

NORWOOD PUBLIC SCHOOL
NORWOOD, NEW JERSEY

JOB DESCRIPTION

TITLE: SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

QUALIFICATIONS:

1. Valid New Jersey School Business Administrator Certificate or eligibility.
2. Minimum experience as determined by the board.
3. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements.
4. Knowledge of accepted business practices in school districts related to budget preparation and administration, insurance, purchasing, transportation, food services, school plant operations and facility planning.
5. Demonstrated organizational, communication and interpersonal skills.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Chief School Administrator/Board of Education

SUPERVISES: All custodial, maintenance, and transportation personnel and business operations staff

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

TERMS OF EMPLOYMENT: Bonded at Board expense (18A:17-6)

The School Business Administrator/Board Secretary shall be evaluated yearly by the Chief School Administrator.

The School Business Administrator/Board Secretary shall have a seat on the Board and the right to speak but not to vote.

Shall be hired on a twelve-month basis. Vacations and Holidays shall be in accordance with Board Policy and as determined in the contract between the person and the Board.

PERFORMANCE RESPONSIBILITIES:

I. Management Duties

1. Shall coordinate and manage the business affairs of the school district in such a manner as to support and facilitate the instructional program.
2. Shall direct, supervise, coordinate, and evaluate the functioning of the business office personnel, the Supervisor of Buildings and Grounds, and, such support services as maintenance and security.
3. Shall recruit and recommend to the Chief School Administrator for consideration of Board hiring or termination of personnel for the business office and custodial staff.
4. Be responsible for all purchasing, including non-public school textbooks in accordance with the law and School Board policy.
5. 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.
6. Work with other administrators, architects, attorneys and financial advisors in planning and construction and in acquiring suitable financing for all school building and property projects. Assists Chief School Administrator in projection of facility needs and oversees all construction program.
7. Advertise bids and receive bids for all Board contracts in accordance with law.

8. Assist the Chief School Administrator in the planning, preparation, and implementation of the annual budget.
9. Prepare budget statement for State Department approval and legal advertising according to law.
10. Meet with Finance Committee to prepare budget presentation to the community, providing slides and statements for the same.
11. Assist Finance Committee in preparation of the budget newsletter and the publication and mailing of the same.
12. Supervise the accounting system necessary to provide Board and administrators with accurate financial reports in all areas.
13. Prepare and submit reports for the Board as required and directed.
14. Be informed on state and Federal law and report on receipt and disbursement of state and Federal funds.
15. Maintain in cooperation with the Chief School Administrator an up-to-date inventory of school properties.
16. Administer the district's insurance/risk management program.
17. Be responsible for the prudent investment of funds.
18. Assist the Negotiations Committee during Board/employee negotiations. Prepare salary guides and work up all financial data to help Committee achieve fair labor settlements within budgetary restraints.
19. Assist the Chief School Administrator and Board Committees in keeping policy manual up-to-date.
20. Grant permission to local organizations for use of school buildings and fields.
21. Act as the agent of the Board in site acquisitions and sale/lease of property.

II. Notices, Minutes, Meetings

1. Notify Board members of all meetings; post and publish all meetings of the Board in accordance with the Sunshine Law. Post and publish all notices of school elections
2. Record all proceedings of the Board and of school elections in suitable minute books. (18A:17-7)
3. Prepare, in cooperation with the Chief School Administrator, an agenda for every Work Session, Regular and Special Meeting of the Board.
4. Preside at the annual reorganization meeting of the Board until such time as a president is elected.
5. Administer the Oath of Office to newly elected board members.

III. School Elections

1. Perform any duties as may be necessary for proper conduct of a school election. (18A:14-63)
2. Receive all petitions nominating candidates for Board membership. (18A:14-9)
3. Notify the candidate when defective nominating petition is filed. (18A:14-12)
4. Withdraw nominee's name upon request when duly notified. (18A:14-12.1)
5. Conduct a drawing for ballot position according to law. (18A:14-13)

6. Notify the county superintendent of the names of newly elected or appointed board members to obtain the state-required Financial and Personal/Relative Disclosure Statements and informs the county superintendent of new administrators or supervisors appointed after the April 30th filing date.
7. Annually develop and transmit to the county superintendent of schools, on or before February 1st, a list of names of the school officials, by office and position, whose responsibilities require the filing of the Financial and Personal/Relative Disclosure Statements.
8. Prior to the annual submission to the county superintendent, check that the completed disclosure forms have been reviewed to assure that both required forms have been filed; that all questions have been answered or indicated as not being applicable; and that each copy is signed by an original signature. And, provide to the county superintendent the names of all persons on the February 1st list of school officials and all newly elected or appointed persons who have failed to file as required under the law.
9. Transmit to the county superintendent the names of newly elected or appointed board members who have completed the state-required training program provided by the New Jersey School Boards Association.

IV. General Accountant of the Board

1. Shall collect tuition fees and other monies due the Board, deposit them proper accounts and inform the Treasurer of School Monies of such receipts.
2. Control Petty Cash and Internal School Funds, handling all monies received from student activities and honoring requests for such funds with the approval of the Chief School Administrator for educational purposes or custodial needs. Reimburse these funds when necessary from Current account.
3. Present all bills due, certified as to correctness, to the Board of Education and upon approval, pay all bills promptly.
4. Keep account of the school district's financial transactions and report the balances of all accounts to the Board at regular intervals.

