WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

~~FACILITIES~~ ASSISTANT MAINTENANCE COORDINATOR ~~MANAGER~~

PRIMARY FUNCTIONS:

The Assistant Maintenance Coordinator reports to the Director of Maintenance and Operations and supports the Director of Facilities Planning and Construction. Under general direction, plans, organizes, directs, administers and oversees **assigned** ~~the~~ maintenance **personnel**, rehabilitation and alteration functions of district facilities; ensures efficient and cost effective departmental operations; plans, organizes, directs and oversees **assigned** maintenance ~~projects~~ **repairs** and state mandated programs; supervises and evaluates performance of assigned personnel; provides after hours support for emergencies and safety; and performs other related duties as assigned. **Incumbents in this position are responsible for the supervision of the trade personnel and insure that district facilities are maintained in good repair through the Routine Restricted Maintenance Program.**

MAJOR DUTIES AND RESPONSIBILITIES:

- Provide 24-hour coverage and monitoring of district security and fire alarms.
- **As assigned,** plan, organize, direct, ~~administers~~ and oversee the comprehensive facility maintenance program for the district in compliance with federal, state, county, and local laws, rules and regulations.
- **Within assigned trades,** organize, coordinate and direct activities related to facility maintenance and security functions as related to economic capacity, safety, effective communications, efficient use of district equipment and supplies.
- Continually screen and monitor appropriate appearance and condition of district ~~buildings, grounds and vehicles~~ **facilities.**
- Oversee policy and procedure regarding work flows, work orders, supplies, equipment requirements, operational challenges and conflicts **of assigned personnel**.
- **Supervise** ~~Assists supervisors and other~~ department personnel to solve ~~existing~~ problems and identify potential challenges as well as helping to determine future requirements of personnel, procurement of maintenance materials and other department supplies.
- Work with site administrators and contractors on school projects. ~~which includes reviewing and assisting in making changes in plans and specifications.~~
- ~~Reviews all invoices for accuracy and payment processing.~~
- Communicate effectively and regularly with district officials, site administrators and department personnel. ~~regarding district projects, facilities, staffing, etc.~~
- **Ensure that work orders are prioritized and effectively closed and documented and communicate back to the initiator regarding the completion of the work order.**
- When necessary, communicate effectively with regulatory agencies, architects, contractors, vendors and other stakeholders ~~concerning district facilities~~.
- Schedule, assign and inspect work performed by **assigned** district staff. ~~and work performed by vendors, contractors and other outside entities~~.
- Analyze staffing workload, staffing need and ~~departmental needs to~~ make recommendations to ~~management~~ **the** Director**s**.

- Identify, develop and implement short and long-term plans to meet departmental needs and priorities.
- Regularly communicate with the Fire Marshall, insurance carrier and safety inspector as it relates to inspection and compliance reporting to ensure that all items requiring repair or improvement are corrected in an expeditious manner.
- Attend and conduct a variety of meetings, conferences **workshops** and training sessions related to assigned functions.~~, which may include with assigned personnel~~.
- Ensure compliance with federal, state, county and local health and safety regulations as it relates to equipment operation.
- Collect, analyze and present complex technical data, orally and in writing, for the purpose of identifying problems, evaluating alternative solutions, preparing recommendations and increasing efficiency and effectiveness. ~~of the district's maintenance department.~~
- Assist in the development, recommendation, and administration of ~~the department~~ **assigned** budget for the purpose of ensuring services are delivered in conformance with district objectives and within budget parameters.
- ~~Researches information from a variety of sources for the purpose of providing information for recommendations and decision making.~~
- Collaborate with district personnel for the purpose of implementing and maintaining services and/or programs.
- Attend meetings as assigned for the purpose of conveying and/or receiving information.
- Train, direct, guide, coach, evaluate, support and discipline assigned staff.
- ~~Attends training workshops and professional development as directed.~~
- **Perform other administrative duties and responsibilities as required and assigned.**

QUALIFICATIONS:

Knowledge of:

- **Facility preventative maintenance** requirements.~~ for public school districts~~.
- Construction management, construction methods and project management.
- Laws, regulations, codes, requirements, materials, techniques and costs related to ~~construction and~~ building maintenance.
- **Preventative** ~~Deferred~~ maintenance ~~regulations,~~ procedures and requirements.
- Site surveys, needs assessments and ability to prioritize projects, maintenance and escalated requests.
- ~~Public bid processes as it relates to education~~ **facilities maintenance**.
- AHERA (Asbestos Hazard Emergency Response Act), IPM (Integrated Pest Management), storm water pollution prevention plans and Williams Act.
- OSHA regulations, health and safety regulations and other federal, state, county and local laws, rules, regulations and practices as they relate to health and safety.
- Asbestos abatement procedures, precautions and safety.
- Hazardous chemical and waste disposal methods, policies and procedures.
- Methods, practices, terminology and procedures used in skilled trades.
- Budgeting methods and practices for a public-school district.

- Working cooperatively, efficiently and effectively with internal district departments and outside organizations.
- Applicable sections of California Education Code and other applicable laws, cases and precedents as it relates to contracts, construction, Williams Act and other related fields.
- Methods of project and process control, budgeting, and cost analysis and prediction.
- **Computer skills in preparing letters, emails, presentations, memos and spreadsheets, as well as online meetings and online collaboration products.**
- Techniques of supervision, training, coaching, conflict resolution and motivation of employees.
- Effective oral and written communication skills.
- School and district policies, rules and regulations.

Ability to:

- Develop and implement comprehensive maintenance projects **and repairs**.
- Analyze work methods, schedules, equipment and staffing levels to increase department efficiency and effectiveness.
- Prepare, monitor, adjust and control the department budget.
- Complete multiple priorities with short deadlines.
- Conduct and participate in meetings, conferences, professional development and other training.
- Compile data to prepare reports.
- Ensure compliance with safety practices and various federal, state, county and local code requirements.
- Develop, plan, and implement short- and long-term goals and objectives by analyzing and interpreting data in relation to current and future operational and maintenance requirements.
- Analyze and interpret technical materials, blueprints, shop drawing, sketches and problems to develop efficient and effective courses of action.
- Develop bid specifications, evaluate proposals and monitor/enforce contract compliance.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Work effectively and efficiently without close supervision.
- Supervise and direct the work of others.
- Understand and carry out verbal and written directions.
- Read, write and speak English with sufficient comprehension to perform duties accurately and competently.
- Train, work effectively and work cooperatively with individuals from diverse backgrounds.
- Communicate positively and effectively, orally and in writing, with district staff, students and various community partners.
- **Perform other administrative duties and responsibilities as required and assigned.**

EDUCATION, QUALIFICATIONS AND EXPERIENCE:

Education:

- **A** Bachelor's Degree from an accredited college or university in Engineering, Business Management, Public Administration, **Construction Management** or a closely related field **may substitute years of experience within applicable trades in lieu of formal degrees at the District discretion and collaboration with representing union.**
-

Experience:

- Five years of increasingly responsible experience in facility maintenance or experience in supervisory capacity in a facility maintenance environment. ~~At district's discretion, experience in excess of the required five years' experience may be substituted for the bachelor's degree.~~
- Demonstrated project management skills and abilities.
- Demonstrated high level of successful customer service with the public.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License. Candidates must provide (and maintain) an official motor vehicle driving record, and proof of compliance with district safe driving standards.
- **Completion of a Facilities Management Program is highly desired**
- **Ability to obtain and EPA, Hazardous Materials Inspector/Supervisor Certification**
- **Ability to obtain and EPA Lead abatement Certification.**
- **Ability to obtain a Playgroup Safety Inspector Certification.**
- **Ability to obtain OSHA approved Aerial and Forklift Certification.**

PHYSICAL EFFORT / WORK ENVIRONMENT:

Environment:

- Based on workload, extensive outdoor exposure and indoor office.
- Office setting with phones, computer work, customer contact, drop-ins and other communications.
- **Regular exposure to fumes, dust, dirt, oil and grease.**
- **Driving a vehicle to conduct work**

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.

- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Work with hazard or chemical based materials.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit for extended periods of time with intermittent walking.
- Dexterity of hands and fingers to use keyboard and office equipment.
- Drive and travel to various work and school sites.
- Occasionally lift and carry up to fifty (50) pounds for short distances.

SALARY:

Schedule: SSA
Salary Range: 4B (new range, step 1 $93,759.99)

Approved by the Human Resources Division
Approved by the Board of Education:

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

ASSISTANT OPERATIONS COORDINATOR

PRIMARY FUNCTIONS:

The Assistant Operations Coordinator reports to the Director of Maintenance and Operations. Under general direction, plans, organizes, directs, administers and oversees the assigned Custodial and Grounds, functions of district facilities; ensures efficient and cost-effective departmental operations; plans, organizes, directs and oversees Grounds and Custodial projects and state mandated programs; supervises and evaluates the performance of assigned personnel; provides after hours support for emergencies and safety; and performs other related duties as assigned. This position supervises employees that work various shifts and often will work an inconsistent schedule to be able to supervise shifts at the same time as the employees they supervise.

MAJOR DUTIES AND RESPONSIBILITIES:

- Plan, organize, direct, administer and assist with the assigned comprehensive Custodial and Grounds maintenance program for the district in compliance with federal, state, county, and local laws, rules and regulations.
- Advise, assist and make recommendations to district staff as it relates to gardening, grounds, irrigation, maintenance, community gardens, conservation efforts, garden maintenance, etc.
- Compile data from assigned community gardens and district grounds for evaluation, reports and presentations.
- Attend all scheduled in-services and professional development opportunities as they relate to grounds, custodial, community gardens, field maintenance, irrigation, conservation, etc.
- Assist in creating, implementing, modifying and maintaining an annual work plan for the community/site gardens.
- Assist in making assignments of assigned substitute and ancillary personnel and prepares schedules.
- Develop policy, work plans and procedures regarding work details, work orders, supplies, equipment requirements, operational challenges, training needs and conflicts.
- Perform weekly/bi-weekly/monthly inspections of custodial and grounds work and equipment at all sites; sports fields/complexes, school buildings and grounds with respect to cleanliness, health and safety standards, landscaping, and prepares inspections reports.
- Implement training of assigned grounds and custodians in proper work methods and procedures; assists in evaluating assigned staff.
- Verify staff attendance; test new supplies and equipment requisitions; assist in assigning and approving overtime work; assist in preparing vacation and as well as weekly and summer work schedules.
- Prepare instructional bulletins and correspondence; prepare written reports.
- Collect, analyze and present complex technical data, orally and in writing, for the purpose of identifying problems, evaluating alternative solutions, preparing recommendations and increasing efficiency and effectiveness of the district's Custodial and Grounds department.

- Communicate effectively and regularly with district officials, site administrators and department personnel.
- When necessary, communicate effectively with regulatory agencies, architects, contractors, vendors and other stakeholders concerning district facilities.
- Assist in supervising and leading staff training for head custodians and secondary custodial supervisors, night custodians, and grounds personnel as necessary.
- Train, direct, guide, coach, evaluate, support and discipline assigned staff.
- Provide 24-hour coverage and monitoring of district security and fire alarms.
- Assist in the development, recommendation, and administration of the department budget for the purpose of ensuring services are delivered in conformance with district objectives and within budget parameters.
- Perform other administrative duties and responsibilities as required and assigned.

QUALIFICATIONS:

Knowledge of:

- Knowledge and experience in Custodial and Grounds management, Grounds and Cleaning methods and custodial/grounds management.
- AHERA (Asbestos Hazard Emergency Response Act), Healthy Schools Act, Pesticide regulations, IPM (Integrated Pest Management), storm water pollution prevention plans and Williams Act.
- OSHA regulations, health and safety regulations and other applicable federal, state, county and local laws, rules, regulations and practices.
- Methods of project and process control, budgeting, and cost analysis and prediction.
- Techniques of supervision, training, coaching, conflict resolution and motivation of employees.
- Plant diseases/pests and methods or techniques for controlling and eradicating.
- Plant and grass varieties suitable for the climate and educational environment.
- Effective oral and written communication skills.
- Computer skills in preparing letters, emails, presentations, memos and spreadsheets, as well as online meetings and online collaboration products.
- Public bid processes, including custodial and grounds product testing, soliciting quotes and proposals from vendors, and the ability to follow the district's bidding and contracting rules and regulations.
- Safety rules and regulations applicable to school buildings and Grounds.
- The evaluation process for classified employees.
- Labor-management contracts for classified employees.
- Custodial work planning methods.
- Manage district hazardous waste management program and do all mandatory reporting to county, state, and federal agencies
- Manage district elevators; including maintenance and state testing.

Ability to:

- Devise and implement strategic plans to improve the custodial services to district sites.
- Develop and implement comprehensive Custodial and Grounds projects.
- Analyze work methods, schedules, equipment and staffing levels to increase department efficiency and effectiveness.
- Plan and organize the work involved in the custodial care and grounds upkeep of school buildings, landscaping and sports complexes.
- Prepare, monitor, adjust and control the department budget.
- Complete multiple priorities with short deadlines.
- Conduct and participate in meetings, conferences, professional development and other training.
- Ensure compliance with safety practices and various federal, state, county and local code requirements.
- Develop, plan, and implement short- and long-term goals and objectives by analyzing and interpreting data in relation to current and future custodial and grounds requirements.
- Analyze and interpret technical materials, blueprints, shop drawing, sketches and problems to develop efficient and effective courses of action.
- Develop bid specifications, evaluate proposals and monitor/enforce contract compliance.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Work effectively and efficiently without close supervision.
- Supervise and direct the work of others.
- Understand and carry out verbal and written directions.
- Read, write and speak English with sufficient comprehension to perform duties accurately and competently.
- Train, work effectively and work cooperatively with individuals from diverse backgrounds.
- Communicate positively and effectively, orally and in writing, with district staff, students and various community partners.

EDUCATION, QUALIFICATIONS AND EXPERIENCE:

Education:

- High school diploma with additional coursework in custodial management, hospitality, business administration, or landscaping at higher education entity highly desired may substitute years of experience within applicable trades in lieu of formal degrees at the District discretion and collaboration with representing union.

Experience:

- Five years of increasingly responsible experience in Custodial and Grounds Management or experience with at least 2 years in supervisory capacity in a Custodial and Grounds environment.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License.
- Candidates must provide (and maintain) an official motor vehicle driving record, and proof of compliance with district safe driving standards.
- Possess the ability to obtain and maintain a Pesticide license.
- Completion of a Facilities Management Program is highly desired
- Ability to obtain and EPA, Hazardous Materials Inspector/Supervisor Certification
- Ability to obtain and EPA Lead abatement Certification.
- Ability to obtain a Playgroup Safety Inspector Certification.
- Ability to obtain OSHA approved Aerial and Forklift Certification.

PHYSICAL EFFORT / WORK ENVIRONMENT:

Environment:

- Based on workload, extensive outdoor exposure and indoor office.
- Office setting with phones, computer work, customer contact, drop-ins and other communications.
- Regular exposure to fumes, dust, dirt, oil and grease.
- Driving a vehicle to conduct work.
- Nighttime work in insolated work sites.

Physical Abilities:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Work with hazard or chemical based materials.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit for extended periods of time with intermittent walking.
- Dexterity of hands and fingers to use keyboard and office equipment.
- Drive and travel to various work and school sites.
- Occasionally lift and carry up to fifty (50) pounds for short distances.

SALARY:

Schedule: SSA
Salary Range: 4B range 17

Approved by the Human Resources Division
Approved by the Board of Education:

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

ASSISTANT SUPERINTENDENT, HUMAN RESOURCES

PRIMARY FUNCTION:

Under the direction of the Superintendent the Assistant Superintendent of Human Resources is responsible for the development and the administration of the personnel, employee relations, and human resources functions of the district **including the recruitment and retention of employees**. **This position monitors the expenditure of funds assigned to the Human Resources Division to ensure maximum effectiveness and achievement of defined District objectives; maintains and ensures a continuous personnel appraisal and evaluation system and acts on findings. The position oversees the implementation of Position control and the District's Worker's Compensation Program and consults with the District General Counsel and outside legal regarding employee discipline and investigations.**

MAJOR DUTIES AND RESPONSIBILITIES:

- Serve as department head of the Human Resources Division.
- Administer the development, adoption, and implementation of sound personnel policies, practices, procedures, rules and regulations.
- **Evaluate data systems and implement electronic databases and processes that streamline Human Resources and Business Services for the District.**
- Insure compliance with all state and federal laws, rules and regulations relating to personnel matters.
- Administer the program of recruitment and selection of all district employees; recommends to the Superintendent appointments, placements, transfers, reassignments, leave of absence, and terminations of employees.
- **Maintain positive working relationships and meet regularly with association leadership to resolve issues prior to grievance level.**
- Administer the development and implementation of procedures for employee performance evaluation.
- **Supervise the employee Position Control System and ensure that active employees are assigned only into an approved and budgeted position control number.**
- Advise administrators regarding appropriate action and procedure in cases of unsatisfactory performance of personnel.
- Advise administrators regarding appropriate procedures involving employee discipline and related disciplinary actions.
- **Maintain accurate staffing reports in respect to employee status, seniority, evaluation and assignment.**
- Administer personnel accounting, personnel budgets, and staffing allocations.
- Administer employee relations program, including participation on district negotiations teams and in employee grievance processing.
- **Provide leadership to the management of the negotiated Agreements and provide in-service sessions necessary to manage such agreements.**
- Administer all personnel record keeping, processing of new employees' issuance of contracts, and interfacing with the Payroll and Budget Departments.
- **Conduct wage and salary studies and surveys periodically; recommend certificated and classified wage and salary levels and classifications; maintain a classification system; recommend personnel for reclassification as appropriate.**
- May administer the development and implementation of the employee health and welfare benefit programs.

