

CENTRAL OFFICE ADMINISTRATOR

TITLE: SCHOOL BUSINESS ADMINISTRATOR

REPORTS TO: Superintendent

QUALIFICATIONS:

1. School Business Administrator Certificate or eligibility
2. Experience in budget preparation and administrations, and understanding of statutory and code requirements related to school budgeting
3. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements
4. Knowledge of statutory requirements and accepted practices in school districts related to insurance, purchasing, transportation, food services, school plant operations and facility planning.
5. Demonstrated organizational, communication and interpersonal skills
6. Successful experience in human resource management and understanding of statutory requirements related to public employment and collective bargaining
7. Required criminal history background check and collective bargaining
8. The Secretary may be appointed Business Administrator in accordance with NJSA 18A:17-12

SUPERVISES: All custodial, maintenance, grounds, food service, transportation personnel and business office staff.

JOB GOAL: To supervise, manage and coordinate the business affairs of the district efficiently and effectively to ensure that educational support services help to achieve the educational goals of the district with the available financial resources.

PERFORMANCE RESPONSIBILITIES:

1. Assists the superintendent in the preparation of the annual school budget and is responsible for the administrator of all phases of the budget throughout the year.
2. Services as the purchasing agent of the board and is responsible for establishing procedures for the acquisition of supplies and equipment for the district in accordance with law and board policies.
3. Oversees the operation and maintenance of all school facilities and supervises custodial, grounds, transportation and maintenance services.
4. Is responsible for the efficient operation of the district's food services program, ensures that procedures are in accordance with law and regulations, and supervises food service personnel.
5. Administers the district's insurance/risk management program.
6. Is responsible for the safe, efficient operation of the student transportation program, ensures proper maintenance of district-owned buses, reviews routes, and handles the business aspects of contracted transportation services.
7. Assists the superintendent in projection of facility needs and oversees all construction programs. Helps develop educational standards for sites, buildings and equipment; prepares cost data, and cooperates with architect and construction supervisor during construction programs.
8. Acts as the agent of the board in site acquisitions and sale/lease of property and is responsible for scheduling the use of school buildings and grounds by authorized groups in accordance with board policies.
9. Oversees the preparation of the district payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits. Is responsible for implementing hospitalization, major medical and other types of board-approved employee benefit plans.
10. Is responsible for investment of board funds in accordance with board policy.
11. Assists the superintendent and the board in developing and updating policies for all aspects of the school business operation.
12. Performs such other duties as are prescribed by law and as may be directed by the Superintendent.

TERMS OF EMPLOYMENT:

Twelve months. Contract terms and salary to be determined by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of the business administrator.

APPROVED:

October 15, 2007

LEGAL

REFERENCES:

<u>N.J.S.A.</u> 18A:4-14	Uniform system of bookkeeping for all school districts
<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record
<u>N.J.S.A.</u> 18A:16-2	Physical examinations
<u>N.J.S.A.</u> 18A:17-14.1	Appointment of school business administrator
<u>N.J.S.A.</u> 18A:17-14.2	Qualifications
<u>N.J.S.A.</u> 18A:17-14.5	Tenure
<u>N.J.S.A.</u> 18A:22-8	Contents of budget; program budget system
<u>N.J.A.C.</u> 6:3-1.19	Evaluation of nontenured teaching staff members
<u>N.J.A.C.</u> 6:3-1.21	Evaluation of tenured teaching staff members
<u>N.J.A.C.</u> 6:8 <u>et seq.</u>	Procedures for the evaluation of the performance of each public school district
<u>N.J.A.C.</u> 6:8-4.9	School resources; finance and facilities
<u>N.J.A.C.</u> 6:11-9.3,9.7	Qualifications
<u>N.J.A.C.</u> 6:20-2A	Double entry bookkeeping and GAAP accounting in local school districts
<u>N.J.A.C.</u> 6:20-3 <u>et seq.</u>	Tuition public schools
<u>N.J.A.C.</u> 6:20-4 <u>et seq.</u>	Tuition for private schools for the handicapped
<u>N.J.A.C.</u> 6:20-5 <u>et seq.</u>	State aid
<u>N.J.A.C.</u> 6:20-6 <u>et seq.</u>	Purchase and loan of textbooks
<u>N.J.A.C.</u> 6:20-7 <u>et seq.</u>	Qualification, debarment, suspension and disqualification of person(s) concerning contract administration
<u>N.J.A.C.</u> 6:20-8 <u>et seq.</u>	Public school contracts
<u>N.J.A.C.</u> 6:20-9 <u>et seq.</u>	Child nutrition programs
<u>N.J.A.C.</u> 6:21 <u>et seq.</u>	Pupil transportation
<u>N.J.A.C.</u> 6:22 <u>et seq.</u>	School facility planning service
<u>N.J.A.C.</u> 6:29-7.4	Physical examinations

Manual for the Evaluation of Local School Districts, (P.T.M. No. 1180.00, Revised June, 1993)

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.