

**PLEASANTVILLE PUBLIC SCHOOLS
PLEASANTVILLE, NEW JERSEY
JOB DESCRIPTION**

Business Office/Operations

TITLE: ASSISTANT BUSINESS ADMINISTRATOR

QUALIFICATIONS:

1. Have a valid state certificate to practice as a School Business Administrator. (A letter of eligibility may be acceptable.)
2. Hold a Bachelor's degree in accounting or business from an accredited college or university.
3. Preferably have a minimum of three years of experience in public school business operations or public school accounting, including at least one year of experience in a supervisory capacity.
4. Demonstrate excellent leadership and organizational skills and the ability to motivate people.
5. Demonstrate excellent initiative, personal integrity and business ethics.
6. Hold a valid driver's license with no serious violations.
7. Exhibit positive interpersonal skills to relate well with students, staff, administration, parents, and the community.
8. Demonstrate the ability to communicate effectively and concisely in English, both orally and in writing, using proper grammar and vocabulary.
9. Have excellent integrity and demonstrate good moral character and initiative. Demonstrate the ability to use electronic equipment for work processing, data management, information retrieval, visual presentations, and telecommunications.
10. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
11. 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.
12. 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
13. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternates to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

REPORTS TO: School Business Administrator

JOB GOAL:

The Assistant School Business Administrator assists the School Business Administrator in administering the business affairs of the district to provide the most audit-compliant, cost-effective and efficient services with the resources available.

PERFORMANCE RESPONSIBILITIES:

1. Support Purchasing, Food Services, Transportation, Accounting and/or Financial service operations of the district as requested.
2. Assist with supervision of the financial affairs of the schools including independent special projects as assigned.
3. Oversee selected administrative tasks of business operations areas.
4. Assist the School Business Administrators in the preparation of the budget and administration of the budget control process.
5. Research questions relating to the business and financial affairs of the district.
6. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents,

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and representatives of resource agencies within the community.

7. Attend required staff meetings and serve, as appropriate, on staff committees.
8. Continue to grow professionally through collaboration with colleagues and professional growth experiences
9. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
10. Continue to grow professionally through collaboration with colleagues and professional growth experiences
11. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
12. Perform any duties that are within the scope of employment and certifications, as assigned and not otherwise prohibited by law or regulation

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.

TERMS OF EMPLOYMENT: 12-month employee, salary and work year as set by the BOE.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

LEGAL REFERENCES:

ASSISTANT BUSINESS ADMINISTRATOR (continued)

