

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

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TITLE: DEPUTY SUPERINTENDENT

JOB GOAL: Under the direction of the Superintendent, serve as Chief Business Official (CBO) of the District while overseeing I facilities, technology and operational departments of the District; serve as primary liaison with other governmental entities affecting the school district; arrange supplementary financing of district activities to adequately support the educational and operational programs of the District. Assure compliance with established goals, objectives and legal requirements concerning administration and operations to protect and develop the interests of the District.

QUALIFICATIONS

Knowledge of:

1. Administration of a large school district.
2. Oral and written communication skills.
3. Public speaking techniques.
4. Laws, rules and regulations related to assigned activities.
5. Applicable sections of the California State Education Code and other applicable laws.
6. District organization, operations, policies and objectives.
7. Interpersonal skills using tact, patience and courtesy.
8. Principles and practices of administration, supervision, and training.

Ability to:

1. Develop and recommend policies and practices affecting school district programs and Services.
2. Communicate effectively in both oral and written form.
3. Prepare and deliver oral presentations.
4. Establish and maintain effective work relationships with those contacted in the performance of required duties.
5. Train, supervise and evaluate personnel.
6. Maintain current knowledge of program rules, regulations, requirements and restrictions.
7. Analyze situations accurately and adopt an effective course of action.
8. Meet schedules and time lines.
9. Plan and organize work.
10. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations

Training and Experience

1. Master's Degree or higher from an accredited college or university.
2. Five (5) years of increasingly responsible management experience in a school district setting.
3. Master's Degree or higher from an accredited college or university.
4. Five (5) years of increasingly responsible management experience in a school district setting.

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Training and Experience (continued)

5. Any combination of training and experience related to the above requirements that would likely produce the desired knowledge.
6. Completion of Association of California School Administrators (ACSA) Business Academy, equivalent certification or coursework desired.

REPORTS TO: Superintendent

SUPERVISES: Assigned Personnel

ESSENTIAL FUNCTIONS

1. Advise the Superintendent, Board of Education and district staff on the status, availability and control of financial resources.
2. Oversee various aspects of the District including meeting District financial obligations, providing continuing updates of the district financial status, developing and presenting the district budget and legislative mandates to the Board of Education.
3. Oversee the operations of the facilities, technology and operational departments.
4. Administer district programs, activities and operations in accordance with California State Education Code requirements, District Board policies, and rules and regulations of the State Board of Education.
5. Act as an immediate resource to parents, staff, and community members as it relates to School and District issues.
6. Maintain current knowledge of trends in education and advise the Superintendent regarding desirable courses of action.
7. Advise the Superintendent in areas requiring policy development or revision: assist in formulating Board policies by providing Board with necessary data and information; direct the maintenance of a written policy manual of current district policies.
8. Interpret and implement district policies and incorporate such interpretations in a written set of administrative rules, regulations and procedures; administer policies personally or by delegation to appropriate staff.
9. Provide leadership in the continuous development, evaluation and revision of the instructional program to comply with legal requirements and the stated goals and objectives of the Superintendent.
10. Recommend specific programs and activities to promote a positive image of the district to the community.
11. Select and evaluate professional and management staff.
12. Performs other professional duties as assigned.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels).
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for extended periods of time.

PHYSICAL ABILITIES (continued)

6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders and push and pull objects.
8. Able to lift and/or carry up to thirty (30) pounds occasionally.
9. Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, and knee flexion.
10. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard with speed and accuracy in a safe and effective manner.

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.

TERMS OF EMPLOYMENT: 240-day work year
Classified or Certificated Management,
Senior Cabinet-level

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy on Evaluation of Professional Personnel. The Superintendent will complete the evaluation.

Approved by: Board of Education
Revised: March 14, 2019

Date: September 28, 2006

Murrieta Valley Unified School District is a drug-free & tobacco-free workplace and equal opportunity employer.

The District does not discriminate against employees or job applicants on the basis of gender, race, color, religious creed, national origin, ancestry, age of 40, marital status, physical or mental disability, or Vietnam Era veteran status. Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The District does not discriminate against person with disabilities who, with reasonable accommodation, can perform the essential functions of the job in question.