- Attend **and represent the Human Resources Division at** Board of Education meetings **and other special meetings as assigned and advise the Board of Education, Superintendent and cabinet members on division policies**.
- Facilitate organizational development strategies and implementation.
- Serve on the Superintendent's cabinet **in analyzing, developing, coordinating, and implementing state laws, Board of Education policies, and administrative regulations.**
- Perform other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles of organization and management.
- State and federal laws regarding certificated and classified personnel.
- **Current educational administration principles and practices, including site-based management, supervision, evaluation and training.**
- Policies and regulations of the state and the Board of Education.
- **Human Resources Division operations, functions and responsibilities and the appropriate supportive services required to ensure operational effectiveness.**
- District personnel practices and procedures.
- Personnel evaluation procedures.
- Negotiating techniques and labor laws.
- Budgeting and fiscal controls procedures.

Ability to:

- Supervise and evaluate all subordinate personnel.
- Work effectively with all segments of the school community and general public.
- **Develop new policies and procedures in accordance with the needs of the district.**
- Use sound judgment and remain objective in matters requiring the utmost discretion and sensitivity.
- Assemble and analyze data, and make appropriate recommendations for action.
- Speak and write effectively.
- **Maintain positive working environments and open communication with District unions and administration.**
- Work with diverse groups and individuals in manner that achieves district goals.
- Communicate positively, both written and verbal that diffuses misunderstanding and hostility.
- Translate Board and district policy to various employees, individuals and groups.

EDUCATION, QUALIFICATIONS AND EXPERIENCE:

Education:

- **Bachelor's degree with** post graduate work in personnel administration, labor relations and/or business administration or a comparable combination of training and experience.
- **Doctoral degree desired.**

Experience:

- At least 5 years experience as an administrator, including progressively responsible experience in a district office administrative position, in human resources or related area.
- **Demonstrated positive working relationships with employee unions.**
- **Demonstrated high level of successful customer service with public and internal stakeholders.**

Licenses or Certificates Needed:

Any combination of the following qualifications is highly desired:

- Appropriate school administration credential as required.
- **Completion of School focused personnel academy program highly desired**
- **Possession of a valid California driver's license and be able to provide own transportation in conduct of work assignments; willingness to travel as needed.**

PHYSICAL EFFORT / WORK ENVIRONMENT:

Environment:

- **Primarily indoor office.**
- **Frequently driving and visiting various district sites.**
- **Office setting with phones, computer work, customer contact, drop-ins and other communications.**

Physical Abilities:

Employees in this position must have/be able to:

- **Observe safe lifting and carrying practices.**
- **Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.**
- **Hear and understand speech at normal levels and on the telephone with/without assistive devices.**
- **See, hear and speak with/without assistive devices sufficient to communicate effectively with others.**
- **Bend at the waist.**
- **Reach overhead, above the shoulders and horizontally; grasp.**
- **Sit for extended periods of time with intermittent walking.**
- **Dexterity of hands and fingers to use keyboard and office equipment.**
- **Drive and travel to various work and school sites, when necessary.**
- **Occasionally lift and carry up to thirty (30) pounds for short distances.**

SALARY:

Schedule: Management
Salary Range: Index 1.63

Approved by the Human Resources Division
Approved by the Board of Education:

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

ASSOCIATE SUPERINTENDENT EDUCATIONAL SERVICES
CHIEF ACADEMIC OFFICER

PRIMARY FUNCTION:

Under the Direction of the Superintendent, serve as the executive head of, and be responsible for, the Educational Operations of the District including the supervision of Educational Services and other offices as assigned by the Superintendent. The Associate Superintendent of Educational Services / Chief Academic Officer (CAO) is charged with providing clear and effective leadership to ensure district goals, beliefs and policies are clearly communicated and implemented. The CAO is accountable for increasing student achievement, working directly with the Superintendent to conceptualize, develop, research, and implement programs/services to meet the learning needs of all students from Transitional Kindergarten through Adult Education. Additionally, the CAO is responsible to ensure all instructional programs meet state and federal guidelines. **The Chief Academic Officer serves on the Superintendent's Cabinet and assists the Superintendent in the overall operation of and management of the District.**

MAJOR DUTIES AND RESPONSIBILITIES:

- **Serve as head of the Educational Services Division and as Chief Academic Officer.** Responsible for leading the improvement of student academic achievement for all students.
- Responsible for promoting the academic improvement of student sub-groups including English Learners, Low Income and Foster Youth students.
- **Interpret District programs and policies to staff and community.**
- Responsible for the preparation, submission, implementation and evaluation of state and federally funded programs and grants.
- Chair a variety of meeting to represent the District, as assigned by the Superintendent **and administer the establishment and maintenance of abundant and significant avenues of communication with the communities that schools serve, encouraging feedback, providing for its assessment.**
- Work directly with the Superintendent to develop and lead a service-oriented department to support schools, school site leaders, and instructional staff.
- **Evaluate management personnel reporting to him/her regarding their effectiveness in carrying out their responsibilities and their capacity for growth and development, and counsels them regarding such evaluations.**
- Ensure the delivery of high-quality support services to schools, school-site leaders, staff, parents, and community members.
- **Assist the Superintendent in the evaluation of building principals.**
- Empower school sites to make decisions that directly serve their student's needs based on the best available data.
- **Counsel with employees and parents regarding concerns which cannot be resolved by the appropriate responsible administrator.**

- Develop, implement, and monitor processes for compliance, quality and fiscal accountability.
- Supervise and evaluate the performance of assigned personnel on a regular basis and provide constructive feedback to improve staff effectiveness.
- **Serve on the Superintendent's Cabinet in analyzing, developing, coordinating, and implementing state laws, Board of Education policies, and administrative regulations.**
- Visit school sites and classrooms on a regular basis and provide written progress monitoring to Superintendent. Supervise, evaluate, direct and assist Directors in the development of specific plans to meet identified school targets; assist in determining and acquiring support services.
- Support LCAP Development and implementation including coordinating advisory committees, stakeholder feedback, state and local metrics, and board and county adoption process.
- Prepares and maintains balanced budgets, and the allocation of funds according to state and federal mandates.
- **Assistant the Superintendent in the coordination and preparation of the Board agenda and** attend all regular and special meetings of the Board of Education and make reports on district programs as directed by the Superintendent of Schools.
- Play a significant leadership role in fostering professional growth and building of staff morale throughout the district.
- Foster creativity, innovation and a spirit of agency among all practitioners in the system.
- **Direct and facilitate District-wide strategic planning efforts.**
- Critically analyze current structures, patterns, and processes to identify gaps in alignment and find solutions to current organizational challenges.
- Support acquisition of textbooks and instructional materials for grades Transitional Kindergarten-Twelve.
- Provide **leadership and** assistance in administrative reviews and the WASC accreditation process.
- **Develop operational procedures for the District; recommend and review procedures for the allocation of staff; and conduct special studies as authorized.**
- Act as the key spokesperson for assigned areas of responsibility. In that capacity, provide public representation regarding district issues on various committees and before special interest groups, citizen groups, and other public meetings.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- **Research-based strategies and best-practices in classroom instruction and online and blended learning strategies.**
- Large and complex educational systems and system change.
- **Principles, National and State trends and development of curriculum and instructional administration and management, including the Common Core State Standards and 21st Century Learning environments and Future Ready Classrooms.**
- Effective oral and written communication skills.

- **Current educational administration principles and practices, including site-based management, supervision, evaluation and training. Human Resources, operations, functions and responsibilities and the appropriate supportive services required to ensure operational and instructional effectiveness.**
- School and district policies, rules and regulations.
- **Program Budget Administration.**
- State and Federal law regulations as they pertain to elementary and secondary education.
- Current and emerging research around teaching learning and leading.
- Adult learning theory.
- Urban schools and issues facing urban schools including a personal vision of how to create high functioning schools in a diverse, urban PK to 12 environments.
- Curriculum, pedagogy, and assessment **best practices for large school districts.**

Ability to:

- **Plan, organize, coordinate supervise and direct and give administrative direction to employees in a variety of complex professional and technical operations related to Educational Services and District Operations to** build a high functioning cross-developmental team.
- Evaluate and set priorities in a constantly changing environment.
- **Motivate and initiate continuous learning and growth among professional staff to benefit organizational effectiveness and academic student growth.**
- Analyze situations accurately and adopt an effective course of action.
- **Prepare comprehensive and clear reports, conduct difficult correspondence and prepare work estimates, specifications and grant proposals.**
- Interpret, apply and explain rules, regulations, policies and procedures.
- **Maintain positive working environments and open communication with District unions and administration.**
- Promote positive staff morale.
- Work independently with little direction.
- **Develop new policies and procedures in accordance with the needs of the District.**
- Multi-task and work under stressful conditions.
- Establish and maintain effective working relationships with staff, students and the public.
- **Modify management strategies and programs based upon evaluation data.**
- Work effectively and cooperatively with individuals from diverse backgrounds.
- Communicate positively and effectively, orally and in writing, with district staff, patrons, parents, students, and various community partners **in a manner that diffuses misunderstandings and hostility.**
- Develop and support high quality, engaging public materials to inspire and explain the work of the district.

EDUCATION, QUALIFICATIONS AND EXPERIENCE:

Education:

- Master's degree in Education **related fields (Education, Counseling, Public Administration, etc.)**
- **Doctoral degree desired.**

Experience:

- Seven (7) years of progressive management educational experience.
- Site Leadership experience.
- Prior experience as a classroom instructor.
- Demonstrated public speaking experience.
- Demonstrated community leadership.
- Demonstrated leadership of large teams in a complex system.
- Fluent Spanish preferred.
- **Demonstrated positive working relationships with employee unions.**
- **Demonstrated high level of successful customer service with public and internal stakeholders.**

Licenses or Certificates Needed:

Any combination of the following qualifications is required:

- California Administrative Credential
- Single or Multiple Subject Credential
- Possession of a valid California Driver's license **and to be able to provide own transportation in conduct of work assignments; willingness to travel as needed.**

PHYSICAL EFFORT /WORK ENVIRONMENT:

Environment:

- **Primarily** indoor office**.**
- **Frequently driving and visiting various district sites.**
- Office setting with phones, computer work, customer contact, drop-ins and other communications.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.

- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit for extended periods of time with intermittent walking.
- Dexterity of hands and fingers to use keyboard and office equipment.
- Drive and travel to various work and school sites, when necessary.
- **Occasionally** lift and carry up to ~~twenty-five~~ **thirty (~~25~~30)** pounds **for short distances.**

SALARY:

Schedule: Management
Salary Range: Index 1.74

Approved by the Human Resources Division
Approved by the Board of Education:

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

ASSOCIATE SUPERINTENDENT OF BUSINESS SERVICES

PRIMARY FUNCTION:

Under the Direction of the Superintendent, serve as the executive head of, and be responsible for, the Operations of the District including General Counsel, Internal Audit and the Business Services and other offices as assigned by the Superintendent. Responsible for planning, organizing, and administering the Business Division**. The Associate Superintendent of Business Services / Chief Business Official (CBO) serves on the Superintendent's Cabinet and assist the Superintendent in the overall operation of and management of the District.**

MAJOR RESPONSIBILITIES:

- Serve as head of Business Services Division **and Chief Business Official (CBO).**
- Develop, evaluate, and make recommendations to the superintendent regarding the administrative policy governing the operation **of the District and in planning for needed change.** ~~of all business services~~.
- Provide direction and supervision over the preparation and administration of the district budget and ancillary state and federal financial reports.
- **Interpret District programs and policies to staff and community.**
- Provide direction and supervision over the District's accounting, budget, payroll, purchasing, benefits, printing, warehousing and equipment repair, **nutrition services, general counsel, internal audit, charter school monitoring, risk management and district student services operation support for sites and department** functions.
- **Administer the establishment and maintenance of abundant and significant avenues of communication with the communities that schools serve, encouraging feedback providing for its assessment.**
- Responsible for coordinating and managing all matters related to the external auditing of all fiscal aspects of programs and offices in the district. Directs the district's internal audit activities.
- **Assist the Superintendent in the coordination and preparation of the Board agenda and** attend Board of Education meetings.
- Serve on the Superintendent's Cabinet **in analyzing, developing, coordinating, and implementing state laws, Board of Education policies and administrative regulations**.
- **Represent the Superintendent and the District with business, industrial and community groups.**
- **Evaluate management personnel reporting to him/her regarding their effectiveness in carrying out their responsibilities and their capacity for growth and development, and counsels with them regarding such evaluations.**
- **Assist the Superintendent in the evaluation of building principals.**
- **Counsels with employees and parents regarding concerns which cannot be resolved by the appropriate responsible administrator.**
- **Direct and facilitate District-wide strategic planning efforts.**
- **Develop operational procedures for the District; recommend and review procedures for the allocation of staff; and conduct special studies as authorized.**
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- **S**chool finance and school district organization **including the goals, objectives and operating techniques of a large school district**.
- Current principles, **trends, development** and methods of public-school district business and management.
- Budgeting, accounting, payroll, and purchasing, **school nutrition, bond accounting, risk management, and human resources** applications **as they pertain to a large school district**.
- Business law and district, state, and federal codes affecting school districts.
- **Problems involved in the maintenance and operation of school district buildings, together with knowledge of building construction and ordinances and laws affecting construction and repair of school buildings.**
- **Human Resources operations, position control functions and responsibilities and the appropriate supportive services required to ensure operational effectiveness.**
- **Laws and regulations regarding personnel practices.**
- Employee benefits **plans and options**.
- **Current educational administration principals and practices, including site-based management, supervision, evaluation and training.**
- **Negotiation techniques and labor laws and understanding of collective bargaining agreements.**
- **Provisions of the State Education Code and other Codes related to business, facilities and human resources practices and procedures.**

Ability to:

- Plan, organize, coordinate, **supervise** and direct **and give administrative direction to employees in** a variety of complex **professional and** technical operations **related to Business Services, Facilities, Human Resources and District Operations** of a large school district.
- **Develop new policies and procedures in accordance with the needs of the District.**
- Collect, interpret, and analyze complex technical data.
- **Maintain positive working environments and open communication with District unions and administration.**
- Identify potential problems, evaluate alternative solutions, and prepare sound recommendations.
- Make difficult decisions **with tact**.
- **Develop new policies and procedures in accordance with the needs o the District.**
- Establish and maintain effective working relationships with others.
- Communicate clearly and concisely both orally and in writing **that diffuses misunderstandings and hostility.**

EDUCATION, QUALIFICATIONS AND EXPERIENCE:

Education:

- Postgraduate work **equivalent to a Master's degree in** Business Administration**, Finance, Accounting, Education or equivalent degree required.**
- **Doctoral degree desired.**

Experience:

- **At least seven (7) years' experience as an administrator, including** progressively responsible experience in school district financial administration.
- **Demonstrated positive working relationships with employee unions.**
- **Demonstrated high level of successful customer service with public and internal stakeholders.**

Licenses or Certificates Needed:

Any combination of the following qualifications is highly desired:

- **Completion of School Business Management (CBO) Certification.**
- **Possession of a valid California driver's license and be able to provide own transportation in conduct of work assignments; willingness to travel as needed.**

PHYSICAL EFFORT / WORK ENVIRONMENT:

Environment:

- **Primarily indoor office.**
- **Frequently driving and visiting various district sites.**
- **Office setting with phones, computer work, customer contact, drop-ins and other communications.**

Physical Abilities:

Employees in this position must have/be able to:

- **Observe safe lifting and carrying practices.**
- **Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.**
- **Hear and understand speech at normal levels and on the telephone with/without assistive devices.**
- **See, hear and speak with/without assistive devices sufficient to communicate effectively with others.**
- **Bend at the waist.**
- **Reach overhead, above the shoulders and horizontally; grasp.**
- **Sit for extended periods of time with intermittent walking.**
- **Dexterity of hands and fingers to use keyboard and office equipment.**

- **Drive and travel to various work and school sites, when necessary.**
- **Occasionally lift and carry up to thirty (30) pounds for short distances.**

SALARY:

Schedule: Management
Salary Range: Index 1.74

Approved by the Human Resources Division
Approved by the Board of Education:

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

ASSOCIATE SUPERINTENDENT OF OPERATIONS

PRIMARY FUNCTIONS:

Under the direction of the Superintendent the Associate Superintendent of Operations provide**s** administrative leadership and assumes responsibility for the efficient and effective conduct and operation of facility planning and construction, real property, and maintenance and operations (including grounds), ~~transportation services, food services, technology~~ ~~&~~ **and** risk management. **This position maintains relationships with federal, State and local agencies, contractors, community groups and residents, District administrators and consultants. The position oversees and coordinates consultation and collaboration with the Citizens' Bond Oversight Committee and the implementation of the District Bond Construction Program and the Maintenance and Recreation Assessment District (MRAD). The position oversees the development and implementation of the Facilities Master Plan and directs budget planning and administration of facilities support services for the District. The Associate Superintendent Operations consults with District's General Counsel and outside legal regarding construction contracts and legal issues in respect to facilities.**

MAJOR DUTIES AND RESPONSIBILITIES:

- Lead and oversees effective operation of the ~~district's food services,~~ maintenance and operations, **risk management, construction** ~~technology~~ and facilities planning.
- Develop and administers budgets for ~~information services~~, maintenance and operations, ~~food services~~ **construction, risk management** and facilities planning.
- Supervise the district's insurance programs, including protection against all insurable risks and reporting of all claims to the proper insurance broker/agent.
- **Direct the activities of construction and modernization projects; maintain contact with contractors and architects to evaluate progress on projects; prepare reports on projects.**
- Supervise use of school property by the public in accordance with established district regulations.
- **Make recommendations for proactive District action to alter existing law or introduce new legislation to benefit the District and its programs.**
- Supervise acquisition of new sites, new building construction, and remodeling construction on buildings and sites.
- **Maintain positive working relationships and meet regularly with association leadership to resolve issues prior to grievance level.** Manages district assets.
- ~~Coordinates and supervises~~ **Supports** the district's governmental relations functions.
- Serve as district liaison with the state on CEQA and FEMA.
- Attend **and supports Citizens'** Bond Oversight Committee **(CBOC)** meetings and provides staff support for the committee.
- **Coordinate facility planning and construction functions to assure efficiency of operations and adherence to established timelines.**
- **Lead the development and implementation of the Facilities Master Plan.**
- Responsibil~~ities~~ for the leadership and effective operation of the Division.
- Provide direction and supervision of Bond Measure **and MRAD** Funds and activities for facilities improvement.

