

SELECTION PROCEDURE

All applications will be screened by a respected group of educational leaders who will evaluate the qualifications of each applicant based upon the criteria outlined in this brochure and the job description. Those candidates who best meet the qualifications and criteria will be invited to interview. Members of the selection committee may choose to visit the school district and community of the top candidate/s.

APPLICATION

You may apply online at EDJOIN.ORG or mail your application packet directly to:

Billie Mankey, Director II, HR
Pacific Grove Unified School District
435 Hillcrest Avenue
Pacific Grove, CA 93950
(831) 646-6507 • FAX (831) 646-6500
Email: Bmankey@pgusd.org

The district administration application information is available on Edjoin.org.

All application packets must include:

- Application Form
- Cover Letter
- Résumé
- Three Current Letters of Recommendation
- Copies of Transcripts

SALARY

The Pacific Grove Unified School District Board of Trustees will offer a competitive salary to the successful candidate, based upon that individual's experience and qualifications. The calendar year is 225 days. The benefit package includes family medical, dental, and vision insurance; paid ACSA dues, and life insurance.

Pacific Grove Unified School District Board of Trustees

John Paff, President

Brian Swanson, Clerk

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Debbie Crandell, Member

Cristy Dawson, Member

Kulaea Tulua, Student Rep.



Dr. Ralph Gómez Porrás
Superintendent of Schools

An Equal Opportunity/Affirmative Action Employer

ANNOUNCEMENT FOR THE POSITION OF

Assistant Superintendent of BUSINESS SERVICES



PACIFIC GROVE
UNIFIED SCHOOL DISTRICT
PACIFIC GROVE, CALIFORNIA
MONTEREY COUNTY

APPLICATION DEADLINE

Friday March 9, 2018

THE POSITION

The Board of Trustees of the Pacific Grove Unified School District invites candidates to apply for the position of Assistant Superintendent, Business Services. The Board is seeking an individual with strong interpersonal and leadership skills who supports shared decision-making, possesses strong school business management skills, builds trust among staff and students, and is actively involved with the community. The District's five-member board is committed to supporting and strengthening a positive relationship between Business Services and the schools. The desired candidate will be an excellent communicator, a person with high integrity who will provide leadership with vision, and in partnership with the Board, will provide effective business services to support and strengthen the educational programs of the Pacific Grove Unified School District.

THE DISTRICT

The Pacific Grove Unified School District is composed of two elementary schools, one middle school, one high school, one continuation high school, and one adult school. Current K-12 enrollment is approximately 2050 and Adult School enrollment is approximately 2500.

THE COMMUNITY

Pacific Grove and Pebble Beach are beautiful communities in which to live. Located on California's Central Coast, Pacific Grove lies between Pebble Beach and the City of Monterey, 121 miles south of San Francisco, and 334 miles north of Los Angeles. The community is residential and is mainly supported by tourism and local services. Pacific

Grove has numerous professional offices and a regional community hospital. The home-town atmosphere, combined with close proximity to the cultural opportunities of Monterey and California State Monterey Bay, make Pacific Grove an especially attractive small town.

SELECTION CRITERIA

The following qualifications and characteristics are the standards that will be used in the evaluation of candidates' application materials and in the selection of the Assistant Superintendent of Business Services.

Professional Experience and Preparation

- ***BA Degree in Business or Accounting or related field required, MA preferred***
- ***3 years required, 5 years preferred verifiable experience as an Assistant Superintendent of Business Services or similarly titled district administrative position***
- ***School Business Certification through a school professional agency, CPA certification preferred***
- ***In-depth knowledge and experience managing business services including: Fiscal planning, purchasing/ warehousing, transportation, payroll, nutrition services, maintenance and operations, technology services, facilities, planning & construction, risk management and security***
- ***Knowledge of California school curricular programs***
- ***Experience with negotiations***
- ***Experience as a school site administrator preferred***
- ***Must meet the minimum job description requirements***

Personal Characteristics

- Highly personable with an open and inclusive management style
- Values high academic achievement and models lifelong learning
- Advocates for all students
- Exhibits personal integrity and trust
- Values and recognizes the contributions of all employees, is visible and approachable
- Encourages divergent opinions and is a good listener; easily accessible to all
- Values the spirit of community and demonstrates this value through community engagement

Professional Skills and Abilities

- Well versed in California state laws and codes related to school business, education, construction, and personnel
- Proven experience and expertise in the area of school finance and budget; able to clearly articulate the budget in an understandable manner
- Assures fiscal accountability
- Empower and motivate employees to do superior work; build a climate of mutual respect and teamwork
- Ability to promote adherence to all rules of the District and use positive discipline as appropriate
- Possess and demonstrate a sense of humor