5. Keep all contracts, records, and documents belonging to the Board. (18A:17-9)
6. Oversee 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.
7. Give the Board a detailed report of the financial transactions the end of each school year and file a copy with County Superintendent. (18A:17-10)
8. As required by Revised Statute, file all contracts with the State Board of Education. (18A:18A-39)
9. Prepare a synopsis of the annual audit and recommendations prior to the meeting of the Board to act thereon.
10. Review with the auditor methods of maintaining the books of the Board and make such recommendations within the rules and regulations established by the State Board as appear desirable.
11. Furnish to the County Board of Taxation a certificate of the taxes authorized by the voters at the annual election.
12. Prepare upon certification the names and amount of payroll compensation for teachers and other employees.
13. Prepare all employee contracts and notification of such contract award.
14. Shall keep a record of all employee absence, substitute teacher services and bedside and home instruction relative to the payment of funds.
15. Shall annually, upon verification with the Chief School Administrator's records, inform each employee of their accumulated unused sick days.
16. Shall be responsible for all federal and state fiscal reports.
17. Safeguard and maintains all records and papers of the board, and devises a system of acceptable recording and filing to guarantee the safety and availability of all reports, minutes of meetings, contracts, communications and publications, and such other documents as the board may place in the secretary's custody.

V. General Responsibilities

1. Is responsible for outgoing communications as may be directed by the Board or as such as are necessary in the daily business functioning of the Board Office.
2. Shall perform any other duty so assigned by the Chief School Administrator or by the Board of Education not in conflict with those imposed upon any other person by law of Board policy.

EVALUATION: Performance of this job will be evaluated annually by the Chief School Administrator in accordance with provisions of the board's policy on evaluation of the business administrator/board secretary.

DATE: November 25, 1991

REVISED: January 24, 2000

REVISED: April 23, 2009

LEGAL REFERENCES:

N.J.S.A. 18A:4-14	Uniform system of bookkeeping for all school districts
N.J.S.A. 18A:6-7.1	Criminal history record
N.J.S.A. 18A:7F	Comprehensive Education Improvement and Financing Act
N.J.S.A. 18A:12-21 et seq.	School Ethics Act
N.J.S.A. 18A:16-1	Officers and employees in general
N.J.S.A. 18A:16-2	Physical examinations; requirement
N.J.S.A. 18A:17-1	Removal, etc. of secretaries, assistant secretaries, school business administrators and business managers during terms of office.
N.J.S.A. 18A:17-2	Tenure of secretaries, assistant secretaries, school business administrators, business managers, and secretarial and clerical employees
N.J.S.A. 18A:17-5	Appointment of secretary; terms; compensation; vacancy
N.J.S.A. 18A:17-6	Bond of secretary
N.J.S.A. 18A:17-7	Secretary to give notices and keep minutes, etc.
N.J.S.A. 18A:17-8	Secretary; collection of tuition and auditing of accounts
N.J.S.A. 18A:17-9	Secretary; report of appropriations, etc., custodial duties, etc.
N.J.S.A. 18A:17-11	Secretary; taking oaths
N.J.S.A. 18A:17-10	Secretary; annual report
N.J.S.A. 18A:17-12	Secretary; annual financial report to the commissioner
N.J.S.A. 18A:17-12.1	Secretary; retirement or pension; amount

N.J.S.A. 18A:17-14.1	Appointment of school business administrator; may act as secretary; duties; etc.
N.J.S.A. 18A:17-14.2	Qualifications
N.J.S.A. 18A:17-14.3	Tenure
N.J.S.A. 18A:17-24.1 et seq.	Superintendents and school business administrators shared by two or more school districts; approval
N.J.S.A. 18A:19-1	Expenditure of funds on warrant only
N.J.S.A. 18A:22-8	Contents of budget; program budget system
N.J.S.A. 18A:23-4	Preparation and distribution of synopsis or summary
N.J.S.A. 18A:28-5	Tenure of teaching staff members
N.J.S.A. 34:5A-1 et seq.	N.J. Worker and Community Right to Know Act
N.J.S.A. 18A:39-17	Names, social security numbers, and certification of bus driver's license and criminal background check
N.J.S.A. 19:60-4-8	School election
N.J.A.C. 6:3-4.1	Evaluation of non-tenured teaching staff members
N.J.A.C. 6:3-4.3	Evaluation of tenured teaching staff members
N.J.A.C. 6:3-9	School ethics commission
N.J.A.C. 6:3-9.3	Filing of disclosure statements and procedures in the event of incomplete filing or failure to file disclosure statements.
N.J.A.C. 6:3-9.4	Board member training
N.J.A.C. 6:8	Thorough and efficient system of free public schools
N.J.A.C. 6:8-4.9	School resources; finance and facilities
N.J.A.C. 6:11-9.3	Authorization
N.J.A.C. 6:11-9.7	School business administrator
N.J.A.C. 6:11-12.1	Commissioner's approval of acting administrators
N.J.A.C. 6:19	Comprehensive Educational Improvement and Financing Program
N.J.A.C. 6:20	Business Services
N.J.A.C. 6:21-1.1 et seq.	Pupil transportation
N.J.A.C. 6:22	School facility planning service
N.J.A.C. 6:29-7.4	Requirements of physical examinations
N.J.A.C. 8:59-11.1 et seq.	N.J. Worker and Community Right to Know Act
N.J.A.C. 12:100-4.2	Safety and health standards for public employees occupational exposure to blood borne pathogens

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

Bloodborne Pathogens Standard, 29 CFR 1910.1030

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