- **Supervise and evaluate the performance of assigned staff; interview and recommend hiring, transfers, reassignment, termination and disciplinary actions.**
- Responsible for district assets management ~~and transportation program~~.
- **Advise District administrators concerning the requirements of facility planning and construction.**
- **Coordinate and evaluate Proposition 39 Facility requests from Charter Schools and consult with District General Counsel in drafting appropriate responses and mitigation plans.**
- ~~Responsible for food service program.~~
- Provide direction and supervision over the district's facilities maintenance function.
- Attend **and represent the Facilities Division at** Board of Education meetings **and other special meetings as assigned and advise the Board of Education, Superintendent, and cabinet members on division policies.**
- Serve on the Superintendent's Cabinet **in analyzing, developing, coordinating, and implementing state laws, Board of Education policies, and administrative regulations**.
- Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Current principles and methods of modern public business and school district management.
- **Building construction methods and materials. Laws related to school planning, construction and maintenance.**
- Building maintenance and operations techniques and procedures.
- **Educational space planning and design.**
- **Principles and practices of administration, supervision and training.**
- Business law and district, state, federal codes affecting school operations.
- **Principles and practices of organizing and coordinating a comprehensive** schoolhouse planning, construction project management and maintenance and operations ~~techniques and procedures~~ **program**.
- School finance and school district organization.
- **Fundamentals of School Construction Bid Methodologies and the best utilizing of each delivery system to meet District objectives.**

Ability to:

- Plan, organize, coordinate, and direct a variety of complex technical operations for an urban school district.
- **Develop new policies and procedures in accordance with the needs of the District.**
- Identify potential problems, evaluate alternative solutions, and prepare sound recommendations.
- **Maintain positive working environments and open communication with District unions and administration.**
- **Direct and implement the planning and construction functions of District facilities and** work with vendors/contractors of major facilities projects.
- Prepare and manage **departmental and construction project** budgets.
- Supervise and evaluate all subordinate personnel.

- Speak and write effectively.
- **Ensure safety and security on all work sites and projects.**
- Work effectively with all members of the school and community.
- Collect, interpret, and analyze complex technical data.
- Make difficult decisions.
- Establish and maintain effective working relationships with others.
- Communicate clearly and concisely, both orally and in writing.

EDUCATION, QUALIFICATIONS AND EXPERIENCE:

Education:

- ~~Advanced~~ **Bachelor's** degree in public administration, educational administration**, engineer, public planning, construction management,** ~~or~~ business administration or **related field with advanced studies highly desired.**
- A comparable combination of training and experience **may be considered at District discretion in lieu of required education**.

Experience:

- **At least seven (7) years of** progressively responsible experience in school operations, facilities maintenance**, planning, construction, contract administration** and/or public-school administration **of institutional facilities including five (5) years in a supervisory capacity**.
- **Demonstrated positive working relationships with employee unions.**
- **Demonstrated high level of successful customer service with public and internal stakeholders.**

Licenses or Certificates Needed:

Any combination of the following qualifications is highly desired:

- **Completion of School Facilities Maintenance Academy is preferred.**
- **Possession of School Business Management (CBO) Certification is preferred.**
- **Possession of a valid** California driver's license **and be able to provide own transportation in conduct of work assignments; willingness to travel as needed.**

PHYSICAL EFFORT / WORK ENVIRONMENT:

Environment:

- Standard school district office environment with additional work throughout the district and community.
- **Primarily indoor office.**
- **Frequently driving and visiting various district sites.**
- **Office setting with phones, computer work, customer contact, drop-ins and other communications.**

Physical Abilities:

Employees in this position must have/be able to:

- **Observe safe lifting and carrying practices.**
- **Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.**
- **Hear and understand speech at normal levels and on the telephone with/without assistive devices.**
- See, hear and speak **with/without assistive devices sufficient to communicate effectively with others.**
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit for extended periods of time **with intermittent walking.**
- **Dexterity of hands and fingers to use keyboard and office equipment.**
- **Drive and travel to various work and school sites, when necessary.**
- **Occasionally** lift and carry up **to** ~~twenty~~ **fifty (**~~20~~**50)** pounds **for short distances.**

Salary:

Schedule: Management
Salary Range: Index 1.74

Approved by the Human Resources Division
Approved by the Board of Education:

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

CHARTER AND DISTRICT SCHOOLS' FINANCIAL COORDINATOR

PRIMARY FUNCTIONS:

Under the general direction of the Director of District Operations, serve as a technical resource to charter schools and the general public on charter school business administration and operations; performs complex and difficult assignments related to the maintenance of records and reporting for charter schools. This position ensures all Charter school attendance, enrollment, financial, and other data is collected and monitored as required by State law and District policy. The incumbent in the position serves as the liaison for all operational aspects of charter schools while the Director of District Operations coordinates the academic evaluation of charter schools. In addition, this position supports the annual audit functions of the district and ensures that outside auditors have all necessary information to complete the required audits in a timely manner.

MAJOR DUTIES AND RESPONSIBILITIES:

- Serve as the contact person for the charter schools and relays information and complaints to the District's liaison and creates reports as required by the State of California and Board of Education.
- Provide technical assistance to charter schools.
- Perform a variety of difficult and specialized financial record keeping and reporting activities.
- Coordinate with Business Services, Facilities, Technology and school sites the schedules of the external auditors.
- Act as the Business Services liaison with Education Services, Technology and Special Education for compliance reviews and provides reports as required to address the requirements of those reviews.
- Monitor and review with each charter school administrator and auditor the annual projected enrollment, proposed budget, teacher qualifications, and interim financial reports to ensure the current year and the subsequent two years meet its financial obligations according to AB 1137.
- Calculate payments to and from charter schools including but not limited to In-Lieu of Property Taxes, Parcel Taxes, and Oversight Fees.
- Gather information related to state and federal funding sources.
- Assist with financial projections, forecasts, expenditure trends, etc.
- Interpret complex rules, regulations, policies and procedures related to charter school business functions, and provides explanations for compliance.
- Create, develop, update and recommend district policies, Board Policies and Administrative Regulations as they relate to audits (budget, accounting, fiscal services, charter school financials, accounting, ASB, etc.).
- Provide updates on the latest developments related to charter school finance and business administration to charter schools, visits and monitors each charter school.
- Coordinate and facilitate the charter schools' annual report to the Board of Education.
- Attend meetings and makes presentations at workshops and training sessions.

- Maintain information and filing systems on relevant charter school data.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Government accepted accounting and budgetary principles, procedures, and practices
- Legal and procedural rules and regulations as they relate to school districts, budgeting accounting and financial transactions.
- General knowledge of legal requirements related to charter school fiscal operations.
- Public education funding, budgeting and accounting.
- Statistical sampling, data collection, evaluation and analytical techniques
- Knowledge of collective bargaining contracts for certificated and classified staff.
- Recordkeeping and interpretation of contract provisions and agreements.
- Modern office practices, procedures and equipment, including computers, peripherals and related software
- Microsoft suite (Excel, Word, PowerPoint, etc.), Google suite (Google Sheets, Google Docs, Google Slides, Gmail, etc.) and other software and applications.
- Google suite (Google Sheets, Google Docs, Google Slides, Gmail, etc.) and other software applications.
- Techniques of supervision, training, coaching, conflict resolution and motivation of employees.
- Effective oral and written communication skills.
- Strong planning, analytical, problem solving and organizational skills.

Ability to:

- Prioritize tasks to ensure timely completion of projects
- Work effectively under tight time constraints
- Handle multiple assignments simultaneously
- Interpret, explain, and apply legal requirements, accounting codes and classifications, computer printouts and reports
- Make arithmetical computations quickly and accurately
- Operate a computer, peripherals and related software including word processing, spreadsheet and specialized applications
- Establish and maintain complex and accurate record-keeping systems
- Prepare periodic statements and reports
- Interact with staff and situations in an honest, confidential and forthright manner
- Work effectively and efficiently without close supervision.
- Supervise and direct the work of others.
- Understand and carry out verbal and written directions.
- Read, write and speak English with sufficient comprehension to perform duties accurately and competently.
- Train, work effectively and work cooperatively with individuals from diverse backgrounds.

- Communicate positively and effectively, orally and in writing, with district staff and various community partners.

EDUCATION, QUALIFICATIONS AND EXPERIENCE:

Education:

- Bachelor's Degree from an accredited college or university in Accounting, Finance or a closely related field.
- Master's degree preferred.
- Prior experience may be considered in lieu of required degree at District discretion with collaboration from the representative union.

Experience:

- Three or more years of increasingly responsible technical accounting or business services experience using accounting and spreadsheet software in a public education environment.
- Experience working with charter school finance and accounting or reporting of information regarding to charter schools.
- Demonstrated experience in supervisory or managerial experience in financial accounting/administration.
- Demonstrated supervisory project management skills and abilities.
- Demonstrated high level of successful customer service with the public.

Licenses or Certificates Needed:

Any combination of the following qualifications is highly desired:

- Certified Public Accountant (CPA)
- Certified Government Auditing Professional (CGAP)
- Certified Management Accountant (CMA)
- School Business Management Certification (CBO)
- Possession of a valid California Driver's License. Candidates must provide (and maintain) an official motor vehicle driving record, and proof of compliance with district safe driving standards.

PHYSICAL EFFORT / WORK ENVIRONMENT:

Environment:

- Primarily indoor office.
- Frequently driving and visiting various district and charter school sites.
- Office setting with phones, computer work, customer contact, drop-ins and other communications.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit for extended periods of time with intermittent walking.
- Dexterity of hands and fingers to use keyboard and office equipment.
- Drive and travel to various work and school sites, when necessary.
- Occasionally lift and carry up to thirty (30) pounds for short distances.

SALARY:

Schedule: SSA
Salary Range: 4B Range 15

Approved by the Human Resources Division
Approved by the Board of Education:

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

COORDINATOR OF BUSINESS~~/FISCAL~~ SERVICES

PRIMARY FUNCTIONS:

Under direction **of the Director of Business Services and/or Director of District Operations** and dependent on **the** area of responsibility, perform complex professional coordination, analysis, planning **and** guidance **in the areas of** accounting, budgeting, **purchasing,** compliance oversight and reporting for various departments within business/fiscal services. **This position is** responsible for business/fiscal components of governmental funds, grants, benefits, ~~charter schools~~, Local Control Accountability Plan (LCAP), district payroll, **procurement, contracts, cash flow analysis, fund reconciliation, annual audit documentation and requirements,** and **support for** various district programs. **Incumbents in this position** coordinates, trains, leads, supervises, analyzes, processes and reports complex data as it relates to business/fiscal services; and performs related tasks and duties as required.

MAJOR DUTIES AND RESPONSIBILITIES:

- Coordinate and/or personally performs the budgetary planning, accounting and reporting for the LCAP **and overall District budget.**
- Contribute information to prepare reports for interim reports, departmental needs, charter schools, grants, governmental funds and other business/fiscal purposes.
- **Maintain budget information in the form of reports that are accessible to internal and external stakeholders in an easy to read, summarized fashion on the District website.**
- Produce financial and budgetary data/reports to maintain accountability for all assigned funds, grants, charter schools, bond and other district programs. **Prepare multi-year budget plans and reports, as assigned.**
- **Review requisitions to determine method of procurement consideration for formal bids on large purchases as it relates to federal and state compliance. Ensures compliance with and implements mandating bidding procedures pertinent to the district.**
- Establish, develop, monitor and modifiy business/fiscal processes as federal, state, district, Board of Education policies/regulations, Governmental Accounting Standard Board (GASB) and payroll legislation and award requirements evolve.
- **Monitor and reconcile district cash and investment accounts.**
- ~~Prepares multi-year budget plans and reports, as assigned~~
- **Coordinate the annual audit functions of the district to ensure compliance with all GASB requirements.**
- Coordinate with consultants, district departments, governmental agencies, auditors and other stakeholders regarding financial, accounting, analysis, reporting and budgetary data/reports.
- **Direct, oversee and procure goods and services to support goals and functions of various departments and sites throughout the district and ensures that Board policy is followed for all contacts.**

- Establish, develop, monitor and enforce standards, expectations, policies, work procedures and practices for business/fiscal services personnel.
- **Communicate with internal/external customers, vendors and clients via drop-ins, phones, emails, letters and other communications to answer all questions and anticipate potential problems or issues regarding procurement systems. Establishes, maintains and fosters strong, professional relationships with vendors and inside/outside stakeholders.**
- Develop efficient and effective solutions to complex business/fiscal services processes, reporting and systems.
- Interpret and implements district and state approved financial reporting requirements, **and maintains the District Chart of Accounts.**
- Design, develop and create complex reports for business/fiscal services, district departments, programs and staff.
- **Supervise and insures that all accounts payable, receivable and employee expense claims and reimbursements are processed and vendors are appropriately paid within required timelines.**
- Develop end user support learning media, which may include manuals, videos, checklists and other tools**, including the creation of desk manuals documenting business procedures.**
- Supervise, trains, directs, guides, coaches, evaluates, supports and disciplines assigned staff.
- **Ensure that all journal entries are reconciled and reviewed for each required interim report and updates budgets and actuals based upon timely information.**
- Attend training workshops, meetings, public meetings, committee meetings, board meetings and professional development as directed.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Public education funding, budgeting, accounting and payroll.
- GASB and generally accepted auditing/accounting standards/principles.
- Analysis and audit processes and procedures.
- Legal and procedural guidelines for accounting, financial**, purchasing** and payroll transactions.
- Effective management and project management skills.
- Organization and management principles.
- Strong analytical and problem-solving skills.
- **Recordkeeping and interpretation of contract provisions and agreements.**
- Data collection and comparative analysis techniques.
- Microsoft Suite (Word, Excel, Project, Outlook and PowerPoint) and other productivity tools.
- State Education Code and other federal, state and local laws, rules and regulations.

- District Board policies, rules and regulations.
- Modern business practices and district authorized software to complete tasks, duties and responsibilities.
- Effective oral and written communication skills.
- Techniques of supervision, training, coaching, conflict resolution and motivation of employees.

Ability to:

- Use ~~of~~ enterprise data system software for financial recordkeeping.
- Use advanced spreadsheet skills to link complex spreadsheets, create formulas, create graphs, etc.
- Create, analyze and audit **and complex financial** data sets.
- Write clear, logical reports, documentation, and procedures.
- Communicate effectively orally and in writing
- **Reconcile accounts accurately and in a timely manner to inform decision making of district administration and the Board of Education.**
- Conduct and participate in meetings, conferences, professional development and other training.
- Manage multiple projects simultaneously.
- **Confer with school and administrative staff to determine supply and material needs and specifications and keep informed of new products, market conditions and cost trends.**
- Organize your own work and that of others, which includes setting priorities and meeting critical deadlines.
- **Prepare bid documents and specifications on supplies, materials and equipment.**
- Compile data to prepare complex reports and present them in various forums.
- Analyze and interpret materials and problems involving protocols, procedures, documentation and other related reference materials.
- Train, direct, guide, coach, support and discipline assigned staff.
- Understand and carry out verbal and written directions.
- Read, write and speak English with sufficient comprehension to perform duties accurately and competently.
- Supervise and direct the work of others.
- Train, work effectively and work cooperatively with individuals from diverse backgrounds.
- Communicate positively and effectively, orally and in writing, with district staff, students and various community partners.

EDUCATION QUALIFICATIONS AND EXPERIENCE:

Education:

- Bachelor's Degree from an accredited college or university in finance, accounting or a closely related field **is highly desired.**
- **Prior experience may be considered in lieu of required degree at District discretion with collaboration from the representative union.**

Experience:

- Four (4) years of successful experience in business/fiscal/payroll**/purchasing** services and operations within a large entity (preferably a public agency).
- Two (2) years demonstrated experience in supervisory or managerial experience in business/fiscal/payroll**/purchasing** services and/or accounting.
- Demonstrated supervisory project management skills and abilities.
- Demonstrated high level of successful customer service with the public.
- Verifiable related experience may be substituted year for year to substitute for the education requirement, which is in addition to the required experience listed above.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License. Candidates must provide and maintain an official motor vehicle driving record, and proof of compliance with district safe driving standards.
- **Possession of School Business Management (CBO) Certification is highly desired.**
- **Current Certified Public Accountant (CPA) License is desired.**

PHYSICAL EFFORT / WORK ENVIRONMENT:

Environment:

- Primarily indoor office, with some outdoor exposure.
- Office setting with phones, computer work, customer contact, drop-ins and other communications.
- **Frequently driving and visiting various district sites.**

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.

- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit for extended periods of time with intermittent walking.
- Dexterity of hands and fingers to use keyboard and office equipment.
- Drive and travel to various work and school sites**, when necessary.**
- Occasionally lift and carry up to twenty (20) pounds for short distances.

SALARY:

Schedule: SSA
Salary Range: 4B range 15

Approved by the Human Resources Division
Approved by the Board of Education:

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

COORDINATOR OF HUMAN RESOURCES DATA SYSTEMS

JOB FUNCTION:

Under the direction of the Assistant Superintendent of Human Resources perform a variety of specialized duties in support of assigned Human Resources and Business Services functions; serve as a technical resource to Human Resources and other departments in regard to MUNIS (or current MIS software) and other support software; perform and expand the use of audits to ensure accurate personnel data, provide specialized technical assistance for Human Resources and Payroll with the Financial Services; perform Financial System/HR functions including monthly/yearly processes, give technical assistance in maintaining updated web site information related to personnel, assist with large data imports and data retrieval for a variety of reports from the employee management system. The coordinator will maintain the integrity and reliability of the District's HR/PY data system, ensuring applications meet the needs, requirements, and objectives of the HR department.

MAJOR DUTIES AND RESPONSIBILITIES:

- Use project management techniques, including work planning, scheduling, supervision and reporting.
- Oversee the upkeep of the Human Resources webpages. Train and provide support as necessary
- Assist with formulating and defining MUNIS (or current MIS software) requirements and recommends techniques for processing data.
- Analyze business, reporting and accountability requirements; identify function and data sources, and develop specifications for business and human resources intelligence systems and create necessary dashboards for transparent reporting and collection of essential data.
- Perform audit reports for all Personnel data
- Ensure continued implementation of all essential MUNIS modules by prioritizing projects based on need and impact to the District at large.
- Provide technical assistance for and assists in the training of assigned personnel; supports the on-boarding and training of power users which may include providing technical training on the appropriate toolsets, standards, and processes.
- Proactively make modifications to existing systems, methods, forms, records, and reports for more efficiency.
- Assist with other programs and software used by the Human Resources and Business departments.
- Collaborate with other departments, including Business Services to upgrade systems as needed and to maintain reliable and accurate data.
- May assist in the evaluation of new equipment and methods.
- Collaborate with HR staff and organizational leadership to determine the short- and long-term information department and system objectives; develops a plan to upgrade current applications, modules, and systems to meet the District's objectives.
- Assess current system and utilization; identify and recommend improvements such as training, customization, and enhancements to maximize value and efficiency of the current system.
- Prepare reports and presents findings and recommendations to the HR and Business departments.

- Identify, recommends, and programs custom functions and documentation such as automated queries, filters, macros, and reports.
- Collaborate with other staff to plan, modify, and customize the MUNIS (or current MIS software) and to test new modules and features.
- Prepare training materials, guides, and documentation. Interface with management regarding project status and user needs to promote an environment of customer cooperation and satisfaction.
- Prepare reports as needed.
- Provide user training and hands-on support.
- Maintain knowledge of trends and developments in HRIS providers, vendors, and technology
- Perform complex data queries in areas related to budgeting, benefits, census, SUI, payroll, personnel and other mandated reporting goals and objectives; perform upgrades and changes as requested; coordinate database back-ups.
- Collaborate with vendors in the design and modification of current systems and new procedures; coordinate the testing of new and updated program enhancements.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- MUNIS (or current MIS software) Business Software and Power BI (Business Intelligence).
- Dashboard best practices for reporting data to internal and external stakeholders.
- Principles of report, screen and form design.
- Information technology concepts and capabilities.
- Systems analysis and design and data techniques.
- Legal and procedural rules and regulations as they relate to school districts, budgeting, accounting, human resources and organizational skills.
- Principles, procedures, and methods used in data acquisition, storage, structuring, and retrieval
- Stay abreast of current trends and technical advancements as it pertains to our Enterprise HR/Financial System.
- Familiar with web page design.
- Be proficient with Word, Excel, and familiar with office productivity tools.
- School and district policies, rules and regulations.
- Analyze and interpret technical materials accurately and effectively in written and oral communications.

Ability to:

- Analyze business methods and procedures and adapt them to information technology.
- Analyze existing manual and computerized procedures and develop improvements.
- Prepare procedure guidebooks and flowcharts.
- Write clear, logical reports and instructions.
- Write clear and logical documentation.
- Develop test data and analyze problems in software programs.
- Provide technical assistance to staff members with lower-level technical skills.
- Express complex concepts orally, schematically, and in writing.
- Work effectively and independently on assigned projects.

- Work effectively and cooperatively with District personnel.
- Learn and apply new concepts in information technology.
- Learn the characteristics of new systems and update skills to adapt to changing technology.
- Communicate effectively orally and in writing.

EDUCATION, QUALIFICATIONS AND EXPERIENCE:

Education:

- Bachelor's degree in a related field (computer science, management information systems, or closely related field).
- Prior experience may be considered in lieu of required degree at District discretion with collaboration from the representative union.

Experience:

- Five (5) or more years of successful and progressive experience in human resources or business services reporting and data analysis within a large entity (preferably a public agency), which includes utilization of reporting systems within the Management Information System.
- Experience with project/personnel management supervision in a team environment and distributed systems are desirable.
- Demonstrated project management skills and abilities within a Human Resources or Business environment.
- Demonstrated high level of successful customer service with the public.

Licenses or Certificates Needed:

Any combination of the following qualifications is highly desired:
- School Business Management (CBO) Certification.
- Technical Certification or advanced coursework in Business Intelligence.
- Possession of a valid California Driver's License. Candidates must provide (and maintain) an official motor vehicle driving record, and proof of compliance with district safe driving standards.

PHYSICAL EFFORT / WORK ENVIRONMENT:

Environment:

- Primarily indoor office.
- Frequently driving and visiting various district sites.
- Office setting with phones, computer work, customer contact, drop-ins and other communications.

Physical Abilities:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.

- Reach overhead, above the shoulders and horizontally; grasp.
- Set up training assistive equipment and devices.
- Sit for extended periods of time with intermittent walking.
- Dexterity of hands and fingers to use keyboard and office equipment.
- Drive and travel to various work and school sites.
- Occasionally lift and carry up to thirty (30) pounds for short distances.

SALARY:

Schedule: SSA
Salary Range: 4B range 15

Approved by the Human Resources Department
Approved by the Board of Education:

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

COORDINATOR OF PAYROLL AND BENEFITS ACCOUNTING

PRIMARY FUNCTIONS:

Under the direction of the Director of Business Operations, plan, organize, and direct the work of the District Payroll Department to ensure deadlines are met and the Education Code, Board Policies, and employee association contracts are interpreted and applied correctly. Manage and supervise a variety of payroll and benefits accounting personnel and work closely with Human Resources, designated administrators, staff, and representative groups. This position ensures that the District is compliant with Affordable Care Act compliance and that employee benefits are appropriately monitored and accounted for both in respect to active employees and retirees that receive benefits through the District.

MAJOR DUTIES AND RESPONSIBILITIES:

- Plan, organize, and direct the work of the District Payroll Department including proper payment of salaries to employees, disbursement of payroll deduction vendor checks, and preparation of quarterly tax returns.
- Partner with Human Resources to advise on medical, dental, and vision benefits and supervise staff who orient new hires and current employees; supervise enrollment processes and ensure that employees that separate from the district are counseled on COBRA benefits and conditions.
- Allocate and supervise work assignments to employees; lending assistance and direction as required.
- Supervise assigned employees; appraise performance; provide for technical direction and guidance; make employment, transfer, promotion, and salary recommendations.
- Review current procedures and implement best practices for processing payrolls.
- Implement new and updated features in MUNIS. Document and train staff on new practices.
- Partner with Human Resources to document updated processes for benefits and salary.
- Review and update the payroll webpage for accurate information for employees.
- Supervise and participate in the receipt, audit, control and processing of source documents and the maintenance and control of individual payroll files.
- Coordinate the provision of information to employees on deferred compensation and tax-sheltered annuities and assist them in enrolling and changing their status in these programs.
- Supervise the process of technical payroll adjustments, such as; workers compensation voucher payments, abatements, group term life, and tax shelter refunds, and Domestic Partner to ensure proper employee earnings and taxes.
- Monitor and process the annual reporting for the District Affordable Care Act (ACA) Compliance reports and ensure that the district meets the requirements of the law.
- Supervise the internal control on payments of salaries; calculation of vacation and sick leave records for employees monthly.
- Respond to inquiries from employees regarding salaries and payroll deductions.

- Supervise the coordination of the payroll deduction vendors the miscellaneous payroll deduction functions; process the voluntary after-tax payroll deductions, such as association dues, disability insurance, life insurance.
- Process tax shelter deductions, 403B and 457. Monitor PERS, STRS, and other retirement deductions. Process all direct deposit authorizations.
- Prepare monthly deposits for Federal and State withholding tax.
- Prepare quarterly and year-end withholding tax reports.
- Balance monthly deposits to actual taxes deducted for employee W2 preparation.
- Prepare quarterly State Unemployment Contribution Return (DE9423) and process check for amount due.
- Prepare quarterly State Multiple Worksite Report.
- Prepare annual government salary survey requests.
- Prepare quarterly State Unemployment Benefit Audit employee reports based on what the employee was paid weekly.
- Work closely with the payroll supervisor and other staff as necessary to resolve questions and issues and in processing calendar year end and fiscal year end payrolls.
- Prepare special payroll reports and data as requested by various departments.
- Train and assist departmental and school personnel in the areas of Payroll and Benefits to ensure proper data entry and payroll deadlines are met in the District Management Information Systems (MIS) including, but not limited to: Substitute Calling System, Employee Self Assistance Modules and Time and Attendance reporting.
- Assist in coordinating fiscal year end processes with Human Resources, Business Services and Information Technology Department.
- Administer and Coordinate with the Collection Agency any Human Resource and Payroll salary overpayments.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Generally accepted accounting principles, practices and procedures, and auditing standards.
- Applicable sections of the California Education Code, Government Code, and other federal, state, and local laws and regulations.
- Accurate and reliable record-keeping procedures.
- Advanced knowledge of Excel
- Payroll functions, including preparation of tax, retirement, and benefits reports.
- District contracts with classified and certificated personnel as applicable to compensation, benefits, and personnel matters.
- Technical aspects of payroll transactions.
- Group health, vision and dental programs and operating procedures**.**
- Conflict management and problem-solving techniques and decision-making methods and processes.
- Preparation of comprehensive financial and budget reports.
- Principles of effective management and evaluation practices.

- School district and site operations, policies, procedures, and goals.
- Position control systems.
- Computer applications and systems, including proficiency in Excel, PowerPoint, Word and MUNIS experience preferred.
- Strong oral and written communication skills.

Ability to:

- Plan, organize, and supervise school district budget preparation and other financial and statistical record-keeping activities.
- Articulate District policy to staff.
- Explain complex and detailed information and train staff in budget processes.
- Develop goals and objectives and position resources to meet established goals and deadlines in a timely manner.
- Prepare complex analyses of systems and write reports that adequately communicate problems and solutions.
- Analyze situations accurately and adopt an effective course of action.
- Lead group discussions, maintain records and make group presentations to various stakeholder groups including site Office Managers and timekeepers.
- Interpret, explain, and apply rules, regulations, and District policies to employees and others.
- Interpret complex legal information and comply with legal **r**equirements.
- Establish and maintain effective working relationships with management, employees, and other public agencies.
- Plan, organize, and prioritize work and work independently and initiate action as needed.
- Use good judgment.
- Follow written and oral instructions.
- Read and understand complex financial and technical materials.
- Meet rigid schedules and timelines**.**
- Operate a personal computer and other technical office machines.
- Prepare complex financial and statistical computer spreadsheets and public presentations.
- Manage time effectively.
- Effectively interpret and analyze data and/or assessments.
- Communicate effectively and work with a wide range of contacts, including administrators, Board members, state and county officials, managers and staff, community members, and peers.
- Work in a busy, noisy environment under pressure in a fast-paced environment.
- Manage multiple projects simultaneously.
- Train and supervise professional, certificated, technical, paraprofessional, and clerical staff.

EDUCATION, QUALIFICATIONS AND EXPERIENCE:

Education:

- Bachelor's degree from an accredited college or university in Accounting, Finance, Business administration or closely related field.
- Master's degree preferred.
- Prior experience may be considered in lieu of required degree at District discretion with collaboration from the representative union.

Experience:

- Five (5) or more years of successful and progressive experience in Payroll or Benefits Accounting within a large entity (preferable a public agency), which includes PERS and/or STRS accounting preferably in an Education environment.
- Demonstrated experience in supervisory or managerial experience in financial accounting, payroll, benefits accounting or business services.
- Demonstrated project management skills and abilities.
- Demonstrated high level of successful customer service with the public.
- years' responsible experience in technical and supervisory payroll work.
- Experience with MUNIS (or current MIS software) preferred but not required.

Licenses or Certificates Needed:

Any combination of the following qualifications is highly desired:

- Current Certified Public Accountant (CPA) License.
- School Business Management (CBO) Certification.
- Possession of a valid California Driver's License. Candidates must provide (and maintain) an official motor vehicle driving record, and proof of compliance with district safe driving standards.

PHYSICAL EFFORT / WORK ENVIRONMENT:

Environment:

- Primarily indoor office.
- Frequently driving and visiting various district sites.
- Office setting with phones, computer work, customer contact, drop-ins and other communications.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.

- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit for extended periods of time with intermittent walking.
- Dexterity of hands and fingers to use keyboard and office equipment.
- Drive and travel to various work and school sites, when necessary.
- Occasionally lift and carry up to thirty (30) pounds for short distances.

SALARY:

Schedule: SSA
Salary Range: 4B Range 15

Approved by the Human Resources Division
Approved by the Board of Education:

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

COORDINATOR OF POSITION CONTROL

PRIMARY FUNCTIONS:

Under the direction of the Assistant Superintendent of Human Resources or designee, this position performs a variety of complex technical and specialized functions in support of the District's position control and financial analysis, including position classification, document tracking and processing, database management, position related budget management, records management, analysis of financial projects, and other functions.

The Coordinator of Position Control reviews and monitors District staffing requests for compliance with authorized budget allocations in conjunction with the Director of District Operations; manages, maintains and acts as a liaison for the personnel position control system and the human resources department regarding approved positions for recruitment; maintains a coordinated relationship with payroll, benefits, and budget in the development of budget projections and budget maintenance in relationship to staffing; provides accurate analysis and projections for negotiations; assists in the development of policies and procedures relating to the improvement of the position control system.

MAJOR DUTIES AND RESPONSIBILITIES:

- Perform a wide variety of specialized and responsible position control functions related to employment processing, status changes and separation; provides information and assistance to District staff regarding a variety of position control policies and procedures.
- Coordinate the maintenance of District staffing allocation sheets and dashboards of staffing by site and department.
- Ensure accurate maintenance of authorized FTE for staffing by site.
- Ensure accurate staffing at all sites by performing audits by site and departments.
- Prepare materials and assists in Classified and Certificated negotiations as related to layoffs, staffing, transfers, and the effects of layoffs.
- Coordinate with the Technology and Business departments to update, modify, and enhance the position control and interface HR modules with the financial system.
- Trains personnel staff, site administrators, managers, and other staff as applicable in operating and generating reports from the position control and HR module of the financial system.
- Assist with salary schedule changes and upgrades
- Document accurate operating procedures for the position control module and related functions.