<u>N.J.S.A. 13:1F-19 et seq.</u>	<u>School Integrated Pest Management Act</u>
<u>N.J.S.A. 18A:4-14</u>	Uniform system of bookkeeping for all school districts
<u>N.J.S.A. 18A:6-7.17.5</u>	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A. 18A:7F</u>	<u>Comprehensive Educational Improvement and Financing Act</u>
<u>N.J.S.A. 18A:7G</u>	<u>Education Facilities Construction and Financing Act</u>
<u>N.J.S.A. 18A:12</u>	<u>School Ethics Act</u>
<u>N.J.S.A. 18A:16-1</u>	Officers and employees in general
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:17-1</u>	Removal, etc., of secretaries, assistant secretaries, school business administrators and business managers during terms of office
<u>N.J.S.A. 18A:17-2</u>	Tenure of secretaries, assistant secretaries, school secretarial and clerical employees
<u>N.J.S.A. 18A:17-5</u>	Appointment of secretary; terms; compensation; vacancy
<u>N.J.S.A. 18A:17-6</u>	Bond of secretary
<u>N.J.S.A. 18A:17-7</u>	Secretary to give notices and keep minutes, etc.
<u>N.J.S.A. 18A:17-8</u>	Secretary; collection of tuition and auditing of accounts
<u>N.J.S.A. 18A:17-9</u>	Secretary; report of appropriations, etc.
<u>N.J.S.A. 18A:17-10</u>	Secretary; annual report
<u>N.J.S.A. 18A:17-11</u>	Secretary; taking oaths
<u>N.J.S.A. 18A: 17-12</u>	Secretary; annual financial report to the commissioner
<u>N.J.S.A. 18A:17-12.1-12.2</u>	Secretary; retirement or pension; amount
<u>N.J.S.A. 18A:17-13</u>	Assistant and acting secretaries; appointment, powers and duties
<u>N.J.S.A. 18A:17-14</u>	Clerks in the secretary's office
<u>N.J.S.A. 18A:17-14.1</u>	Appointment of school business administrator; may act as secretary; duties; etc.
<u>N.J.S.A. 18A:17-14.2</u>	Qualifications
<u>N.J.S.A. 18A:17-14.3</u>	Secretary or business manager appointed school administrator; tenure
<u>N.J.S.A. 18A:17-24.1-24.9</u>	Superintendents and school business administrators shared by two or more school districts; approval
<u>N.J.S.A. 18A:18A</u>	Public School Contract Law
<u>N.J.S.A. 18A:19</u>	Expenditure of Funds; Audit and Payment of Claims
<u>N.J.S.A. 18A:21</u>	Capital projects
<u>N.J.S.A. 18A:22</u>	Budget and Appropriations
<u>N.J.S.A. 18A:23-4</u>	Preparation and distribution of synopsis or summary
<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
<u>N.J.S.A. 18A:33</u>	Facilities in general
<u>N.J.S.A. 18A:39</u>	Transportation to and from schools
<u>N.J.S.A. 19:60</u>	School election
<u>N.J.S.A. 34:5A-1 et seq.</u>	<u>N. J. Worker and Community Right to Know Act</u>
<u>N.J.S.A. 47:1A</u>	Public access to government records
<u>N.J.A.C. 6A:7</u>	Managing for equality and equity in education
<u>N.J.A.C. 6A:9</u>	Professional standards
See particularly:	
<u>N.J.A.C. 6A:9-3.4</u>	Professional standards for school leaders
<u>N.J.A.C. 6A:9B</u>	Professional licensure and standards
See particularly:	
<u>N.J.A.C. 6A:9B-11.3</u>	Authorization
<u>N.J.A.C. 6A:9B-11.7</u>	School business administrator
<u>N.J.A.C. 6A:9B-13</u>	Acting Administrators
<u>N.J.A.C. 6A:9C</u>	Professional development for teachers and school leaders
See particularly:	
<u>N.J.A.C. 6A:9C-3</u>	Required professional development for teachers and school leaders
<u>N.J.A.C. 6A:10</u>	Educator effectiveness
See particularly:	

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<u>N.J.A.C. 6A:10-2</u>	Evaluation of teaching staff members
<u>N.J.A.C. 6A:16 -1.3 and 3.1</u>	Prohibition of substance smoking and tobacco use on school grounds
<u>N.J.A.C. 6A:17</u>	Students at risk of not receiving a public education
<u>N.J.A.C. 6A:23</u>	Finance and business services
<u>N.J.A.C. 6A:25</u>	Qualified zone academy bonds
<u>N.J.A.C. 6A:26</u>	Educational facilities
<u>N.J.A.C. 6A:26-2</u>	Long range facilities plans
<u>N.J.A.C. 6A:26-3</u>	Capital project review
<u>N.J.A.C. 6A:26A</u>	District comprehensive maintenance plans
<u>N.J.A.C. 6A:27</u>	Student transportation
<u>N.J.A.C. 6A:30</u>	Evaluation of the performance of school districts
<u>N.J.A.C. 6A:32</u>	District operations
<u>N.J.A.C. 6A:32-3.2</u>	Requirements for the code of ethics for district board of education members and charter school board of trustees
<u>N.J.A.C. 6A:32-6.1</u>	Requirements of physical examinations
<u>N.J.A.C. 8:59-11.1 et. seq.</u>	<u>N. J. Worker and Community Right to Know Act</u>
<u>N.J.A.C. 12:100-4.2</u>	Safety and health standards for public employees occupational exposure to bloodborne pathogens

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

29 CFR 1910.1030 Bloodborne Pathogens Standard

Manual for the Evaluation of Local School Districts

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et seq.

Approved by: Pleasantville BOE

Date: September 15, 2015

Revised: