



COMPTON UNIFIED SCHOOL DISTRICT

501 S. Santa Fe Ave. Compton, CA 90221

TITLE: Chief Administrative Officer
REPORTS TO: Superintendent
DEPARTMENT: Administrative Services Department
CLASSIFICATION: Certificated Management
FLSA: Exempt
WORK YEAR: SALARY: 12 months
SALARY: Negotiable

I. DESCRIPTION OF POSITION

The Chief Administrative Officer is responsible for the supervision of Certificated Management in the Child Welfare and Attendance, Educational Services, Human Resources, and Special Education Departments. Additionally, the CAO will oversee Fiscal Services, Facilities & Maintenance, Payroll/Benefits, Purchasing, and Student Nutrition Services functions as assigned and supervise the performance of assigned professional-level personnel.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Collaborates with a wide variety of internal and external groups (e.g. department heads, auditors, community organizations, regulatory agencies, etc.) for the purpose of implementing program components; creating long and short term plans; and addressing organizational objectives.
- B. Oversees and supervises the Child Welfare and Attendance, Educational Services, Human Resources, Facilities & Maintenance, and Special Education Departments.
- C. Compiles data from internal and external sources for the purpose of analyzing issues, ensuring compliance with policies and procedures, and/or monitoring program components.
- D. Develops internal controls, work processes, programs for managing the operations of the organization for the purpose of ensuring accurate and timely accounting in accordance with regulatory requirements and established guidelines.
- E. Develops a wide variety of documents and presentation materials, independently and/or through delegation to other personnel (e.g. plans, proposals, policies, budgets, grant opportunities, forms, etc.) for the purpose of implementing and maintaining services and/or programs.
- F. Manages business services and related departments for the purpose of achieving organizational objectives while complying with established requirements.
- G. Compiles and utilizes relevant data to develop, adjust, and modify Districts budget throughout the school year.
- H. Monitors assigned programs and/or department activities for the purpose of ensuring that performance objectives are met within budget and in compliance with established operational practices.
- I. Participates as a member or facilitator in meetings, workshops, and seminars that frequently involve a range of issues (e.g. processes, goals attainment, problem resolution, personnel and staffing, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- J. Performs a wide variety of personnel functions (e.g. recruiting, interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing personnel productivity, and achieving objectives within budget.
- K. Presents information on a wide variety of topics for the purpose of conveying information, gaining feedback, and/or making recommendations regarding District services.

- L. Recommends solutions to a wide variety of complex issues for the purpose of addressing the programmatic, business, and financial needs of the District.
- M. Researches a wide variety of programmatic, financial, and business resource topics (e.g. policies, public accounting practices, guidelines, and regulations, etc.) for the purpose of ensuring compliance with regulatory requirements and established guidelines; securing information for planning; and/or responding to requests.
- N. Responds to a wide variety of inquiries from internal and external sources for the purpose of identifying relevant issues and recommending or implementing action plans.
- O. Supports the Superintendent, Board of Trustees, school site administrators and department heads for the purpose of developing and implementing services and programs to achieve operational goals.
- P. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

III. EDUCATION AND EXPERIENCE

- A. Possession of a valid California Administrative Services Credential.
- B. Master's Degree from an accredited institution of higher learning, preferably in administration or a closely related field.
- C. Five or more years of successful administrative experience; three years should include executive-level responsibilities.
- D. Successful completion of a CBO program (FCMAT, UC Riverside, USC Rosier School of Education, and Wilkes University Master's in School Business Leadership).
- E. Five or more years of successful experience in certificated management.
- F. Three or more years of successful experience in a supervisory position in business services and or business administration.

IV. KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- A. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include; pertinent codes, policies, regulations and/or laws; budget management and public sector accounting; current trends and practices of school accounting systems; education code; federal and state grants management; and school district audit procedures.
- B. Best practices to support and direct school site and district level administrators.
- C. Advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions.

Skills:

- A. Skills are required to perform multiple, technical task with a need to occasionally upgrade skills in order to meet job description: Chief Administrative Officer.
- B. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training, developing and supervising staff; developing and administering budgets;
- C. Excellent written and oral communication.
- D. Use of Microsoft Office programs.

Ability to:

- A. Schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment.
- B. Independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods.
- C. Work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment.
- D. Independent problem solving is required to analyze issues and create action plans.

- E. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate.
- F. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

V. WORKING CONDITIONS

Environment:

This job is performed in a generally clean and healthy environment.

Physical abilities:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. Hearing and speaking to exchange information and make presentations is essential.

The Compton Unified School District is an equal opportunity employer and in compliance with federal and state laws, does not **discriminate in employment practice** on the basis of race; actual or perceived, color, national origin, ethnic group ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, actual or perceived sexual orientation, sexual identity, gender expression, sex or association with a person or a group with one or more of these actual or perceived characteristics at any district site and/or activity.