- Participate in the budget process; ensures that all positions budgeted are also appropriately entered in the position control system; ensures changes made to positions during the budget process are updated in the budget system; generates reports to verify employees and positions are assigned to the appropriate school site or department in the position control system.
- Review and validate all requests for new positions, changes in hours/FTE, and changes in account codes within the position control system and calculate the cost of the change. Ensures all appropriate approvals are received; notifies schools/departments of approvals.
- Monitor vacancies and coordinates with the Business Services department and Human Resources staff to maintain proper staffing ratios and support systems.
- Monitor and review with staff all requests for new positions, changes in hours/FTE and changes in account codes within the position control and ensure that positions have been approved by the Business Services department.
- Design and develop reports to extract data from the position control and HR modules to ensure accuracy of data input and maintenance.
- Import data into the position control as needed
- Perform complex analytical and technical tasks involving the position control system in conjunction with the Budget Development and in the preparation for the annual District budgets (Interim Reports). Reconcile all positions to ensure that the district maintains a 1:1 correlation between approved positions and personnel assigned.
- Work closely with the Budget, Payroll, and Benefit departments to ensure accuracy of position control records, salary, and benefit projections.
- Develop spreadsheets used for projections and analysis and in the preparation of various financial reports.
- Develop and generate reports related to Personnel and Position Control.
- Provide guidance for the maintenance of master tables, salary schedules, and work calendars in coordination with the Human Resources staff for the position control system.
- Audit and ensure that proper and valid account codes are utilized for all prime and extra duty assignments in the position control and payroll modules of the financial system.
- Manage and supervise staff.
- Assist in developing staffing formulas for administrative, certificated, and classified staffing levels and analyzing the fiscal impact of implementing such formulas.
- Analyze data, checking for accuracy, and adjust as necessary.
- Perform related functions as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of position control management.

- Classified and certificated bargaining agreements.
- Microsoft suite (Excel, Word, PowerPoint, Outlook, etc.) and other software applications
- Applicable sections of State Education Code.
- District administrative procedures and practices.
- Principles & practices of administration, supervision and training.
- Governmental Accounting standards and budgeting functions.
- Principles and practices of sound business communication; correct English usage, grammar, spelling, punctuation and vocabulary.
- Strong planning and organizational skills.
- Interpersonal skills using tact, patience, and courtesy.
- School and district policies, rules and regulations

Ability to:

- Understand and follow oral and written directions.
- Manage and supervise staff.
- Establish and maintain effective working relationships with others.
- Work cooperatively with departments and organizations to validate the integrity of the data and information gathered and reported.
- Meet schedules and timelines.
- Be flexible to plan and organize work to perform with changing priorities.
- Make sound, independent decisions with established policy and procedural guidelines.
- Work confidentially with discretion.
- Use tact and diplomacy in dealing with sensitive situations and concerned people and customers.
- Lift moderately heavy objects.
- Train and supervise business and management personnel.
- Initiate and check records with accuracy and speed.
- Prepare clear, concise and accurate correspondence, reports and other written materials.
- Communicate effectively both orally and in writing.
- Perform the essential functions of the job.

EDUCATION, QUALIFICATIONS AND EXPERIENCE:

Education:

- Bachelor's degree from a recognized four-year college or university with a major in business administration, accounting, finance, public administration or closely related field.
- Coursework in computer science and computer applications is highly desirable.

- Prior experience may be considered in lieu of required degree at District discretion with collaboration from the representative union.

Experience:

- At least three years of experience in Human Resources or Business Services ideally in a governmental or school district setting.
- Experience in application of software programs in word processing, spreadsheets is required with experience in MUNIS (or current MIS software) highly desired.
- Demonstrated project management skills and abilities.
- Demonstrated high level of successful customer service with public and internal stakeholders.

Licenses of Certificates Needed:

Any combination of the following qualifications is highly desired:

- Possession of a valid California Driver's License. Candidates must provide (and maintain) official motor vehicle driving record, and proof of compliance with district safe driving standards.
- Certified Public Account (CPA) License.
- School Business Management (CBO) Certification.

PHYSICAL EFFORT / WORK ENVIRONMENT:

Environment:

- Primarily indoor office environment.
- Frequent interruptions.
- Frequently driving and visiting various district sites.
- Office setting with phones, computer work, customer contact, drop-ins and other communications.

Physical Abilities:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sitting or standing for extended periods of time with intermittent walking.
- Dexterity of hands and fingers to operate a computer keyboard.

- Bending at the waist, kneeling or crouching.
- Occasionally lift and carry up to thirty (30) pounds for short distances.

SALARY:

Schedule: SSA
Salary Range: 4B range 15

Approved by the Human Resources Division
Approved by the Board of Education:

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

DIRECTOR OF BUSINESS SERVICES

PRIMARY FUNCTIONS:

Under the general direction of the Associate Superintendent, Business ~~and Administrative~~ Services, ~~acts as controller and internal auditor,~~ plans, organizes, implements and administers the District's fiscal services, including the District budget, accounting, **payroll, annual audits, warehouse, print shop, and purchasing functions** ~~internal audit and control~~; ~~charter school accounting~~; ~~student attendance and enrollment activities~~, as they relate to fiscal services. **This management position** prepares, oversees and assures the integrity of District financial activities and reports; coordinates the accounting and assigned duties related to the District's health benefits program; trains, supervises and evaluates the performance of assigned personnel; assists in the formulation of policies relating to the business and financial operation of the District; and performs related duties as assigned.

MAJOR DUTIES AND RESPONSIBILITIES:

- Direct, personally perform and/or control assigned functions related to internal control and **annual** audit functions of the District.
- Direct**, personally perform** and/**or** control assigned functions relating to management, fiscal analysis and to develop, control and monitor ~~certain assigned~~ budgets, programs and areas of responsibility and accounts of the District to ensure financial accuracy and appropriate allocation of funding resources to meet the needs of the sites and departments.
- Supervise, provide clear work direction and evaluate the performance of assigned personnel; provide clear, constructive feedback to improve staff effectiveness; recommend performance improvement plan; disciplinary and other personnel-related actions; train personnel in assigned areas.
- **Examine and prepare information necessary for awarding of bids; make recommendations to the Board of Education with regard to the procurement of materials, equipment and supplies and the execution of contracts in accordance with all relevant board policies.**
- Develop and recommend Board policies and administrative regulations related to assigned fiscal services; make recommendations to district leaders regarding potential organizational improvement opportunities to accomplish stated goals, provide technical expertise regarding assigned function.
- **Supervise the maintenance of physical inventory, maintenance of records involving pending and completed purchase orders, follow appropriate surplus procedures, and transfer and delivery of equipment and supplies to sites as required.**
- Develop, deliver and the track the training of district personnel for improved internal controls, accounting and recordkeeping of the District.
- Prepare, review, and direct the maintenance of comprehensive narrative and statistical reports, records and files related to fiscal services; analyze and review budgetary and financial data to ensure data accuracy; prepare a variety of correspondences and other documents.
- **Forecast accurate and long-term projections of revenues and expenditures and provide timely and accurate reconciliation information relating to the budget status of the District.**
- Direct, control and monitor appropriate work flow, computer system procedures, staff development, priorities and work assignments to provide timely delivery of high-quality services to staff, sites and departments.
- **Plan, supervise, and coordinate all mail delivery within the District.**
- Communicate and collaborate with a variety of District administrators and personnel, and City, County and State departments or agencies to coordinate activities, resolve issues or concerns and exchange

information. **Attend board, community meetings and municipal meetings as necessary while representing the district.**

- Perform various duties related to payroll, financial accounting, ~~student attendance accounting~~ **purchasing, District's instructional and operational supply logistics, property/asset tracking and disposal, text book procurement and logistics**, student body accounting, ~~charter school accounting~~ and administration of the financial computer system as assigned; prepare and present financial information.
- Perform related duties as assigned.

QUALIFICATIONS OF:

Knowledge of:

- Principles and practices of governmental accounting or fund accounting, statistics, and data analysis.
- **School finance, school district organizations as well as current principles and methods of public-school district business and management functions.**
- General principles of supervision, administration, organizational planning, training and leadership.
- Provisions of applicable laws and regulations and procedures related to the functions of the business services department of a public-school system.
- **Legal terminology, business practices, industry standards, laws, codes and regulations related to procurement, contract administration, textbooks administration, records retention and asset management.**
- Developing methods and procedures for implementation of new codes, laws, rules, regulations and other policies and procedures relating to the area of responsibility.
- **Identify potential problems, evaluate alternative solutions, and prepare sound recommendations and make difficult decisions.**
- Practices and techniques for training and developing staff.
- **Annual** audit process and procedures.

Ability to:

- Operate and complete work using computer programs/applications such as spreadsheets, word processing, data processing and other proprietary software products.
- Communication using written word; presentations and presentation software.
- **Establish and maintain effective working relationships with others.**
- Verbal communication with staff and agencies and effective public speaking on behalf of the district.
- **Work independently with little direction**
- Interpreting and preparing reports which include complex information and data.

EDUCATION, QUALIFICATIONS AND EXPERIENCE:

Education:

- Bachelor's Degree, preferably with concentration in accounting, finance or related field; or a comparable combination of units and work experience.
- Master's Degree in a related field is preferred.

Experience:

- Five years of progressively responsible experience in a school district financial administration with at least three years in an administrative or supervisory capacity.

Licenses or Certificates Needed:

Any of the following qualifications are highly desired:

- **Current Certified Public Accountant (CPA) License preferred.**
- **Certified Management Accountant (CMA), preferred.**
- **School Business Management (CBO) Certification preferred.**
- Possession of a valid California Driver's License. Candidates must provide (and maintain) official motor vehicle driving record, and proof of compliance with district safe driving standards.

PHYSICAL EFFORT / WORK ENVIRONMENT:

Environment:

- Primarily indoor office.
- Frequently driving and visiting various district sites.
- Office setting with phones, computer work, customer contact, drop-ins and other communications.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit for extended periods of time with intermittent walking.
- Dexterity of hands and fingers to use keyboard and office equipment.
- Drive and travel to various work and school sites, when necessary.
- Occasionally lift and carry up to ~~twenty~~ **thirty** (~~20~~**30**) pounds for short distances.

SALARY:

Schedule: Management
Salary Range: Index 1.13

Approved by the Human Resources Division
Approved by the Board of Education:

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

DIRECTOR OF CURRICULUM, INSTRUCTION AND ASSESSMENT

PRIMARY FUNCTIONS:

Under the general guidance of the Associate Superintendent, Chief Academic Officer, plan, direct, organize, supervise, and manage the Office of Curriculum, Instruction and Assessment and lead the development of District instructional systems, including curriculum, assessment, intervention, and instructional standards. The goal of these systems is to provide powerful tools to support leaders, teachers, parents, and other staff in engaging students in rigorous, developmentally appropriate, and culturally-responsive learning so that all scholars achieve success in college, career and life. The Director of Curriculum, Instruction and Assessment is charged with developing and extending these tools to support both content-based and cross-content learning; Direct and supervise the Elementary and Secondary education programs and related services and Pre-School through High School curriculum, instruction and assessment initiatives; Responsible for the management and supervision of personnel in the Office of Curriculum, Instruction and Assessment, including coordinators, technicians, clerks, and coaches and works closely with designated site and district level administrators, Board, staff, parents, community, and other representative groups; Support and manage the instruction-related responsibilities of the District's site principals and is liaison with other District departments to provide accurate and timely guidance related to teaching and learning; and Provide leadership in the administration of the Office of Curriculum, Instruction and Assessment as required by the law.

MAJOR DUTIES AND RESPONSIBILITIES:

- Design, manage, align and evaluate curriculum, instruction and assessment programs and initiatives for all core content areas Preschool-12 with input from the CAO and Educational Services for continuous improvement.
- Communicate the details of instructional programs and assessment plans to central administration, school leaders, staff, Board and the public.
- Lead interactions with internal and external stakeholders and report on matters of academics, instruction, and assessment.
- Research and identify trends and needs and establish program directions accordingly.
- Assess quality of academic programs and modify existing program services or create new program offerings to maintain or enhance program standing.
- Set and communicate program priorities and performance standards and assess academic programs using these criteria.
- Sustain high learning expectations for all students and enhance the consistency and rigor of classroom instruction by overseeing the full implementation of the District curriculum.
- Oversee the selection and adoption of district-wide student performance assessments and ensure that student assessment data is interpreted to effectively flag and address system-wide instructional weakness areas, and collaborate with the Data team to ensure that data is easily accessible and actionable for staff.

- Demonstrate knowledge of national and state standards and assessments; school-turnaround instructional models; pedagogical models and strategies to improve instructional delivery.
- Design, communicate, deliver, monitor and support high quality professional learning for teachers and staff
- Provide necessary assistance to site leaders and staff in implementing the approved curriculum and lead the implementation of all new curriculum to support student learning.
- Craft a system for instructional observations, feedback, and professional development
- Work closely with site leaders and District teams to establish and monitor all assessment and testing programs and administration.
- Organize and coordinate district summer school programs.
- Develop, support and supervise alternative instructional programs and services for students.
- Provide leadership and direction in developing courses of study and innovative assessment/grading methods.
- Prepare training and hold meetings for district site leaders to ensure they are up to date and proficient in the instructional aspects of their roles.
- Effectively and efficiently collaborate with central staff, school leaders and leadership teams.
- Perform other administrative duties and responsibilities as required and assigned.

QUALIFICATIONS:

Knowledge of:

- Instructional theory and practice, including the assessment of instruction
- Preschool-12 curriculums, school-centered decision-making and the change process in organizations
- Applicable sections of the California Education Code, Government Code, and other federal, state, and local laws and regulations that apply to areas of responsibility
- Principles of effective management and evaluation practices.
- Conflict management and problem-solving strategies.
- District operations, policies, procedures, and goals related to elementary and secondary education.
- Computer applications and systems, including proficiency in Excel, Power Point, Word, and MUNIS (or current MIS software) experience.
- Categorical program budgeting and reporting requirements.
- Strong oral and written communication skills.
- Diversity in the workplace.

Ability To:

- Communicate and function effectively with all levels of management within and across district departments and external stakeholders and work with a wide range of contacts, including administrators, Board members, state and county officials, managers and staff, community members, and peers.

- Effectively present information and respond to questions from groups of managers, district staff, government agency staff, and the general public.
- Write reports and plan documents requiring technical precision, accuracy, readability and editorial correctness.
- Interpret, explain, and apply rules, regulations, and District policies to employees and others.
- Analyze situations accurately and adopt an effective course of action.
- Plan, organize, and prioritize work to meet rigid schedules and timelines
- Operate a personal computer and other technical office machines.
- Speak a language other than English is desirable.

EDUCATION QUALIFICATIONS AND EXPERIENCE:

Education:

- Bachelor's degree required from an accredited university in educational administration or other areas related to responsibilities.
- Master's degree highly preferred.

Experience:

- At least seven (7) years of experience in education, reflecting both successful teaching, and successful school or program leadership, preferably in an urban district.
- A minimum of three (3) years of relevant experience in school district management required. Experience as site administrator preferred.
- Strong, proven track-record in improving educational results for students, the highest standards for student achievement goals, outstanding adult coaching and development skills, and an ability to translate teacher and school needs into district practice and policy.
- Commitment to high performance standards and unwavering belief that all students can excel.
- Core content curriculum development and implementation in a range of subjects and levels.
- Strong understanding of Common Core State Standards, pedagogy and proven track record using individual student and school-wide assessment data to drive student achievement gains in an urban setting.
- Demonstrated success with backward planning and curriculum mapping to drive high levels of student performance.
- Project management skills and abilities and demonstrated high level of successful customer service with the public.

Licenses or Certificates Needed:

- Clear California teaching credential with CLAD or equivalent.
- California Administrative Credential.
- Possession of a valid California Driver's License. Candidates must provide (and maintain) an official motor vehicle driving record, and proof of compliance with district safe driving standards.

PHYSICAL EFFORT / WORK ENVIRONMENT:

Environment:

- Typical office/school environment.
- Frequent travel to and between school sites and community Agencies.
- Office setting with phones, computer work, customer contact, drop-ins and other communication

Physical Abilities:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficiently to perform tasks.
- Hearing and speaking accurately to exchange information and make presentations with/without assistive devices.
- Seeing to read a variety of materials and drive a vehicle with/without assistive devices sufficient to communicate effectively with others.
- Sitting or standing for extended periods with intermittent walking.
- Reach overhead, above the shoulders and horizontally; grasp.
- Dexterity of hands and fingers to use keyboard and office equipment.
- Drive and travel to various work and school sites, when necessary.
- Lifting or moving objects, normally not exceeding thirty (30) pounds.

SALARY:

Schedule: Management
Salary Range: Index 1.13

Approved by the Human Resources Division
Approved by the Board of Education:

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

DIRECTOR OF DISTRICT OPERATIONS

PRIMARY FUNCTIONS:

Under general direction of the Associate Superintendent of Business Services, plan, direct, organize, supervise, and manage the District operational functions and provide accurate and timely staffing, budget and data information used for current and future operational decisions. Manage and supervise business and student services personnel, including coordinators, technicians, clerks, and others and work closely with designated site and district level administrators, Board, staff, parents, community, and other representative groups. Support and manage the operational and student services responsibilities of the District's site principals and liaison with the Educational Services division to provide accurate and timely budget, staffing, and compliance data. Provide leadership in the administration of the Business and Student Services Department, as required by the law.

