

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

**Business/ Operations**

**Certified**

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**TITLE: DIRECTOR OF PARENTAL ENGAGEMENT/DATA INFORMATION SYSTEMS - ASSISTANT BUSINESS ADMINISTRATOR**

**QUALIFICATIONS :**

1. N.J.S.A.18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11, with a school business administrator endorsement (N.J.A.C 6:11-9.3 and 9.5).
2. Experience in budget preparation and administration, and understanding of statutory and code requirements related to school budgeting.
3. Hold a Master's Degree from an accredited college or university.
4. Strong leadership and organizational skills.
5. Excellent interpersonal and communication skills.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Knowledge of educational technology.
8. Ability to act with integrity, professionalism, and confidentiality in a multicultural, diverse community.
9. Excellent verbal and written communication skills
10. Hold a valid driver's license with no serious violations.
11. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
12. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
13. Current residency in New Jersey, approved residency waiver, or candidate agrees to obtain residency within one year of employment
14. 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.
15. 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 there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
16. 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.
17. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3- 4A.4.
18. Meet such alternates to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

**REPORTS TO:** Superintendent and/or Designee

**JOB GOAL:**

The Director of Parental Engagement/ Data Information Systems/ Assistant Business Administrator plans organizes and oversees the attendance officers to improve student attendance and decrease absenteeism. Supervises the daily operations of the payroll specialist and completes the payroll agencies reports and state report relating to salary and benefits. The Director of Parental Engagement/ Data Information Systems/ Assistant Business manages all student information and data information through NJ Homeroom, NJ Smart, and other state mandated reports.

**PERFORMANCE RESPONSIBILITIES:**

**1. Director of Parental Engagement:**

- Ensures the district is following the Title I state guideline relating to parent activities and regulations. Oversee and monitor each school's signed Parent Compact, meeting sign-in sheets, workshop sign-in sheets, to support the parents and school's partnership.
- Improve student attendance by decreasing absenteeism
- Provide supervision for the attendance officers by ensuring student attendance is recorded correctly.

**2. District Database Information Systems:**

- Provide supervision by monitoring the timelines for of all state reports. Including New Jersey Homeroom reporting:
  - ASSA
  - SSD
  - Climate Assessment School Surveys
  - Fall Survey
  - NJ School Report Card Narrative
  - School Register Summary
  - SID
  - ADA
- NJ SMART report for both staff and students
- OnCourse provide support and supervision of the student information systems.
- All District Student Information System

**3. Assistant Business Administrator:**

- Assist with supervision of the financial affairs of the schools including independent projects as assigned.
- Oversees selected administrative tasks of business operations areas.
- Assists the Business Administrator in the preparation of the budget and administration of the budget control process, as needed.
- Prepare and submit deduction payments to vendors
- Prepare quarterly pension reporting
- Prepare and submit payroll taxes and reconcile monthly.
- Prepare quarterly 941's and 927's and W3 reporting.
- Book account receivables and reconcile monthly.
- Oversees and supervise the work of the payroll staff by provide leadership, training and technical assistance to the department.
- Attends school board meetings and assumes the responsibilities of the School Business Administrator in his/her absence.
- Perform any duties that are within the scope of employment and certification, as assigned and not otherwise prohibited by law by law or regulation.
- 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.

**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 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
2. Occasional exposure to a variety of weather
3. Exposure to heated/air conditioned and ventilated
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of
5. Function in a workplace that is usually moderately quiet but that can be noisy at

**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.

**Approved by:** Pleasantville BOE

Date: January 14, 2025

Revised:

**LEGAL REFERENCES:**

<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:17-5</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.</u> 18A:17-13	Assistant and acting secretaries; appointment, powers and duties
<u>N.J.S.A.</u> 18A:17-14	Clerks in the secretary's office
<u>N.J.S.A.</u> 18A:17-14.1	Appointment of school business administrator; may act as secretary; duties; etc.
<u>N.J.S.A.</u> 18A:17-14.2	Qualifications
<u>N.J.S.A.</u> 18A:17-14.3	Secretary or business manager appointed school administrator; tenure
<u>N.J.S.A.</u> 18A:17-24.1-24.9	Superintendents and school business administrators shared by two or more school districts; approval
<u>N.J.S.A.</u> 18A:18A	Public School Contract Law
<u>N.J.S.A.</u> 18A:19	Expenditure of Funds; Audit and Payment of Claims
<u>N.J.S.A.</u> 18A:21	Capital projects
<u>N.J.S.A.</u> 18A:22	Budget and Appropriations
<u>N.J.S.A.</u> 18A:23-4	Preparation and distribution of synopsis or summary
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u> 18A:33	Facilities in general
<u>N.J.S.A.</u> 19:60	School election
<u>N.J.S.A.</u> 47:1A	Public access to government records
<u>N.J.A.C.</u> 6A:7	Managing for equality and equity in education
<u>N.J.A.C.</u> 6A:9	Professional standards See particularly:
<u>N.J.A.C.</u> 6A:9-3.4	Professional standards for school leaders
<u>N.J.A.C.</u> 6A:9B	Professional licensure and standards See particularly:
<u>N.J.A.C.</u> 6A:9B-11.3	Authorization
<u>N.J.A.C.</u> 6A:9B-11.7	School business administrator
<u>N.J.A.C.</u> 6A:9B-13	Acting Administrators
<u>N.J.A.C.</u> 6A:9C	Professional development for teachers and school leaders See particularly:
<u>N.J.A.C.</u> 6A:9C-3	Required professional development for teachers and school leaders
<u>N.J.A.C.</u> 6A:10	Educator effectiveness
See particularly:	
<u>N.J.A.C.</u> 6A:16 -1.3 and 3.1	Prohibition of substance smoking and tobacco use on school grounds
<u>N.J.A.C.</u> 6A:17	Students at risk of not receiving a public education
<u>N.J.A.C.</u> 6A:23	Finance and business services
<u>N.J.A.C.</u> 6A:25	Qualified zone academy bonds
<u>N.J.A.C.</u> 6A:26	Educational facilities
<u>N.J.A.C.</u> 6A:26-2	Long range facilities plans
<u>N.J.A.C.</u> 6A:30	Evaluation of the performance of school districts
<u>N.J.A.C.</u> 6A:32	District operations
<u>N.J.A.C.</u> 6A:32-3.2	Requirements for the code of ethics for district board of education members and charter school board of trustees
<u>N.J.A.C.</u> 6A:32-6.1	Requirements of physical examinations
<u>N.J.A.C.</u> 8:59-11.1 <u>et. seq.</u>	<u>N. J. Worker and Community Right to Know Act</u>
<u>N.J.A.C.</u> 12:100-4.2	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.