



Roseland Public Schools

Is Seeking a

Chief Business Official

THE POSITION

Under the general direction of the Superintendent, the Chief Business Official provides financial and business leadership/administration and establishes related strategic direction; plans, organizes, and directs the fiscal and business operations of the Roseland School District (District) and Roseland Charter School (Charter); interprets, disseminates, and implements related laws, rules, policies, and regulations; directs, supervises, evaluates business office staff; and evaluates and updates business office procedures and processes to continually improve operational efficiency.

[To view the full job description, click here.](#)

ABOUT THE DISTRICT

The District embodies the community's dream that all students will graduate from high school equipped with options for college entrance and successful, productive careers. We are dedicated to providing safe, personalized learning environments that serve as a compelling alternative to large urban-like school settings. Our commitment to individualized attention ensures that every student receives the support they need to thrive academically and personally. With a focus on excellence in public education from preschool through high school, the District strives to be a model of educational success. Our dedicated staff works tirelessly to inspire and empower students, preparing them for a bright future. Through collaboration with families and the community, we aim to create a nurturing and inclusive educational environment that fosters lifelong learning and growth.

The District is comprised of three elementary schools, two middle schools, and two high schools. The District's combined enrollment is approximately 2,707.

The District's General Fund budget is approximately \$50.9 million and the Charter's budget is approximately \$23.7 million. The District is also supported by a bond.

TENTATIVE SELECTION TIMELINE

Application deadline..... 8/19
Paper screening completed..... 8/20
Planned candidate interviews 8/27
Planned final interviews9/5
Appointment by Board9/11

Note: The dates shown above are for planning purposes but can be subject to change. Check School Services of California Inc.'s (SSC) website for current dates.

QUALIFICATIONS

The successful candidate will have:

- Completion of a bachelor's degree or higher from a fully accredited college or university in business management, public administration, or related field; master's degree and/or CPA certification desired but not required
- Two or more years of experience, which includes responsibility for budgeting, accounting, facilities management, maintenance, and auditing. Experience shall include responsibility for preparation of complex financial statements and budgets
- A combination of professional management experience and relevant education to ensure the knowledge, skills, and expertise to successfully fulfill the duties and responsibilities of this position

SALARY

The salary range for this position is **\$133,827-\$216,624**. Additional earnings include monthly mileage and cell phone stipends. In addition to this salary, a generous benefits package is offered.

APPLICATION PROCEDURE

To be initially considered, an applicant must provide the following to SSC:

- Letter of interest and résumé
- One-page application form

An extensive reference list, including comprehensive background and credit checks, will be required of all finalists. All materials will be treated confidentially.

CONTACT

SSC will conduct the search and recruit qualified candidates. Application materials must be received no later than **August 19, 2024**. Please forward application materials to NicoleC@sscal.com and requests for information to:

[Danyel Conolley](#) and [Linette Hodson](#)

Roseland Public Schools

c/o School Services of California Inc.

Phone: (916) 446-7517

www.sscal.com/lea-career-opportunities



Roseland Public Schools
Sonoma County

An Equal Opportunity Employer

Candidate Number:
(For Office Use Only)

AGENCY NAME: _____ **APPLICATION FORM**

Application for the Position of: _____

Please complete this form in its entirety. It will be used to process your application for this position. We ask that you return it as part of your completed packet, including a formal letter of application and resumé.

Name:
Address:
City, State, Zip:

Date:	Email:
Primary Phone (Cell):	
Secondary Phone (If applicable):	

Type of current organization/district (K-6, K-12, etc.):

Annual budget of current organization/district:

Record of Professional Education

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

Record of Certifications/Credentials

Record of Professional Experience (List Most Recent Experience First)

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

I understand that the finalists for this position will undergo extensive reference, background, and credit checks. By signing electronically, I also hereby certify that all statements made in this application are true:

(Signature)

I heard about this position through:

SSC Searchlight/Email: ___ SSC Website: ___ SSC LinkedIn: ___
CALSA: ___ CASBO: ___ ACSA: ___ EDJOIN: ___ Other: _____

Please return this form to:
Nicole Contreras, Search Assistant, at nicolec@sscal.com