MAJOR DUTIES AND RESPONSIBILITIES:

- Plan, direct, develop, update, and monitor a comprehensive District's site-level budgets. This includes including the collection and analysis of financial data for current and future budget decisions, manage and supervise the District's business and student services staff to prepare, analyze, and evaluate complex financial data and reports in an accurate and timely conclusion.
- Manage and supervise the District's site budget development process. Facilitate the preparation, administration, and execution of the budget. Assist District and site administrators with preparation and interpretation of budget items.
- Oversee the Maintenance of District Records including transcript requests, subpoenas, sealing of records, updating files and supervise the placement of students and oversee the district open enrollment and interdistrict process. Coordinate with site administrators to ensure balanced classes and compliance with enrollment processes.
- Facilitate and Supervise the process for monitoring and reporting Expulsions and stipulations as well as alternative placements in programs including Juvenile hall and Expulsion Rehabilitation Programs and coordinate with District General Counsel and Legal support as necessary. Ensure compliance with Education Code and monitoring of the District Suspension Policy
- Oversee administration of position control, staffing allocations, and categorical financial and reporting compliance, including preparation of multi-year financial projections. Direct the completion of the District enrollment projections and lead the staffing committee meetings during the year.
- Oversee and supervise the District's Sports program including coordination with Athletic Directors and all required compliance issue including interaction with CIF and other overseeing agencies.
- Coordinate and oversee the District's safety plan including monitoring of Site Safety Plans, District Board Safety Committee Meetings, Principal Safety Committee Meetings,

Supervision of Campus Security Officers, ensuring of safety guidelines and coordination with law enforcement.

- Coordinate and supervise the District's oversight of Charter Schools including the supervision of the Charter Schools Financial Coordinator and the Educational evaluation of any charter petitions and renewals. Collaborate with the District Facilities department regarding any Proposition 39 requests for facilities by Charter Schools.
- Facilitate and approve line item budget transfers for school sites. Review and analyze department and site budgets, aid budget managers as needed, and provide technical expertise to senior staff for all related budget areas.
- Develop and conduct budget training sessions and provide essential assistance for all District staff and site administrators and prepare multimedia budget presentations for Board, staff, and representative community members.
- Receive and process parent complaints and concerns regarding school sites and facilitate resolution of those complaints with the necessary parties. Interact with and maintain positive working relationships with the district labor units and ensure two-way communication.
- Prepare trainings and hold meetings for district site administrators to ensure they are up to date and proficient in operational components of their roles.
- Perform a variety of special financial analysis, manage, and coordinate special funds, and categorical programs and perform high-level research and special projects at the direction of the Associate Superintendent of Business Services, Superintendent, or Board of Education.
- Perform other administrative duties and responsibilities as required and assigned.

QUALIFICATIONS:

Knowledge of:

- Generally accepted accounting principles, practices and procedures, and auditing standards.
- Proper school budget management techniques, including development, planning, administration, and control.
- PBIS Coaching and Climate Team Coaching models.
- Student records retention and confidentiality rules and regulations.
- Applicable sections of the California Education Code, Government Code, and other federal, state, and local laws and regulations.
- California School Accounting Manual.
- Accurate and reliable record-keeping procedures.
- California Interscholastic Federation rules and regulations.
- Preparation of comprehensive financial and budget reports.
- Principles of effective management and evaluation practices.
- Conflict management and problem-solving strategies.
- Position control systems.
- Attendance accounting rules, regulations, and reporting requirements and student placement requirements.

- District operations, policies, procedures, and goals.
- Computer applications and systems, including proficiency in Excel, Power Point, Word, and MUNIS (or current MIS software) experience preferred.
- Categorical program budgeting and reporting requirements.
- Federal, state, and local laws and regulations applying to school district financial operations.
- Strong oral and written communication skills.

Ability To:

- Plan, organize, and supervise school district budget preparation and other financial and statistical record-keeping activities.
- Explain complex and detailed information and train staff in budget processes.
- Perform the essential responsibilities and work tasks of the position.
- Prepare complex analyses of systems and write reports that adequately communicate problems and solutions.
- Analyze situations accurately and adopt an effective course of action.
- Interpret, explain, and apply rules, regulations, and District policies to employees and others.
- Interpret complex legal information and comply with legal requirements.
- Establish and maintain effective working relationships with management, employees, and other public agencies.
- Plan, organize, and prioritize work.
- Use good judgment.
- Follow written and oral instructions.
- Read and understand complex financial and technical materials.
- Meet rigid schedules and time lines
- Operate a personal computer and other technical office machines.
- Prepare complex financial and statistical computer spreadsheets and public presentations.
- Manage time effectively.
- Communicate effectively and work with a wide range of contacts, including administrators, Board members, state and county officials, managers and staff, community members, and peers.
- Work in busy, noisy environment under pressure-fast-paced-environment.
- Manage multiple projects simultaneously.
- Train and supervise professional, technical, paraprofessional, and clerical staff.

EDUCATION QUALIFICATIONS AND EXPERIENCE:

Education:

- Bachelor's degree required with an emphasis in accounting or finance or equivalent preferred.
- Master's degree highly preferred.

Experience:

- A minimum of five years of relevant experience in school district management required. Experience as site administrator preferred.
- Demonstrated project management skills and abilities.
- Experience as a site level administrator is desired.
- Demonstrated high level of successful customer service with public.

Licenses or Certificates Needed:

- California Administrative Credential.
- Possession of a valid California Driver's License. Candidates must provide (and maintain) official motor vehicle driving record, and proof of compliance with district safe driving standards.
- School Business Management (CBO) certification highly desired.

PHYSICAL EFFORT / WORK ENVIRONMENT:

Environment:

- Typical office/school environment.
- Frequent travel to and between school sites and community Agencies.
- Office setting with phones, computer work, customer contact, drop-ins and other communication

Physical Abilities:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficiently to perform tasks.
- Hearing and speaking accurately to exchange information and make presentations with/without assistive devices.
- Seeing to read a variety of materials and drive a vehicle with/without assistive devices sufficient to communicate effectively with others.
- Sitting or standing for extended periods with intermittent walking.
- Reach overhead, above the shoulders and horizontally; grasp.
- Dexterity of hands and fingers to use keyboard and office equipment.
- Drive and travel to various work and school sites, when necessary.
- Lifting or moving objects, normally not exceeding thirty (30) pounds.

SALARY:

Schedule: Management
Salary Range: Index 1.13

Approved by the Human Resources Division
Approved by the Board of Education:

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

DIRECTOR OF ENGLISH LEARNER ACHIEVEMENT

PRIMARY FUNCTIONS:

Under the general guidance of the Associate Superintendent, Chief Academic Officer, plan, direct, organize, supervise, and manage the District Office of English Learner Achievement. The Director of English Learner Achievement is responsible for all operational functions, staffing, budget and data information used for current and future programming to align and improve services provided to English Learners to narrow the equity gap; Manage and supervise all Office of English Learner Achievement personnel, including coordinators, coaches, technicians, clerks, and work closely with designated site and district level administrators, Board, staff, parents, community, and other representative groups; Support and manage the English Learner Achievement responsibilities of the District's site principals and liaison with the Business and Human Resources divisions to provide accurate and timely budget, staffing, and compliance data; and Provide leadership in the administration of the Office of English Learner Achievement, as required by the law.

MAJOR DUTIES AND RESPONSIBILITIES:

- Provide leadership and strategic direction to the District's English learner educational programs.
- Administer, supervise and evaluate the K-12 English learner education instructional program of the district.
- Identify best practices and establish systems for the identification and placement of ELs and standard review of progress.
- Serve as the educational leader in implementing high student performance outcomes for English Learners (ELs).
- Coordinate, identify, and provide staff development and in-service activities for Certificated and Classified support staff in the area of language acquisition and English learner programming.
- Articulate and coordinate a language acquisition/Dual Language/English Language Development curriculum.
- Make recommendations for the acquisition and purchase of appropriate instructional materials and textbooks.
- Assist monolingual staff to work effectively with ELs in all curricular subjects.
- Serve as a parent and community liaison with the school district and involve the parents of English learners in the education of their children.
- Review and analyze student achievement data and make recommendations to the Chief Academic Officer (CAO), District staff and site leaders on key strategies to increase English learner achievement.
- Provide direction for all instructional programs and testing, including state and English Language (EL) programs, within the policies, goals and objectives of the District and in support of the California English Learner Roadmap.
- Prepare and submit reports to Federal and State and make presentations as required by the Superintendent, CAO, and/or parents and interprets, as needed to the Board and the community, the goals, objectives and educational programs of the EL office.

- Develop controls and manage the budget for the Office of English Learner Achievement, including monitoring the purchase of educational materials to support school sites and allocation of resources to support equity in access for ELs.
- Collaborate with schools to manage their student-based budget to implement a high-quality service model for ELs.
- Facilitate school and district planning sessions as requested (e.g. site improvement plans, strategic planning, goal setting, etc.) for the purpose of meeting district objectives and ensuring the availability of professional development programs related to EL programming.
- Prepare training and hold meetings for district site administrators to ensure they are up to date and proficient in programming requirements for English Learners components.
- Perform other administrative duties and responsibilities as required and assigned.

QUALIFICATIONS:

Knowledge of:

- Applicable sections of the California Education Code, Government Code, and other federal, state, and local laws and language acquisition programming requirements and regulations.
- Accurate and reliable record-keeping procedures.
- Principles of effective management and evaluation practices.
- Conflict management and problem-solving strategies.
- District operations, policies, procedures, and goals related to EL services
- Computer applications and systems, including proficiency in Excel, Power Point, Word, and MUNIS (or current MIS software) experience.
- Categorical program budgeting and reporting requirements.
- Strong oral and written communication skills.
- Diversity in the workplace.

Ability To:

- Communicate (orally and written) in two languages, Spanish and English preferred
- Communicate and function effectively with all levels of management within and across district departments and external stakeholders and work with a wide range of contacts, including administrators, Board members, state and county officials, managers and staff, community members, and peers.
- Effectively present information and respond to questions from groups of managers, district staff, government agency staff, and the general public.
- Write reports and plan documents requiring technical precision, accuracy, readability and editorial correctness.
- Interpret Local, State and Federal policies to serve ELs and provide guidance to comply with legal requirements.
- Prepare complex analyses of systems and write reports that adequately communicate problems and solutions.
- Analyze situations accurately and adopt an effective course of action.
- Plan, organize, and prioritize work to meet rigid schedules and timelines
- Operate a personal computer and other technical office machines.

EDUCATION QUALIFICATIONS AND EXPERIENCE:

Education:

- Bachelor's degree required from an accredited university in educational administration with an emphasis in multilingual/bilingual education, second language acquisition, or equivalent preferred.
- Master's degree highly preferred.

Experience:

- At least seven (7) years of experience in education, reflecting both successful teaching, and successful school or program leadership, preferably in an urban district.
- A minimum of three years of relevant experience in school district management required. Experience as site administrator preferred.
- Commitment to high performance standards and unwavering belief that all students can excel.
- Strong understanding of English Language Development State Standards, pedagogy and proven track record using individual student and school-wide assessment data to drive EL achievement gains in an urban setting.
- Demonstrated success with backward planning and curriculum mapping to drive high levels of student performance that result in the narrowing of opportunity gaps.
- Project management skills and abilities and demonstrated high level of successful customer service with the public.
- Management of staff development programs, knowledge of best EL instructional methodologies and coordination techniques.

Licenses or Certificates Needed:

- Clear California Teaching Credential with CLAD or equivalent.
- California Administrative Credential with an Endorsement in Bilingual/Multicultural and/or ELD preferred.
- Possession of a valid California Driver's License. Candidates must provide (and maintain) an official motor vehicle driving record, and proof of compliance with district safe driving standards.

PHYSICAL EFFORT / WORK ENVIRONMENT:

Environment:

- Typical office/school environment.
- Frequent travel to and between school sites and community Agencies.
- Office setting with phones, computer work, customer contact, drop-ins and other communication

Physical Abilities:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficiently to perform tasks.
- Hearing and speaking accurately to exchange information and make presentations with/without assistive devices.
- Seeing to read a variety of materials and drive a vehicle with/without assistive devices sufficient to communicate effectively with others.
- Sitting or standing for extended periods with intermittent walking.
- Reach overhead, above the shoulders and horizontally; grasp.
- Dexterity of hands and fingers to use keyboard and office equipment.
- Drive and travel to various work and school sites, when necessary.
- Lifting or moving objects, normally not exceeding thirty (30) pounds.

SALARY:

Schedule: Management
Salary Range: Index 1.13

Approved by the Human Resources Division
Approved by the Board of Education:

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

DIRECTOR OF FACILITIES PLANNING AND CONSTRUCTION

PRIMARY FUNCTION:

Under the direction of the Associate Superintendent of Operations, plan, organize, control and direct operations and activities involved in the work of staff, architects and contractors to renovate, expand and construct district facilities. This position directs the inspection and approval of all construction work and manages the implementation of the Facilities Master Plan and all major restricted maintenance projects. This management position focuses on the long-term operations for the Maintenance and Operations department along with the implementation, planning and funding of major district facilities projects and safety programs.

MAJOR DUTIES AND RESPONSIBILITIES:

- Plan and directs the training and supervision of project management staff for major maintenance and bond programs.
- Direct the District facility planning efforts for building new schools and modernizing existing schools.
- Lead the development, maintenance and implementation of the District's long-range Facilities Master Plan.
- Develop and implement District-wide safety standards and activities to assure proper and timely identification and resolution of fire, safety and health hazards
- Provide district-wide oversight of all construction projects, capital improvement, deferred maintenance, and modernization projects.
- Advise and makes recommendations to the Chief Facilities Officer and other administrators regarding difficult technical administrative problems associated with building construction.
- Develop overall procedures to deliver school construct, renovations and maintenance projects on schedule and with budget. Reviews and revises estimation procedures for the development of project budgets.
- Monitor and be responsible for progress of architects and all projects; prepare and submit regular and timely reports, as directed.
- Participate in the development of meaningful management reports for district managers, Board of Education committees, Citizens' Bond Oversight Committee (CBOC) and other governmental entities.
- Keep current on State legislation affecting all areas of District facilities and operations; make recommendations for proactive District action to alter existing law or introduce new legislation to benefit the District and its programs in facilities.
- Review and revises estimation procedures for the development of project budgets.
- Perform space planning/furniture layouts to assist school equipment requirements.
- Interface with State agencies: OPSC, CDE, DSA, etc.
- Supervise, train and evaluate the performance of assigned personnel; interview and select employees; coordinate subordinate work assignments and review work to assure compliance with established requirements and procedures; assure employee understanding of established requirements.

- Develop and prepare the annual preliminary departmental budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. Prepare budgets for various projects, programs and activities.
- Oversee responsibilities of boundary planning with the Director of District Operations, facility MOUs, energy savings measures, and CALPADs data.
- Coordinate Proposition 39 requests for facilities from Charter Schools.
- Attend Board of Education meetings and other facilities related meetings as required.
- Coordinate with local community groups, municipalities and regulatory agencies to assure compliance with established regulations and responsiveness to community norms that fosters positive working relationships and good neighbor practices.
- Maintain inventory control over all District construction drawings; ensure as built drawings are turned in on each construction project.
- Review and prepare for approval payment applications; review validity of all change order requests for construction projects.
- Perform other administrative duties and responsibilities as required and assigned.

QUALIFICATIONS:

Knowledge of:

- Facilities planning related issues; such as master planning and strategic implementation planning, operations planning and staffing, and hiring and monitoring of consultants as required.
- Building codes, city ordinances, State and local regulations for school construction.
- Applicable building codes, ordinances, requirements, regulations and safety precautions.
- Health and safety regulations and procedures. Safety, liability and risk management programs, practices, standards and requirements related to public facilities.
- Operation of a computer and assigned software.
- Construction estimating, budget planning, and project scheduling
- Industry standards for architecture, engineering and construction.
- Modern building construction methods, materials and operating procedures used in building schools.
- Principles and practices of organizing and coordinating comprehensive facility planning and governmental relations.
- School district organization, operations, policies and objectives.

Ability to:

- Plan, organize, control and direct operations and activities involved in the construction, modernization and repair of district facilities.
- Prepare drawings and specifications and read and interpret plans and specifications.
- Analyze existing and proposed legislation.
- Supervise and evaluate the performance of assigned personnel.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain laws, code, rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others, including architects, contractors, inspectors, and district personnel.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.

- Meet schedules and timelines.

EDUCATION, QUALIFICATIONS AND EXPERIENCE:

Education:

- Bachelor's degree in construction management, architecture, engineering, urban/regional planning, facilities management planning, business administration or related field.

Experience:

- Five (5) years increasingly responsible experience in program or project management capacity including ~~five~~ **three** years in a supervisory capacity.

Licenses of Certificates Needed:

- Possession of a valid California Driver's License. Candidates must provide (and maintain) an official motor vehicle driving record, and proof of compliance with district safe driving standards.
- Completion of a Facilities Management Program is highly desired
- Completion of a Facilities Management Program is highly desired
- Ability to obtain and EPA, Hazardous Materials Inspector/Supervisor Certification
- Ability to obtain and EPA Lead abatement Certification.
- Ability to obtain a Playgroup Safety Inspector Certification.
- Ability to obtain OSHA approved Aerial and Forklift Certification.

