

# FRESNO UNIFIED SCHOOL DISTRICT

## Council of Great City Schools

<b>ORGANIZATION</b>	Fresno Unified School District
<b>JOB TITLE</b>	BUSINESS OPERATIONS MANAGER (GENERAL)
<b>JOB LOCATION</b>	FISCAL SERVICES
<b>DESCRIPTION OF JOB</b>	<p><b>For questions regarding the job posting or application, please call Human Resources at (559) 457-3500.</b></p> <p><b><u>NON-DISCRIMINATION STATEMENT</u></b></p> <p><i>FUSD prohibits discrimination, harassment (including sexual harassment), intimidation, and bullying based on actual or perceived race, color, ethnicity, national origin, immigration status, ancestry, age (40 and above), religious creed, religion, political belief or affiliation, gender, gender identity, gender expression, genetic information, mental or physical disability, sex, sexual orientation, marital status, pregnancy or parental status, childbirth, breastfeeding/lactation status, medical condition, military and veteran status, or association with a person or a group with one or more of these actual or perceived characteristics or any other basis protected by law or regulation, in its educational program(s) or employment. For questions or complaints, contact:</i></p> <p><b>Title IX Coordinator</b> - David Chavez, 2309 Tulare Street, (559) 457-3593, <a href="mailto:TitleIX@fresnounified.org">TitleIX@fresnounified.org</a></p> <p><b>Title 5 Compliance Officer</b> - Teresa Plascencia, 2309 Tulare Street, (559) 457-3736, <a href="mailto:Constituent.Services@fresnounified.org">Constituent.Services@fresnounified.org</a></p> <p><b>Title II /ADA Coordinator</b> – Steven Shubin, 2309 Tulare Street, (559) 457-6227, <a href="mailto:Steven.Shubin@fresnounified.org">Steven.Shubin@fresnounified.org</a></p> <p><b>Section 504 Coordinator</b>- Patrick Morrison, 890 S 10th Street Bldg C, (559) 457-3275, <a href="mailto:504@fresnounified.org">504@fresnounified.org</a></p> <p>The <b>Business Operations Manager</b> is a critical member of the Parent University's team. The Business Operations Manager is focused on leading the day-to-day operations, overseeing the contract services' partnerships, preparing and managing the department's budgets and allocations, supervising and evaluating employees and supplemental contracts, providing professional development to the district's employees, website and social media content quality holders, and supports and coordinates the preparation of the Parent Advisory Committee minutes and agendas related to activities in assigned areas to ensure clear and</p>

	<p>timely communication to families, school sites, staff, communities, and others. The Business Operations Manager will also provide research, planning implementation, and evaluation support on the district's family goal and family engagement plans as directed by the executive director.</p> <p><b>Focus area:</b> budget.</p> <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Any combination equivalent to: bachelor's degree and three years increasingly responsible supervisory and/or management or related experience in area of specialty.</li> <li>• Valid California driver's license</li> <li>• Valid California Teaching Credential and Administrative Services Credential may be required based on assignments and/or area(s) of responsibility with experience in pupil personnel services and teaching preferred.</li> </ul> <p>*** Eight years of management level experience may be substituted for a bachelor's degree. Applicant(s) must also have the additional years of experience required. ***</p>
<p><b>VIEW FULL JOB DESCRIPTION</b></p>	<p>To view full job description, education requirements, and licenses for this position visit:  <a href="https://hr.fresnounified.org/job-descriptions/">https://hr.fresnounified.org/job-descriptions/</a></p>
<p><b>HOW TO APPLY</b></p>	<p>TO APPLY FOR THE POSITION VISIT:  <a href="https://fresno.atenterprise.powerschool.com/ats/job_board?softsort=NAME&amp;APPLICANT_TYPE_ID=00000003&amp;COMPANY_ID=00001115">https://fresno.atenterprise.powerschool.com/ats/job_board?softsort=NAME&amp;APPLICANT_TYPE_ID=00000003&amp;COMPANY_ID=00001115</a></p>
<p><b>ANNUAL SALARY RANGE</b></p>	<p><b>\$102,752.00 - \$124,891.00</b></p>
<p><b>DEADLINE DATE TO APPLY</b></p>	<p><a href="#">Tuesday, January 23, 2024</a></p>