

Deputy Superintendent of Business and Operations Search

Portland Public Schools

Portland, Oregon

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The **Portland Public Schools** is seeking a highly qualified candidate to serve in the role of Deputy Superintendent of Business and Operations. The Portland Public Schools wishes to have the successful candidate assume the responsibilities of the position at **a date mutually agreed upon between the successful candidate and the district.**

McPherson & Jacobson, L.L.C., Executive Recruitment and Development has been engaged as the consultant in a search for outstanding candidates. They will assist the District in identifying and screening the candidates.

Enrollment: 47,000 students

Location: Northern Oregon, situated on the Columbia and Willamette Rivers

THE POSITION DETAILS

The Opportunity

Portland Public Schools is seeking a dynamic leader to be their **Deputy Superintendent of Business & Operations**. This position will partner with the Superintendent and other executive leadership to develop and implement the business and operational systems and structures that will support the District's teaching, curriculum, and student support work. As the day-to-day business and operations leader, the Deputy Superintendent of Business & Operations reports directly to the Superintendent and will lead the operational planning and efficiencies of streamlined business functions of finance and accounting; business operations (security, nutrition, transportation, purchasing, contracting, publishing services); technology; facilities and maintenance; and school modernization. The Deputy Superintendent of Business & Operations will work closely with the Superintendent and other executive leaders to engage and communicate with all major stakeholders, including students, teachers, families, community members, business and civic leaders, and other interested parties to ensure that PPS keep its promises to students and families, engage high achievement and joyful learners, and make equity a reality.

Responsibilities:

- Collaborate with the Superintendent and district leadership to prioritize the work of all leaders in ensuring equitable and high academic outcomes for all students.
- Build coalitions and work collaboratively with diverse stakeholders at all levels, including but not limited to district personnel, students, families, communities, and/or advocacy groups.

- Assume day-to-day duties of the Superintendent and other duties, as assigned by the Superintendent.
- Acts as a business liaison with local, state, and national agencies.
- Advises the Superintendent on all fiscal and operational matters.
- Assists in the general planning, organization and management of the District.
- Develops goals and objectives for the Business & Operations departments and provides clear direction for employees and programs.
- Identifies new and innovative business practices, achieving more effective and efficient business services.
- Participates as a member of the Executive Leadership Team and Superintendent's Cabinet.
- Presents reports and presentations (e.g. interim reports, budget guidelines and assumptions, staffing ratios, new program analysis, long-range financial planning and negotiations analysis, etc.) for the purpose of keeping the Superintendent, Board, and other entities informed regarding the financial activity of the district.
- Provides supervision and leadership to senior leaders and teams responsible for:
 - Finance, budget management, accounting, treasury, and payroll
 - Business operations, purchasing, contracting, security, nutrition services, and transportation
 - Facilities and maintenance planning, project management, and operations
 - School modernization and bond management
 - Information technology infrastructure and innovation
- Supervises the development of the annual budget for the purpose of addressing the needs of the District and complying with district, county, state and federal regulations.

Minimum Qualifications:

- Master's Degree in Business or related field or equivalent combination of education and experience.
- 10+ years of experience as a successful business leader including 5+ years of experience leading one of more of the following areas: finance, accounting, business operations, technology, facilities, maintenance, and school modernization.
- Any other combination of training and experience that could likely provide the desired skills, knowledge, and abilities may be considered.

Preferred Qualifications:

- PK-12 public education experience, preferably in a large urban school district
- Demonstrated success implementing and leading shared services
- Experience in leading large-scale business program development in an educational reform environment

- System thinker with the ability to develop and implement specific, tangible plans
- Proven ability to work effectively with racially and ethnically diverse staff, students, and community to bring groups together towards common goals
- Experience in project management, including the ability to identify, develop and deploy resources across multiple initiatives
- Ability to build consensus and resolve conflict; exhibits willingness to have difficult conversations
- Demonstrated ability to skillfully navigate existing political structures/systems
- Skilled at re-envisioning, building and managing a team, especially in a time of growth and change; excellent at identifying talent and taking advantage of each person's skills and contributions to team effort
- Exceptional communication ability, both written and oral
- Ability to listen and accept feedback constructively
- Unwavering personal integrity
- Ability to lead in a fast paced, demanding, constantly changing environment

Salary: \$200,000 commensurate with experience

Benefits Information

Portland Public Schools (PPS) offers several competitive and comprehensive benefit packages to employees. Fringe benefits include medical, dental, vision, prescription, life and disability insurance, employee assistance program, 403(b) retirement savings plan and various leave and professional development programs. Depending on the insurance option selected by the employee, there may be an employee contribution toward insurance.

Portland Public Schools is a public employer and participates in the Public Employees Retirement System (PERS/OPSRP). Eligible employees are required by statute to contribute 6% of salary on a pre-tax basis to OPSRP/IAP, after serving six months under a PERS employer. For more information please visit our Benefits site at <http://www.pps.net/Page/1635>

Search Timeline: Open until filled

Contact information:

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Portland Public Schools is an Equal Opportunity Employer. The district does not discriminate on the basis of race, religion, color, sex, age, national origin or disability and, when needed, will provide reasonable accommodations to applicants and employees. Anyone requesting a reasonable accommodation in the application or recruitment process please contact McPherson & Jacobson at the address/phone/email above.