

JOB DESCRIPTION

SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

A. Position

School Business Administrator/Board Secretary

B. Reporting Level and Authority

The School Business Administrator/Board Secretary to the Superintendent for his/her responsibilities as School Business Administrator and he/she reports to the Board of Education for his/her responsibilities as Board Secretary. The School Business Administrator /Board Secretary has direct or indirect authority over Business Office personnel, custodians, maintenance and cafeteria personnel and bus drivers/couriers. The School Business Administrator/Board Secretary facilitates all administrators and supervisors in the business management component of their responsibilities.

C. Primary Function

The School Business Administrator/Board Secretary oversees and administers the use of all district facilities, property and funds with a maximum of efficiency, a minimum of waste, and continuing awareness of and concern for impact upon the educational program, acknowledging that the primary function of the position is the support of the educational program within available resources.

D. Principal Duties and Responsibilities

Budgeting and Financial Planning

1. Plans and prepares the annual budget in cooperation with the Superintendent and all members of the staff having related administrative responsibilities.
2. Provides long-term financial planning.
3. Assists the Superintendent in ascertaining the cost-effectiveness of programs and short and long range educational plans.
4. Acts as advisor to the Board of Education and district on educational business and financial questions.
5. Acts as budget control officer.
6. Prepares financial reports as required by State and Federal agencies having jurisdiction over public funds policy.

7. Keeps current on grant and funding possibilities from private and public sources for areas within his jurisdiction.
8. Reports budget status and financial condition to the Board of Education monthly.

Purchasing and Supply Management

1. Serves as the qualified purchasing agent for the Board of Education.
2. Purchases all supplies, materials and equipment in keeping with the budget, policy and the law.
3. Purchases educational/instructional and related equipment and materials after consultation with relevant school personnel; purchase orders for such equipment and materials require the signature of the Superintendent or his/her designee.
4. Supervises storage and distribution of supplies and equipment; requires an effective and secure supply and equipment management system in each school.
5. Supervises the maintenance of an up-to-date inventory of school property.

Plant Planning, Alteration and Construction

1. Cooperatively plans and develops school sites and facilities.
2. Serves as the representative of the Board and district in dealings with architects, contractors and related municipal authorities, etc.
3. Assists in the implementation of PL504.
4. Leads in making the district energy efficient.

School-Community Relations

1. In cooperation with the Superintendent, other administrators and the Board of Education, interprets the budget, the financial position of the district and other matters of school business operations to district staff members and to the community.
2. Assists with communicating fiscal issues to the news media.
3. Maintains a working relationship with municipal administrators and the Board of School Estimate policy.

Personnel Management

1. Is responsible for the following classes of personnel:
 - a. Custodians.
 - b. Maintenance employees.
 - c. Cafeteria employees.
 - d. Transportation employees.
 - e. Employees in the Business office.

The day-to-day supervision and monitoring of personnel covered in a, b and c is provided by the Building Principals and manager of buildings and grounds. The School Business Administrator/Board Secretary will retain overall control and responsibility under the direction of the Superintendent.

2. Supervises the development of personnel listed in paragraphs a-e above, staff evaluation system and its implementation by the Building Principals.
3. Oversees recruiting, screening, hiring, assigning, supervising and evaluating personnel under his or her jurisdiction, in consultation with relevant administrative and supervisory personnel.
4. As part of the established evaluation system, under the direction of the Superintendent, assesses the effectiveness of relevant administrators and supervisors in business management areas, e.g.; budget development, accounting and reporting, food service, operation and management of plant, etc.

In-Service Training

1. Provides for the development and implementation of in-service training to improve the business management skills of relevant administrators and supervisors and business personnel under his or her jurisdiction.

Operation and Maintenance of Plant

1. Is responsible for the maintenance and operation of the schools; delegates to the Building Principals the responsibility for the supervision of maintenance and custodial services and the Director of Maintenance.
2. Schedules and approves all non-school uses of facilities, setting charges for such uses; enforces all Board regulations on the use of facilities.

3. Keeps the Superintendent informed of the overall physical condition, needs and problems in each individual school and plans for improvement policy.

Transportation

1. Is responsible for the operation and maintenance of district-owned buses; handles the business aspects of contracted transportation services.
2. Works with the Director of Special Services to develop cost-effective transportation arrangements for the accommodation of classified pupils placed in and out of district.

Food Service

1. Is responsible for the overall business operation of school food services and the efficient and effective business management of the school lunch program.
2. Delegates to the building principal the responsibility for the operation of the building food service program.

Insurance

1. Is responsible for the operation of the district insurance program.

Board Operations

1. Gives notice of all regular or special meetings of the Board and records minutes of meetings.
2. Attends all meetings of the Board unless excused.
3. Prepares in cooperation with the Superintendent and Board President an agenda setting forth all known items of business to be considered at meetings of the Board.
4. Publishes all legal notices concerning district business.
5. Serves as the general accountant to the Board:
 - a. Collects fees payable to the Board which are not payable directly to the treasurer.
 - b. Examines and audits all accounts and demands against the Board and presents same to the Board for its approval in an open meeting.
 - c. Keeps and maintains accounts of the financial transactions of the district.

6. Reports to the Board once each month the financial condition of the Board's accounts and the status of the budget.
7. Maintains all contracts and records belonging to the Board, except where such documents are maintained by the treasurer policy.
8. Works cooperatively with the treasurer in supervising the banking investment programs of the district.
9. Handles Board incoming and outgoing communications.

Other

1. Serves as a member of the district administrative team and as a member of the Administrative Council.
2. Serves as a member of the Board's negotiation team.
3. Recommends to the Board policies or changes in policies in the areas under his/her jurisdiction.
4. Serves as emergency management coordinator for the district.
5. Serves as custodian of public records for the district.
6. Performs such other duties as may be required by the Superintendent of Schools which are not inconsistent with the duties herein stated or those required by law

E. Qualifications

At least three years of successful school business experience, has a master's degree from an accredited institution, and holds School Business Administrator certification.

F. Length of Work Year

Twelve months