PHYSICAL EFFORT / WORK ENVIRONMENT:

Environment:

- Indoor and outdoor work environment.
- Regular exposure to fumes, dust, dirt, oil and grease.
- Frequent driving a vehicle to conduct work and visiting various district sites.
- Office setting with phones, computer work, customer contact, drop-ins and other communications

Physical Abilities:

- Observe safe lifting and carrying practices.
- Hearing and speaking to exchange information at normal levels and on the telephone with/without assistive devices.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to inspect projects and read a variety of materials with/without assistive devices sufficient to communicate effectively with others.
- Sitting or standing for extended periods of time.
- Walking to inspect projects. Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Bending at the waist, kneeling or crouching.
- Sit for an extended period of time with intermittent walking.

- Reaching overhead, above the shoulders and horizontally.
- Occasionally lift and carry up to fifty (50) pounds for short distances.

SALARY:

Schedule: Management
Salary Range: 1.13

Approved by the Human Resources Division
Approved by the Board of Education**:**

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

~~EXECUTIVE~~ DIRECTOR OF MAINTENANCE AND OPERATIONS

PRIMARY FUNCTION:

Under the direction of the Associate Superintendent of Operations, plan, organize, control and direct operations and activities involved in the **routine** inspection, cleaning, maintenance and repair of District buildings, facilities, grounds, vehicle maintenance, and equipment; coordinate and direct communications, personnel, ~~funding, projects, safety programs~~ and other resources to meet District needs and assure safe, clean, secure and orderly buildings, grounds and facilities; supervise and evaluate the performance of assigned personnel. **This management position focuses on the day-to-day operations for Maintenance and Operations and Custodial Services**

MAJOR DUTIES AND RESPONSIBILITIES:

- ~~●~~ Plan, organize, control and direct operations and activities involved in the **routine** inspection, cleaning, construction, maintenance and repair of District buildings, facilities, grounds and equipment; establish and maintain departmental and project timelines and priorities; assure related activities comply with established laws, codes, rules, regulations, ordinances, policies and procedures. ~~Develop and implement District-wide safety standards and activities to assure proper and timely identification and resolution of fire, safety and health hazards~~
- Coordinate and direct communications, personnel, projects, ~~safety programs~~ and resources to meet District needs and assure smooth and efficient activities; confer with staff and administrators regarding **routine** custodial, maintenance ~~and construction activities~~ and related needs and issues; direct activities to assure proper and timely resolution of Department issues and conflicts.
- ~~●~~ Plan, organize, control and direct operations and activities involved in the **routine** inspection, cleaning, construction, maintenance and repair of District buildings, facilities, grounds and equipment; establish and maintain departmental and project time lines and priorities; assure related activities comply with established laws, codes, rules, regulations, ordinances, policies and procedures. ~~Develop and implement District-wide safety standards and activities to assure proper and timely identification and resolution of fire, safety and health hazards~~
- Supervise, train and evaluate the performance of assigned personnel; interview and select employees; coordinate subordinate work assignments and review work to assure compliance with established requirements and procedures; assure employee understanding of established requirements.
- ~~●~~ Develop and prepare the annual preliminary departmental budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. ~~prepare budgets for various projects, programs and activities.~~
- Monitor and evaluate Department activities for operational efficiency; develop and implement programs, policies and procedures to enhance the operational efficiency of Department operations and activities and capacity to meet District needs.
- Coordinate with local community groups, municipalities and regulatory agencies to assure compliance with established regulations and responsiveness to community norms that fosters positive working relationships and good neighbor practices.

- **Perform other administrative duties and responsibilities as required and assigned.**

QUALIFICATIONS:

Knowledge of:

- Planning, organization and direction of operations and activities involved in the inspection, cleaning, maintenance and repair of District buildings, facilities, grounds and equipment.
- Proper methods, techniques, materials, tools and equipment used in cleaning, grounds maintenance, maintenance and repair activities.
- Applicable building codes, ordinances, requirements, regulations and safety precautions.
- Health and safety regulations and procedures. Safety, liability and risk management programs, practices, standards and requirements related to public facilities.
- Operation of a computer and assigned software.
- Policies and objectives of assigned programs and activities.
- Budget preparation and control.
- Principles and practices of administration, supervision and training.

Ability to:

- Plan, organize, control and direct operations and activities involved in the **routine** inspection, cleaning, maintenance and repair of District buildings, facilities, grounds and equipment.
- Coordinate and direct communications, personnel, projects, ~~safety programs~~ and resources to meet District needs and assure safe, clean, secure and orderly buildings, grounds and facilities.
- Supervise and evaluate the performance of assigned personnel.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain laws, code, rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.

EDUCATION, QUALIFICATIONS AND EXPERIENCE:

Education and Experience:

- ~~Any combination equivalent to:~~ Bachelor's degree in ~~construction~~ **facilities** management, business administration or related field.

Experience:

- Five (5) years increasingly responsible experience in the maintenance and repair of buildings and facilities including ~~five~~ **three** years in a supervisory capacity.

Licenses of Certificates Needed:

- **Possession of a valid California Driver's License. Candidates must provide (and maintain) an official motor vehicle driving record, and proof of compliance with district safe driving standards.**
- **Completion of a Facilities Management Program is highly desired**
- **Ability to obtain and EPA, Hazardous Materials Inspector/Supervisor Certification**
- **Ability to obtain and EPA Lead abatement Certification.**
- **Ability to obtain a Playgroup Safety Inspector Certification.**
- **Ability to obtain OSHA approved Aerial and Forklift Certification.**

PHYSICAL EFFORT / WORK ENVIRONMENT:

Environment:

- Indoor and outdoor work environment.
- Regular exposure to fumes, dust, dirt, oil and grease.
- **Frequent** driving a vehicle to conduct work and **visiting various district sites.**
- **Office setting with phones, computer work, customer contact, drop-ins and other communications**

Physical Abilities:

- **Observe safe lifting and carrying practices.**
- Hearing and speaking to exchange information **at normal levels and on the telephone with/without assistive devices.**
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to inspect projects and read a variety of materials **with/without assistive devices sufficient to communicate effectively with others.**
- Sitting or standing for extended periods of time.
- Walking to inspect projects. **Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.**
- Bending at the waist, kneeling or crouching.
- **Sit for an extended period of time with intermittent walking.**
- Reaching overhead, above the shoulders and horizontally.
- **Occasionally lift and carry up to fifty (50) pounds for short distances.**

SALARY:

Schedule: Management
Salary Range: 1.13

Approved by the Human Resources Division
Approved by the Board of Education**:**

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

DIRECTOR OF RESEARCH PARTNERSHIPS AND PERFORMANCE-BASED ASSESSMENT
(Temporary Grant Funded)

PRIMARY FUNCTIONS:

Under the administrative direction of the Superintendent, the Director of Research Partnerships and Performance-Based Assessment will support the superintendent and district in the continued transition of WCCUSD becoming a learner-centered District. The Director will operationalize the District vision for Deeper Learning, provide innovative leadership, work in partnership with Universities and Deeper Learning networks, research evidence based best practice, and design a performance-based assessment system that supports a system of Learner Centered Design.

This position will help the District rethink and redesign some of our most historically underserved schools. Facilitate work to structure schools to be transformative agents in the lives of students, and is ready to help empower students, teachers, support staff, families, and community members to create learning environments that spark student interest and passion.

MAJOR DUTIES AND RESPONSIBILITIES:

- Operationalize the District vision for Deeper Learning. Champion the vision through consistent communication across the system about effective practices in learner-centered environments with an emphasis on students as the documenters and voices of success.
- Create and maintain one or more robust University-District research practice partnerships that study, document and interrogate the transition of the school district to a learner centered organization.
- Create, support and implement a pilot study of performance-based assessments that can be scaled to support all students in the district.
- Oversee and manage the District's redesign initiative aimed at promoting stronger school models, greater agency, and ownership among practitioners and sustainable success.
- Research best practices, methods and procedures for implementing innovative school programs and practices.
- Facilitate communication and collaboration among campus administrators and district departmental leaders to enhance service delivery, program development and customer satisfaction, particularly around new school development and design.
- Build and maintain strategic partnerships with community, business, philanthropy and education leaders to further strengthen newly redesigned schools.
- Build a deeper learning/learner-centered tool kit to provide our Lab-Sites and network of emerging practices with the resources they need to strengthen and deepen their work.
- Ensure that schools in chronic underperformance have adequate opportunities to see advanced learner-centered models in action (especially those successfully serving those farthest from opportunity) and prime those schools for future participation in the Learner Centered Network.

- Identify the District's high-performing school practices and, as relevant, encourage the implementation of these practices across schools' district-wide. Identify promising and emerging Deeper Learning practices inside of relevant district learning communities and works to find opportunities to network those communities together.
- Assist with creating policies and procedures to ensure that newly redesigned schools comply with federal and state laws; and provides federal and state law updates.
- Assist with development of annual budgets; school board policy development; school board presentations; monitors spending; and reports expenditures.
- Supervise and coach assigned personnel. Provide relevant technical support and professional learning to school and district staff.
- Perform other duties as assigned

QUALIFICATIONS:

Knowledge of:

- Principles, National trends and State trends and development of curriculum and instructional administration and management, including Common Core State Standards, 21st Century learning environments and Future Ready Classrooms.
- Research-based strategies and best-practices in classroom instruction and online blended learning strategies.
- Deeper Learning.
- Learner-Centered Design.
- Inquiry-Based Units of Study.
- Strategies for eliciting Student Voice.
- Strategies and implementation of Peer-to-Peer Learning.
- Methodologies for Community Building.
- Group Facilitation.
- Innovation & Design (prototyping).
- Theories of Emergence.
- Technical vs. Adaptive Change.
- Resource and Partnership Management.
- Performance assessment practices.
- Skill in working with diverse groups and individuals in a manner that achieves district vision for Deeper Learning.

Ability to:

- Exhibit the qualities of leadership essential to be successful at administration of a comprehensive district program of innovation.
- Motivate and initiate continuous learning and growth among professional staff to benefit organizational effectiveness and academic student growth.
- Exercise good judgment and tact.
- Speak and write effectively.

- Work effectively with all segments of the education community and general public.
- Analyze problems, make decisions or recommendations and be responsible for those decisions.
- Lead and work collaboratively with K-12 teachers and administrators with a varying degree of expertise and experience.
- Implement a performance assessment system.
- Act as a public leader for the district where relevant

EDUCATION, QUALIFICATIONS AND EXPERIENCE:

Education:

- Bachelor's degree.
- Post graduate work in program administration, curriculum innovation, or a related field.

Experience:

- Five (5) years of successful classroom teaching experience.
- At least three (3) years of progressively responsible experience in providing instructional leaders.
- Experience as a school site administrator.
- Experience in directing and supervising the work of others.
- Experience in program development and evaluation.

Licenses or Certificates Needed:

- Clear California Teaching Credential with CLAD or equivalent.
- Administrative Credential.
- Possession of a valid California Driver's license and to be able to provide own transportation in conduct of work assignments; willingness to travel as needed.

PHYSICAL EFFORT /WORK ENVIRONMENT:

Environment:

- Primarily indoor office.
- Frequently driving and visiting various district sites.
- Office setting with phones, computer work, customer contact, drop-ins and other communications.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.

- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit for extended periods of time with intermittent walking.
- Dexterity of hands and fingers to use keyboard and office equipment.
- Drive and travel to various work and school sites, when necessary.
- Occasionally lift and carry up to thirty (30) pounds for short distances.

SALARY:

Schedule: Management
Salary Range: Index 1.13

Approved by the Human Resources Division
Approved by the Board of Education:

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

FACILITATOR, DEEPER LEARNING INITIATIVES
(Temporary Grant Funded)

PRIMARY FUNCTIONS:

Under the administrative direction of the Superintendent or designee, the Facilitator of Deeper Learning Initiatives will support the superintendent and District in the continued transition of becoming learner-centered. This position will provide direct support to lab schools in design and practice, facilitate the Learner Centered Network, and build district-wide tools needed to operationalize the District vision for Deeper Learning.

MAJOR RESPONSIBILITIES:

Lab School Support:

- Work intensively with Lab-Sites to develop, refine and implement a school-wide set of student-centered learning practices that produce Deeper Learning experiences in the classroom that are Challenging, Engaging, and Empowering.
- Ensure an equity-centered culture through observation and debrief of student learning as well as leverage district and community resources for further support.
- Create and leverage partnerships outside of the school district in order for Lab- Sites to have a multitude of thought partners, resource supports and other school models to use for growth.
- Support district resources working at these school sites to deepen learning and ensure quality supports are being provided.
- Determine whole system changes needed to support Deeper Learning across the District.

Network Facilitation: Lead the Emerging Practices Network through:

- Lead the Emerging Practice Network within the District.
- Create a (Community of Practice (COP) between schools for shared learning, inquiry, problems of practice and networked continuous improvement.
- Support individual schools to fully systematize emerging practice among all classrooms at the site.
- Showcase the emerging practices to other schools and community for continued learning about what learner-centered experiences and Deeper Learning looks like in real time.
- From the learnings of the network, determine whole system changes are needed to support Deeper Learning across the District including any changes needed to be made to Board policy.

Build and source tools and resources (operationalizing the vision):

- Determine tools needed to accelerate the work.
- Build a deeper learning/learner-centered tool kit for Lab-Sites including self-assessments, lesson plans, ideological frameworks and professional development systems.

- Ensure consistent communication across the system about effective practices in all of our learner-centered environments with an emphasis on students as the documenters and voices of success.
- Facilitate opportunities to see advanced learner-centered models in action (especially those successfully serving those farthest from opportunity) and to prime those schools for future participation in the Learner Centered Network in Year 2 and 3.
- Stay connected to emerging models and prototypes throughout the region and nation from which District schools can learn.

School Redesign Support:

- Provide support to schools/departments/teams that are going through any type of "learner-centered" redesign.
- Play an active, public facing role in communicating the work of such redesign.

- Supervise certificated and classified personnel as assigned.
- Perform other educational support duties as assigned by the Superintendent, or designee to further the academic programs and goals of the District.

QUALIFICATIONS:

Knowledge of:

- Principles, National trends and State trends and development of curriculum and instructional administration and management, including Common Core State Standards, 21st Century learning environments and Future Ready Classrooms.
- Research-based strategies and best-practices in classroom instruction and online blended learning strategies.
- Deeper Learning.
- Learner-Centered Design.
- Inquiry-Based Units of Study.
- Strategies for eliciting Student Voice.
- Strategies and implementation of Peer-to-Peer Learning.
- Methodologies for Community Building.
- Group Facilitation.
- Innovation & Design (prototyping).
- Theories of Emergence.
- Technical vs. Adaptive Change.
- Resource and Partnership Management.
- Performance assessment practices.
- Skill in working with diverse groups and individuals in a manner that achieves district vision for Deeper Learning.

Ability to:

- Exhibit the qualities of leadership essential to be successful at administration of a comprehensive district program of innovation.
- Motivate and initiate continuous learning and growth among professional staff to benefit organizational effectiveness and academic student growth.

- Exercise good judgment and tact.
- Speak and write effectively.
- Work effectively with all segments of the education community and general public.
- Analyze problems, make decisions or recommendations and be responsible for those decisions.
- Lead and work collaboratively with K-12 teachers and administrators with a varying degree of expertise and experience.
- Implement a performance assessment system.
- Act as a public leader for the district where relevant

EDUCATION, QUALIFICATIONS AND EXPERIENCE:

Education:

- Bachelor's degree.
- Post graduate work in program administration, curriculum innovation, or a related field.

Experience:

- Five (5) years of successful classroom teaching experience.
- At least two (2) years of progressively responsible experience in providing instructional leaders.
- Experience as a school site administrator.
- Experience in directing and supervising the work of others.
- Experience in program development and evaluation.

Licenses or Certificates Needed:

- Clear California Teaching Credential with CLAD or equivalent.
- Administrative Credential.
- Possession of a valid California Driver's license and to be able to provide own transportation in conduct of work assignments; willingness to travel as needed.

PHYSICAL EFFORT /WORK ENVIRONMENT:

Environment:

- Primarily indoor office.
- Frequently driving and visiting various district sites.
- Office setting with phones, computer work, customer contact, drop-ins and other communications.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.

- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit for extended periods of time with intermittent walking.
- Dexterity of hands and fingers to use keyboard and office equipment.
- Drive and travel to various work and school sites, when necessary.
- Occasionally lift and carry up to thirty (30) pounds for short distances.

SALARY:

Schedule: Management
Salary Range: Index 1.03

Approved by the Human Resources Division
Approved by the Board of Education:

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

GENERAL COUNSEL

PRIMARY FUNCTIONS:

Under the delegation of the Superintendent and direction of the Associate Superintendent of Business Services, plan, organize, control and provide direct professional legal counsel and representation for the staff and the Governing Board on district matters as General Counsel; prepare and render legal opinions concerning District legal powers, functions, jurisdiction and procedures; work closely with Administration and other District employees in planning and executing financial policies and procedures; manage, supervise, and provide leadership for the activities and operations of staff reporting to the General Counsel; and do related work as required. Serve as the conduit with all District staff to determine when it is necessary to access outside counsel. As a member of the Business Services department oversee the activities of the Lead Internal Auditor, Title IX Director, and Risk Management functions of the district.

