



JOB DESCRIPTION
Supervisor of Pupil Management, Business Services
Range 4 Classified Management Salary Schedule (12 Month) ESD/HSD

DEFINITION: Under the supervision of the Director of Fiscal Services, the Supervisor of Pupil Management, Business Services is responsible to plan, organize, control and directly oversee the enrollment and transportation activities and related services; prepare, maintain and compile student attendance reports; coordinate flow of communications between administrators, personnel and outside organizations; train and supervise the performance of assigned personnel.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Provides leadership, guidance, training and supervision to assigned Business Services staff. Assists in the coordination, prioritization and supervision of work flow.
- Recommends and assists in the implementation of District and Department goals and objectives while providing support to school sites, and adjacent programs.
- Provides performance evaluation of assigned staff; assists in hiring, promotions and disciplinary actions.
- Exercises sound judgment in interpretation and application of District policies such as; enrollment and immunization requirements, attendance, transportation, bell schedules and instructional minutes.
- Performs enrollment and transfer processes regarding student placements, student incoming and outgoing transfer files. Including the enrollment of students in district programs and the State Preschool Program.
- Prepares enrollment and attendance data and reports. Board agenda items, State required reports (such as P-1, P-2, Annual, J13-A, J200, J50, J380).
- Technical and administrative assistance on bus schedules, routes, student and driver behavior, management of bus stops, risk management.
- Oversees, supports, coordinates and manages the issuance of bus passes; and collection of monies.
- Communicates, assists, negotiates and manages interaction with 3rd party school bus vendors in the performance of duties.
- Supports Business Services with the development and execution of the School Bus Transportation Request for Proposal (RFP).
- Reviews and approves the monthly invoices and assures it adheres to the established budget.
- Develops District bell schedules and instructional minutes in alignment with state requirements, contractual caps, and District values with regard to bus routes, bell schedules, instructional minutes, and fiscal budgets.
- Supports the budget development and the year-end accounting processes.
- Receives, analyzes, evaluates and identifies potential discrepancies and special processing requirements
- Assists auditors and provides required information during the annual district audits.
- Participates in professional growth activities related to areas of responsibility.

KNOWLEDGE AND ABILITIES:

- General principles of management; governmental fund accounting practices and procedures. Experience with Windows(Word and Excel), software applications pertinent to school district business such as Aeries, CALPADS, SACS, QSS financial accounting system is desirable.
- Effective communication abilities orally and in writing with the District community including; principals, teachers, staff, students, parents, third party contractors.
- Maintains high standards of personal conduct patience and discipline.
- Ability to prepare financial and statistical summaries or reports.
- Plan, organize and direct the activities of others toward a predetermined goal or objective.
- Interpret collective bargaining agreements and to make decisions in accordance with laws, policies, and established procedures.
- Performs related duties and responsibilities as assigned

REQUIREMENTS:

Minimum:

Associates Degree in Business Administration, Accounting or equivalent. Any combination of education and experience equivalent to two years of college accounting or business administration and four years of progressively responsible experience in school accounting, business or equivalent. Other combinations of applicable education, training and experience which provides the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

A minimum of four years of work experience involving public contact with community demographics similar to the district.

Desirable:

Bilingual in Spanish highly preferred

Experience:

Two years of experience in business office management in a California public school district. Experience with governmental accounting, including closing of books and report preparation; computer experience; knowledge of accounting principles, practices and methods as well as principles and practices of California public school finance.

Licenses/Certifications:

Valid California Class C driver's license and a satisfactory driving record
TB Clearance,
DOJ Fingerprint Clearance (upon offer of employment)

WORKING ENVIRONMENT/PHYSICAL DEMAND:

Working Conditions

- Office environment as well as many hours spent at outside meetings.
- Hours may vary to meet district needs.
- Some local and out-of-county travel may be required for the purpose of meetings, events and other activities.

Physical Abilities

- Sitting for extended periods of time.
- Walking for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices.
- Able to lift up to 25 pounds.

Board Approval: