



# Sequoia Union High School District

## Job Description

<b>JOB TITLE:</b>	<b>Assistant Superintendent, Administrative Services</b>
<b>ADMINISTRATIVE RELATIONSHIP:</b>	The Assistant Superintendent, Administrative Services is directly responsible to the Superintendent.
<b>CLASSIFICATION:</b>	Certificated
<b>REQUIREMENTS</b>	M.A./M.S./M.B.A. and General Administration, Secondary Administration or Administrative Services Credential; or M.A./M.S./M.B.A. and three to five years business experience.
<b>SALARY SCHEDULE:</b>	Certificated Salary Schedule
<b>WORK - YEAR / HOURS:</b>	220 days
<b>LOCATION:</b>	Various
<b>BOARD APPROVAL:</b>	April 4, 1970 Revised June 20, 2001

### BRIEF DESCRIPTION OF POSITION

The Assistant Superintendent, Administrative Services, leads, coordinates, and implements an effective program of business operations including budget and finance, purchasing, maintenance and operations, transportation services, information technology, and food services.

### DUTIES AND RESPONSIBILITIES

1. Provides leadership and direction for all business services and the departments of Budget and Finance, Purchasing, Maintenance and Operations, Transportation Services, Technology and Information Services, and Food Services.
2. Supervises and annually evaluates the Director of Budget and Finance, Director of Purchasing, Director of Maintenance and Operations, Director of Transportation, Director of Technology and Information Services, and Director of Food Services.
3. Files required reports with county, state, and federal agencies.
4. Prepares and submits reports and other documents as required by the Superintendent and the Board of Trustees.
5. Attends meetings of the Board of Trustees and attends and presides over other meetings as appropriate and as the Superintendent designates.
6. Assistant Superintendent, Administrative Services, (Continued)
7. Oversees the acquisition, disposition, sale or lease of district property.

8. Provides estimates and information on costs and available income for fiscal and long range planning.
9. Provides for supplies, equipment, and property and warehouse inventory control records, and for security of and accountability for property.
10. Oversees the collection, disbursement and accounting for all district funds.
11. Prepares drafts of Board policies and administrative regulations for the superintendent's review and action.
12. Oversees the district's bidding process.
13. Arranges for fire, casualty and liability insurance coverage for district buildings and personnel.
14. Processes claims for fire, casualty, and liability insurance.
15. Arranges, in cooperation with the Assistant Superintendent, Human Resources, for worker's compensation and other employee benefit insurance coverage.
16. Seeks legal opinions or clarification when necessary and disseminates legal decisions.
17. Administers community use of school facilities program.
18. Serves as member of the Superintendent's Staff, Principals' Council, Negotiating Team, and the Management Team.
19. Performs such other tasks and assumes such other responsibilities as the superintendent may assign.