
An Invitation to Apply for the Position of

**ASSISTANT SUPERINTENDENT
OF BUSINESS SERVICES**



Placer County
An Equal Opportunity Employer

*“We Empower our Children and Ourselves to
Meet the Challenges of Today and Tomorrow”*

The Tahoe Truckee Unified School District, located 100 miles northeast of Sacramento and 35 miles west of Reno, serves students in California’s Nevada, Placer, and El Dorado counties. We are a unified school district and, as such, operate pre-kindergarten through 12th grades, making for a uniform system.

We are funded as a basic aid district, and we have a very effective education foundation that provides additional revenue as well as positive local promotional events that help maintain supportive public relations. The District enjoys very strong community support as evidenced in recent years by the successful passage of local parcel tax measures supporting the school programs and facilities.

Within the District boundaries are some of America’s finest recreational areas and the world’s most beautiful resorts. Additionally, there are beautiful parks and scenic areas that provide tourists with year-round recreational opportunities. Those who visit our area find it is a delightful change from the face-paced city lifestyle.

**TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION**

Kristy Oik, President
Monty Folsom, Clerk
Bev Ducey, Member
Nancy Gisko, Member
Bill Kraus, Member

Stephen A. Jennings
Superintendent

Sheila Vickers, Search Advisor
School Services of California, Inc.
1121 L Street, Suite 1060
Sacramento, CA 95814
(916) 446-7517 • FAX (916) 446-2011
E-mail: cathyw@sscal.com



THE POSITION

The Tahoe Truckee Unified School District is seeking an outstanding Assistant Superintendent of Business Services to join its leadership team.

Under the direction of the Superintendent, this cabinet-level position will plan, organize, implement, and control the District's Business Services division including:

- Fiscal services
- Maintenance and operations
- Facilities
- Food services
- And other assigned functions

This position will also assist in the formulation of policies relating to the business and financial operations of the District.

ABOUT THE DISTRICT

More than 4,000 students attend the District's ten schools, which include five elementary schools, two intermediate schools (grades 6-8), two high schools, and one continuation high school.

The District has a general fund budget of more than \$44 million and maintains an adequate level of reserves.

DUTIES AND RESPONSIBILITIES

The Assistant Superintendent of Business Services provides Districtwide leadership and supervision in the following areas:

- Plans, organizes, supervises, directs, recommends employment of, and evaluates personnel in assigned functions; provides and assures adequate and proper inservice training for assigned personnel regarding business services
- Serves as a member of the Superintendent's cabinet; disseminates and communicates information on District fiscal activities, and collaboratively builds consensus among cabinet members, principals, and other stakeholders with regard to financial aspects and impacts on student programs and achievement
- Recommends financial and business policies to the Superintendent and the Board of Education
- Implements and evaluates programs, plans, processes, systems, and procedures to achieve District goals for business services; initiates, integrates, deploys, and monitors short- and long-term business and fiscal services strategic planning programs, goals, and objectives

that support the educational mission of the District

- Implements a collaborative leadership style and training in all areas, including, but not limited to, staff development and decision making, as appropriate
- Provides support to District divisions and school sites, and internal and external stakeholders in assessing and affecting the financial impact of legislation, ballot measures, negotiations, and related matters
- Assures compliance with local, state, and federal laws relating to school business functions, construction and reconstruction, financial accounting, and related activities; oversees preparation, administration, and control of all District budgets and contracts
- Directs and manages the District's insurance program and employee fringe, health, and welfare benefits
- Analyzes, develops, and reviews reports of findings, alternatives, and recommendations involving a broad range of revenue, financing, business operations, financial planning, and financial and business management issues
- Makes presentations and gathers input as needed from District management, Board of Education, District employees, parent groups, and others regarding District financial and business status and operations
- Participates in collective bargaining and advises District administration regarding financially related issues and impacts
- Represents the District at local, state, and national organization meetings and conferences relating to school business and financial management; represents the District in a variety of local community-based organizations and coalitions to effect positive dialogue and relations in school business and financial matters

QUALIFICATIONS

The successful candidate will have:

- A bachelor's degree from an accredited college or university in finance, accounting, business administration, public administration, or related field or equivalent training in business or public administration, accounting, or economics; a master's degree in business administration and/or CPA license is desired
- Five years of progressive experience in three or more operational areas of business and/or financial operations

management in an educational institution, governmental agency, or other entity with an annual budget of \$25 million or greater; at least two of these years must have included direct management or supervision of professional staff

- Strong communication skills and a demonstrated ability to write and verbally present clear and concise financial and related reports
- Knowledge of principles, practices, trends, goals, and objectives of public education

SALARY

The salary for this position is \$125,000, negotiable. An attractive fringe benefit package is also offered.

APPLICATION PROCEDURE

To open a file and be considered initially, a candidate must provide:

- A letter of interest and resume
- A one-page application form available at www.sscal.com

Letters of recommendation, prior to the initial interview, are welcome but are not required. Any additional materials that are forwarded by the candidate may be considered at any appropriate point in the selection process. Extensive references, including comprehensive background and credit checks, will be required of all finalists.

All materials will be treated confidentially.

TENTATIVE SELECTION TIMELINE

Application deadline..... 9/29/08
Paper screening completed..... 10/1/08
Planned candidate interviews. 10/7/08
Planned final interviews 10/14/08
Appointment by Board TBD

Note: Dates shown above are for planning purposes, but sometimes change. Check SSC's website (www.sscal.com) for current dates.

CONTACT

School Services of California, Inc., (SSC) will conduct the search and recruit qualified candidates. Application materials must be received by SSC no later than **September 29, 2008**. Please forward application materials and requests for information to:

Sheila Vickers, Search Advisor
Tahoe Truckee Unified School District
c/o School Services of California, Inc.
1121 L Street, Suite 1060
Sacramento, CA 95814
(916) 446-7517 FAX (916) 446-2011
E-mail: cathyw@sscal.com

Candidate Number: <i>(For Office Use Only)</i>
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DISTRICT NAME: _____ **APPLICATION FORM**

Application for the Position of: _____

This form will be used to expedite the process of establishing your application for this position. We ask that you return it promptly. It is NOT a substitute for the formal letter of application and complete resume, which should be forwarded as soon as possible. It will be duplicated a number of times.

Name:	Date:	E-Mail:
Address:	Home Telephone: ()	
City, State, Zip:	Cellular Telephone: ()	
Type of current organization/district (K-6, K-12, etc.):	Office: ()	
Annual Budget:	Fax: ()	Is this a confidential fax #?: <input type="checkbox"/> Yes <input type="checkbox"/> No

At what number do you prefer us to call you? _____

Record of Professional Education

Institution/Campus:	Dates:	Major:	Degree:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Record of Professional Experience (List Most Recent Experience First)

Title:	Dates of Employment: _____ to _____	District/Agency:	Enrollment:	Salary:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Give names, titles, and telephone numbers (home and business) of three people familiar with your professional career and qualifications that we may contact for additional information.

I understand that the finalists for this position will undergo extensive reference and credit checks. By signing or submitting electronically (without a signature), I also hereby certify that all statements made in this application are true:

_____ I heard about this position through: _____
(Signature)

Please return this form to:
Search Advisors ▪ c/o School Services of California, Inc. ▪ 1121 L Street, Suite 1060
▪ Sacramento, California ▪ 95814 ▪ (916) 446-7517 ▪ Fax: (916) 446-2011
▪ E-mail: cathyw@sscal.com