MAJOR DUTIES AND RESPONSIBILITIES:

- Conduct research and analyze data to provide and coordinate recommendations to instruct administrators, Board Committees, and the Board of Education concerning legal issues, board policies, administrative regulations, bargaining, Education Code, Brown Act, Fair Political Practices, Government Code, and other state and federal laws and regulations.
- Compile information and prepare and maintain a variety of narrative and statistical reports, files related to general education legal documents, programs, requirements, litigation and legislation, records, and files related to assigned activities and personnel.
- Attend and provide legal advice and technical expertise and assistance to the Governing Board, Superintendent and Cabinet at meetings of the Governing Board and such other meetings as requested by the Superintendent or Associate Superintendent.
- Provide legal assistance in the drafting of legal documents, rules and regulations, resolutions, applications of diverse kinds, and other legal or quasi-legal papers upon request.
- Maintain files on policy action of the Governing Board, and supervise revision of the Board Policies and provide guidance to the Governance Committee as requested.
- Provide technical expertise, information and assistance to the Governing Board, Superintendent, and Superintendent's Cabinet regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Governing Board, Superintendent, and Superintendent's Cabinet of unusual trends or problems and recommend appropriate corrective action.
- Manage receipt and processing of subpoenas and summons.
- Respond to inquiries, accept and investigate claims, and provide recommendations and technical assistance regarding program-related Board policies, state and federal legal compliance, current and potential cases, appeals, and related codes, rules, and regulations pertaining to special education under the Individuals with Disabilities Education Improvement Act (IDEA) and Section 504 of the Rehabilitation Act of 1973.
- Draft, review, analyze, and modify legal opinions, memoranda, correspondence, contracts, court documents, resolutions, notices, agreements, briefs, orders, pleadings, policies, and

a variety of other legal documents; contract appropriate personnel to verify and assure accuracy of information; and review a variety of documents to ensure legality of District actions.
- Provide performance management leadership to staff; plan direct, and coordinate with subordinate level managers to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures.
- Serve as the district liaison between outside legal counsel and district departments, and local, regional, state, and federal agencies as assigned.
- Maintain confidentiality of sensitive and privileged information.
- Perform other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Applicable Federal, State and local legislation, statutes, codes and procedures, including the California Education Code.
- Operational characteristics, services, and activities of a legal services program.
- Methods and procedures required to provide legal services to an administration and governing body in a large public agency.
- Principles and applications of labor law, collective bargaining, business law, contracts, education law, facilities law, and administrative law.
- Judicial procedures and rules of evidence.
- Provisions of applicable federal, State and District laws, rules and regulations.
- Methods of legal research; established precedents applicable to activities.

Ability To:

- Communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships with others.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Present statements of law, fact and argument clearly and logically.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines, plan and organize work, and work independently with little direction.
- Prepare comprehensive personnel, narrative and statistical reports.
- Conduct research on complex legal problems and prepare sound legal opinions.
- Prepare and present cases in court as required.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Oversee and/or prepare and conduct litigation and administrative law hearings as directed.
- Prepare and render legal opinions upon request to the Board of Education, the Superintendent and District administrative staff.
- Provide leadership and direction to the District regarding professional legal activities.

- Review existing and pending legislation related to procedural guidelines and District policies.

EDUCATION, QUALIFICATIONS AND EXPERIENCE:

Education:

- Earned Juris Doctorate from an accredited law school.

Experience:

- A minimum of five (5) years of experience in the practice of law, including substantial responsible experience as Counsel for a public jurisdiction.
- Specifically, a combination of experience and training that would provide the required knowledge and abilities with preferred experience in educational administration and/or school and labor laws, industrial relations, public administration and business administration and increasingly responsible experience in educational administration.
- Directly related law experience in a school setting is highly desirable.

Licenses or Certificates needed:

- Membership in the California State Bar Association and the ability to practice law in the State of California.
- Possession of a valid California driver's license and/or be able to provide own transportation in conduct of work assignments; willingness to travel as needed.

PHYSICAL EFFORT / WORK ENVIRONMENT:

Environment:

- Primarily indoor office.
- Frequently driving and visiting various district sites.
- Office setting with phones, computer work, customer contact, drop-ins and other communications.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.

- Reach overhead, above the shoulders and horizontally; grasp.
- Sit for extended periods of time with intermittent walking.
- Dexterity of hands and fingers to use keyboard and office equipment.
- Drive and travel to various work and school sites, when necessary.
- Occasionally lift and carry up to thirty (30) pounds for short distances.

SALARY:

Schedule: Management
Salary Range: Index 1.63 (Negotiable)

Approved by the Human Resources Division
Approved by the Board of Education:

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

~~DIRECTOR,~~ LEAD INTERNAL AUDITOR

PRIMARY FUNCTIONS:

Under **the delegation of** the Superintendent and direction **of Associate Superintendent of Business Services** ~~Under general direction of~~ with direct access to the President of the Board of Education **as needed and under the supervision of the District's General Counsel this positions completes internal audit functions**. This classification is the chief internal auditor and investigator **and will supervise, monitor, review, analyze and audit the effective implementation and quality control of various special projects. Additionally, this position will conduct special internal audits as needed of business practices, programs and district operations**~~.; develops, plans, organizes, implements, monitors and administers the District's audit services, which includes the District budget, accounting, external audits/controls, charter school financials and fiscal compliance, student attendance/enrollment, position control, etc.;~~ **The Lead Internal Auditor** develops, administers, monitors, plans, prepares, oversees and assures the integrity of District financial activities and audit reports; leads, implements, monitors, assists and supports with corrective actions related to audit outcomes and findings; and performs related duties as assigned.

This position directs mission critical financial and/or operational activities ensuring compliance of fund allocations with funding agency requirements by performing audit investigations involving the use of public funds, complaints and misconduct of District employees, typically in a sensitive environment.

MAJOR DUTIES AND RESPONSIBILITIES:

- Direct, perform and/or control assigned functions related to the District's internal controls and audit functions.
- ~~Directs, performs and/or controls all assigned functions relating to management staffing/functions, fiscal analysis, program analysis, accounting, charter school financials and student attendance/enrollment and position control.~~
- **Plan and conduct of direct the investigation of district procedures and internal controls to safeguard assets such as equipment and buildings and to comply with legal financial reporting requirements; examines transactions and activities such as cash collections/deposits, authorized disbursements, payroll, accounts payable and various fee charges.**
- ~~Directs, develops, performs, monitors and/or controls assigned programs and areas of responsibility for District accounts to ensure financial/programmatic accuracy.~~
- **Develop and/or modify accounting standards and manuals for general accounting and student body funds accounting; monitor the receipt, disbursement, and recording of transactions to determine compliance with policies and regulations.**
- Support, train and professionally develop personnel in all assigned areas districtwide.
- Verify eligibility and prepares appropriate documents for assigned staff who are working to complete their Certificate of General Experience for the California Board of Accountancy for Certified Public Accountant applicant.

- **Respond to information requests, including those of a highly sensitive nature: receive whistleblower complaints by telephone, in writing and by other means; answer questions and provide information on the functions and procedures of the complaint process to complainants, the public and interested parties.**
- ~~Directs, performs and/or controls various audit duties related to payroll, financial accounting, student attendance accounting, student body accounting, charter school accounting, etc.~~
- ~~Collects, analyzes, prepares and presents comprehensive financial information, reports and data to external audit firms.~~
- **Act as a liaison between departments, Board of Education, and the public regarding the highly sensitive audit(s) and operational risks.**
- Support, follow up and provide written reports, recommendations, direction and feedback on areas of audit concerns/findings to appropriate managers, Superintendent, President of Board of Education, etc.
- Create, develop, update and recommend district policies, Board Policies and Administrative Regulations as they relate to audits (budget, accounting, fiscal services, charter school financials/accounting, etc.)
- Provide technical expertise and makes recommendations to district leadership regarding organizational improvement for audit compliance, operational efficiency and meeting all district goals.
- Create, develop, assist, monitor, support, deliver and track the training of District personnel to improve internal controls, audit procedures, accountability, and recordkeeping.
- Audit budget, accounting, external audits/controls, charter school financials and fiscal compliance, student attendance/enrollment, position control and any assigned areas related to all compliance related areas.
- Direct, prepare, maintain and review comprehensive and statistical reports, records and files related to audit services.
- Collect, process, analyze and review all budgetary, financial and compliance related data/information to ensure accuracy.
- Create, develop, direct and monitor audit systems to ensure work flow, approvals, staff development, work assignments and audit priorities are completed in a timely and high-quality manner.
- Communicate, collaborate and liaison with the Superintendent, Board of Education, District administrators, City, County and State departments/agencies and other stakeholders to coordinate activities, resolve issues/concerns and exchange information.
- Keep informed of new developments in the district by attending school board meetings, relevant workshops, trainings, activities, and pertinent district-wide committees.
- Appraise adequacy of corrective actions to be taken to correct deficiencies after final audit reports released and follows up in audit finding responses for compliance.
- Compose and prepare complex reports, presentations, narratives, recommendations, letters, forms and other communications regarding District audit systems for distribution to internal and external stakeholders.
- Train, direct, guide, coach, evaluate, support and discipline assigned staff.
- Attend training workshops and professional development as directed.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Government auditing standards, generally accepted auditing standards and generally accepted accounting principles
- **Internal Auditing Standards**.
- Public education funding, budgeting and accounting.
- Legal and procedural rules and regulations as they relate to school districts, budgeting accounting and financial transactions.
- Strong planning and organizational skills.
- Statistical sampling, data collection, evaluation and analytical techniques.
- Recordkeeping and interpretation of contract provisions and agreements.
- Strong analytical and problem-solving skills.
- Risk mitigation, internal control evaluation, financial accountability and construction management.
- Data collection, auditing and comparative analysis techniques.
- Microsoft suite (Excel, Word, PowerPoint, Outlook, etc.) and other software and applications.
- Techniques of supervision, training, coaching, conflict resolution and motivation of employees.
- Effective oral and written communication skills.
- School and district policies, rules and regulations.

Ability to:

- **Perform examinations and evaluations of the adequacy and effectiveness of District financial and administrative internal controls**
- Determine the best method to derive audit evidence such as statistical sampling, data analysis, interviews, benchmarking, etc.
- Conduct and participate in meetings, conferences, professional development and other trainings.
- Interact with staff and situations in an honest, confidential and forthright manner.
- Compile data to prepare complex reports and present them in various forums.
- Work cooperatively with departments and organizations to validate the integrity of the data and information gathered and reported.
- Conduct independent audits and present impartial results, recommendations and commensurate time frames.
- Work effectively and efficiently without close supervision.
- Supervise and direct the work of others.
- Understand and carry out verbal and written directions.
- Read, write and speak English with sufficient comprehension to perform duties accurately and competently.
- Train, work effectively and work cooperatively with individuals from diverse backgrounds.
- Communicate positively and effectively, orally and in writing, with district staff and various community partners.

EDUCATION, QUALIFICATIONS AND EXPERIENCE:

Education:

- Bachelor's Degree from an accredited college or university in Accounting, Finance or a closely related field. Master's degree preferred.

Experience:

- **Three**~~Five~~ or more years of successful and progressive experience in performing audits within a large entity (preferably a public agency), which includes auditing automated accounting systems **preferably in an Education environment.**
- Demonstrated experience in supervisory or managerial experience in financial accounting, audit team leadership, financial administration and internal auditing.
- Demonstrated project management skills and abilities.
- Demonstrated high level of successful customer service with public.

Licenses or Certificates Needed:

Any Combination of the following qualifications are highly desired:

- Current Certified Public Accountant (CPA) License~~, required~~.
- Certified Management Accountant (CMA), preferred.
- Certified Government Auditing Professional (CGAP) or current Certified Internal Auditor (CIA) Certification, preferred.
- Possession of a valid California Driver's License. Candidates must provide (and maintain) official motor vehicle driving record, and proof of compliance with district safe driving standards.

PHYSICAL EFFORT / WORK ENVIRONMENT:

Environment:

- Primarily indoor office.
- Frequently driving and visiting various district sites.
- Office setting with phones, computer work, customer contact, drop-ins and other communications.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.

- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit for extended periods of time with intermittent walking.
- Dexterity of hands and fingers to use keyboard and office equipment.
- Drive and travel to various work and school sites, when necessary.
- Occasionally lift and carry up to ~~twenty~~ **thirty** (~~20~~**30**) pounds for short distances.

SALARY:

Schedule: Management
Salary Range: Index 1.01

Approved by the Human Resources Division
Approved by the Board of Education:

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

VICE / ASSISTANT PRINCIPAL/INSTRUCTIONAL SPECIALIST

PRIMARY FUNCTION:

This position serves as a site Vice / Assistant Principal for a portion of each day operating under the appropriate job description (Elementary Vice Principal, Middle/Junior High School Assistant Principal, High School Assistant Principal) and provides support to the teachers and students (at-risk and English language learners) on the site as an adjunct Instructional Specialist.

Instructional Specialist: Provide staff development, coaching, instructional lesson design, and lead curriculum collaboration with classroom teachers. Provide direct lesson instruction, intervention, and assessment administration to select at-risk students and English language learners to improve competency and mastery of Common Core standards. Duty statements for the direct instruction and teacher support functions of the role are on file in the Office of State and Federal Programs.

Vice Principal / Assistant Principal: Assist the Principal in the internal administration and instructional programs of the school. In the absence of the Principal, is in charge in the area of general administration of the school.

MAJOR RESPONSIBILITIES:

- Assess instructional needs of the school to which they are assigned, implement professional development and curriculum changes, develop and improve instructional programs and share responsibility for providing instructional leadership in curriculum development and professional development and implementation.
- Provide on-site professional development, including job-embedded activities, monitor effectiveness of the instructional program and adjust accordingly.
- Conduct classroom observation, provide follow up feedback, and establish coaching relationships with teachers with the goal of improving instructional practices, lesson design, lesson implementation, and improving student achievement.
- Support the Coordination and implementation of assessments.
- Establish and maintain a mutually supportive relationship with caregivers.
- Assist facilitation of data teams, grade-level meetings, content area meetings, and schoolwide meetings grounded in assessment data and facilitate the creation of action plans.
- Support schoolwide intervention structures and multi-tiered systems of support. Assists in the referral of students to needed supports.
- Provide direct intervention support to at-risk and English language learner students.
- Provide training and outreach to parents to better support the academic achievement of their students.
- Perform other duties as assigned by the Principal.

QUALIFICATIONS:

Knowledge of:

- Principles, National trends and State trends and development of curriculum and instructional administration and management, including Common Core State Standards, 21st Century learning environments and Future Ready Classrooms.
- Research-based strategies and best-practices in classroom instruction and online blended learning strategies
- Provisions of the State Education Code, Federal program guidelines, and other Codes relative to instructional and supervisory practices and procedures.
- Relevant best instructional practices and curriculum.

Ability to:

- Work effectively with diverse racial, ethnic, linguistic, and socio-economic groups and to establish and maintain cooperative working relationships.
- Communicate effectively, orally and in writing, with all stakeholders, both individually and as a group, including formal, public presentations.
- Maintain appropriate appearance and cleanliness.
- Conduct self in appropriate manner including poise, tact, good judgment.
- Work effectively with District personnel, community representatives, school community, and the general public.
- Motivate and initiate continuous learning and growth among professional staff to benefit organizational effectiveness and academic student growth.
- Lead and work collaboratively with K-12 teachers and administrators with varying degrees of expertise and experience.
- Value and promotes diversity.
- Support and follow district policies and procedures.
- Use good judgment.
- Demonstrates professionalism and dependability.

EDUCATION, QUALIFICATIONS AND EXPERIENCE:

Education:

- Bachelor's Degree.
- Post graduate work in school administration, curriculum and instruction, or a related field.
- Master degree and/or doctoral degree desired.

Experience:

- Five (5) years of successful classroom teaching experience
- At least two (2) years of progressively responsible experience in providing leadership in a school or district setting.

- Demonstrate a range of experiential leadership tasks and roles.
- Experience leading teams with an instructional focus.
- Skilled in data-driven instruction and analyzing schoolwide data to inform growth of the instructional program.
- Trained in instructional coaching techniques and adult learning principles.

Licenses or Certificates Needed:

- Clear California Teaching Credential with CLAD or equivalent.
- Administrative Credential.
- Possession of a valid California Driver's license and to be able to provide own transportation in conduct of work assignments; willingness to travel as needed.

PHYSICAL EFFORT /WORK ENVIRONMENT:

Environment:

- Primarily indoor office.
- Frequently driving and visiting various district sites.
- Office setting with phones, computer work, customer contact, drop-ins and other communications.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
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- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Sit for extended periods of time with intermittent walking.
- Dexterity of hands and fingers to use keyboard and office equipment.
- Drive and travel to various work and school sites, when necessary.
- Occasionally lift and carry up to thirty (30) pounds for short distances.

SALARY:

Schedule:	WCCAA
Salary Range:	Index 0.95A; 0.95C; 0.97, 0.99