REVISED

JOB TITLE: SCHOOL BUSINESS ADMINISTRATOR

REPORTS TO: Deputy Superintendent of Schools

SUPERVISES: All personnel in Business Division

NATURE AND SCOPE OF JOB:
The School Business Administrator shall strive to achieve district goals for pupils by providing leadership and supervision in the district program of fiscal management and in other assigned programs, and by acting as a proper model for staff and pupils both in and outside the school district.

QUALIFICATIONS:
The School Business Administrator shall:


2. Demonstrate competence and have at least five years of experience, preferably within a school setting, in financial and accounting practices.

3. Hold a bond of not less than $2,000 or an amount to be determined by the Board, for the faithful performance of the duties of the Secretary’s office (N.J.S.A. 18A:17-6).

4. Have excellent integrity and demonstrate good moral character.

5. Hold a valid driver’s license with no serious violations.

6. Demonstrate knowledge and understanding of financial budget planning and administration, insurance/risk administration, purchasing, accounting and reporting, facilities planning and administration, construction/maintenance, administration of transportation and food service, central data processing and other business related functions.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

8. Demonstrate the ability to use electronic equipment for work processing, data management, information retrieval, visual presentations, and telecommunications.


10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person’s offense in accordance with 18A:6-7.1.

11. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4

12. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.

13. Meet such alternates to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

VERIFICATIONS OF COMPETENCY:

1. District application and resume.

2. Required documentation outlined in the qualifications above.

3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.

4. Official College transcripts.
5. Copies of recent evaluations and observations of teaching and administrative performance.


EMPLOYMENT TERMS:
The School Business Administrator shall be employed under the following terms:

1. Work year of twelve months.

2. Salary benefits and leave time as specified in an individual contract negotiated with the Board of Education.

3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:
The School Business Administrator shall:

In order to achieve the functions of the position, the School Business Administrator shall work cooperatively with the district administrative staff to:

1. Establish and maintain long-range and other fiscal plans.

2. Prepare the annual budget based upon district resources, needs, assessments and other advice provided by the Assistant Superintendent for Operations.

3. Ensure that all district fiscal, insurance, custodial-maintenance, food, and transportation services, financial activities and procurement comply with the policies of the Board and the regulations of the district and state law and regulation.

4. Ensure the proper functioning and evaluation of district personnel assigned to his/her areas of responsibility.

5. Manage efficiently the district systems of accounting, purchasing, investment, insurance, transportation, and food services.
6. Strive to increase the capability of the staff assigned to his/her area of responsibility through consultation and in-service training.

7. Analyze the effectiveness of district programs in his/her area of responsibility and recommend changes in program direction, staffing, or management strategies as necessary.

8. Strive to increase the efficient use of district resources in his/her area of responsibility and provide related advice in district wide activities to the Assistant Superintendent for Operations.

9. Help to interpret the budget and the district affairs under his/her supervision to interested members of the school district community.

10. Strive to develop personal capabilities in financial strategies and supervisory methods.

11. Strive to conduct himself or herself in a proper manner at all times.

12. Be responsible for the conduct of all duties legally assigned to his/her position including:

   a. Collecting tuition fees and other moneys due the Board and transmitting them to the Treasurer of School Moneys, N.J.S.A. 18A:17-8;

   b. Examining and auditing all accounts and demands against the Board, presenting them to the Board at its meetings, indicating the Board's approval and sending them to the Treasurer for payment, N.J.S.A. 18A:17-8, 18A:19-4;

   c. Keeping accounts of the district's financial transactions including a correct detailed accounting of all expenditures, N.J.S.A. 18A:17-8;

   d. Reporting to the Board at each regular meeting, but not more often than once per month, the amount of the total appropriations and cash receipts for each account, and the amounts of warrants drawn against each account, and the amounts of orders or contractual obligations incurred and chargeable against each account, N.J.S.A. 18A:17-9;
e. Keeping all contracts, records, and documents belonging to the Board, N.J.S.A. 18A:17-9;

g. Giving the Board a detailed report of its financial transactions at the close of each fiscal year and filing a copy with the County Superintendent, N.J.S.A. 18A:17-10;

h. Reporting to the Commissioner annually the amount of unpaid school debt, the interest rate payable, the dates of issue, and the due dates of bonds or other indebtedness, N.J.S.A. 18A:17-12;

i. Preparing a summary of the annual audit and recommendations prior to the meeting of the Board to act thereon and supplying copies of the summary to interested persons, and to prepare the Comprehensive Annual Financial Report (CAFR) N.J.S.A. 18A:23-4;


13. Perform such other duties as may be required by the Board or Superintendent.

The School Business Administrator shall be directly responsible to the Deputy Superintendent of Schools for the performance of his/her assigned duties and responsibilities as School Business Administrator and to the Board for the performance of his/her legal duties as School Business Administrator.
PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.
EVALUATION:

The Deputy Superintendent of Schools shall evaluate the School Business Administrator in accordance with Policy No. 1330, Regulation No. 1330 and this Job Description and any terms specified in the School Business Administrator’s contract.

The School Business Administrator shall evaluate the Comptroller, Director of Transportation, Director of Food Services and the Supervisor of Purchasing in accordance with Policy #3223 and Regulation #3233.1 or 3233.2. This job description and such other criteria as shall be established by the State District Superintendent in consultation with the Deputy Superintendent for Schools.

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Approved      Date