Human Resources Technician			244	22	\$86,151	\$90,501	\$95,242	\$97,907	\$105,152	\$111,421	\$116,991
Administrative Assistant, Business Services			244	22	\$82,182	\$86,260	\$90,642	\$95,389	\$100,281	\$106,277	\$111,590
Administrative Assistant, Human Resources			244	22	\$82,182	\$86,260	\$90,642	\$95,389	\$100,281	\$106,277	\$111,590
Administrative Assistant, Instructional Services			244	22	\$82,182	\$86,260	\$90,642	\$95,389	\$100,281	\$106,277	\$111,590

**Additional compensation:**

- 1) Annual stipend of \$5,152.12 for first Master's degree or CPA License, \$2,500 for second Master's degree or Doctorate degree, and \$2500 for specialized certification.
- 2) Longevity of 4% after five years administrative service to Laguna Beach Unified School District.
- 3) Professional Membership Dues up to \$1,600 for Management and up to \$800 for Confidential.
- 4) Monthly Mileage Allowance to cover mileage within Orange County, tolls, parking as indicated above.
- 5) Monthly Cell Phone Allowance of \$100 per month.

**Vacation Accrual:** Employees eligible for vacation days are expected to use them each year.

Staff shall accumulate no more than fifty (50) vacation days at which point vacation will cease to accrue.  
 School Psychologist and Student Support Specialist Interns earn up to \$1,000 per month (NTE 10 months)