

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

Business/ Operations

TITLE: SCHOOL BUSINESS ADMINISTRATOR/ BOARD SECRETARY

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. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements.
4. Knowledge of statutory requirements and accepted practices in school districts related to insurance, purchasing, transportation, food services, school plant operations and facility planning.
5. Demonstrated organizational, communication and interpersonal skills.
6. Successful experience in human resource management and understanding of statutory requirements related to public employment and collective bargaining.
7. Abbott experience preferred.
8. Licensed public accountant.
9. Demonstrate excellent leadership and organizational skills.
10. Have excellent integrity and demonstrate good moral character and initiative.
11. Hold a valid driver's license with no serious violations.
12. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
13. 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.
14. 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.
15. 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 12. N.J.A.C. 6:3-4A.4.
16. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3- 4A.4.
17. Meet such alternates to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

REPORTS TO: Superintendent/ Board of Education

JOB GOAL:

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

PERFORMANCE RESPONSIBILITIES:

1. Assists the superintendent in the preparation of the annual school budget and is responsible for the administration of all phases of the budget throughout the year;
2. Serves as general accountant for the board. Keeps accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code and board policy;
3. Assumes responsibility for the audit of all claims, invoices and demands against the board, present them for board approval and submits them to the treasurer of school moneys for payment;
4. Collect tuition fees and other moneys due to the board not payable directly to the treasurer of school moneys and transmits such funds to the treasurer;

BUSINESS ADMINISTRATOR/ BOARD SECRETARY (continued)

5. Serves as the official purchasing agent of the board and is responsible for establishing procedures for the acquisition of supplies and equipment for the district in accordance with law and board policies;
6. Administers the insurance/risk management program.
7. Oversees the preparation of the 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 benefits plans.
8. Responsible for investment of board funds in accordance with board policy;
9. Oversees the operation and maintenance of all school facilities and supervises custodial, grounds and maintenance services. Ensures that all local, state/ federal standards for the health and safety of students and staff are maintained and that required reports are maintained;
10. Assists the superintendent in the development and implementation of a multi-year (3-5 years) comprehensive maintenance plan and the district's long range facilities master plan.
11. Responsible for the efficient operation of the district's food services program; ensures that procedures are in accordance with law and regulations, and supervises food service personnel;
12. Responsible for the safe, efficient operation of the student transportation program, ensures proper maintenance of district owned buses, review routes, and handles the business aspects of contracted transportation services;
13. Assists the superintendent in projection of facility needs and oversees all construction programs. Helps develop educational standards for sites buildings and equipment, prepares cost data, and cooperates with architect and construction supervisor during construction programs;
14. Acts as the agent of the board in site acquisitions and sale/ lease of property and is responsible for scheduling the use of school buildings and grounds by authorized groups in accordance with board policies;
15. Oversee the reporting to the executive county superintendent the report listing the name and social security number of each bus driver or substitute driver and certification of a valid school bus driver's license and criminal history background check.
16. Assists the superintendent and the board in developing and updating policies for all aspects of the school business operation;
17. Safeguards and maintains all records and papers of the board, and the 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;
18. Is responsible for the retention and destruction of public documents in accordance with state law and retention schedules and serves as the records management officer.
19. Notifies all board members of regular and special meetings. Attends all board meetings;
20. Records all proceedings of board meetings, prepares the official meeting minutes and handles all correspondence of the board;
21. Performs duties related to school elections as required by law and works cooperatively with the county board of elections, the county clerks and district board of elections in facilitating all regular and special school elections.
22. Presides at the annual reorganization meeting of the board until such time as president is elected. Administers the oath of office to newly elected board members.
23. Examine and audit all accounts and demands against the board, present them to the board at its meetings, indicate the board's approval and send them to the custodian for payment;
24. Report to the board at each regular meeting the amount of the total appropriations and cash receipts for each account, the amount of warrants drawn against each account, and the amount of orders or contractual obligations incurred and chargeable against each account;
25. Keep all contracts, records and documents belonging to the board;
26. Give the board a detailed report of its financial transactions at the close of each fiscal year and file a copy with the county superintendent and make an annual report by August 1st to the commissioner;
27. Report to the commissioner annually by August 1st the amount of unpaid school debt, the interest rate payable, the dates of issue and the due dates of bonds or other indebtedness;
28. Prepare a summary of the annual audit and recommendations prior to the meeting of the board to act thereon and make copies of the summary available to interested persons;
29. Performs duties related to school elections as required by law and works cooperatively with the county board of elections, the county clerk and district board of elections in facilitating all regular and special school elections;

BUSINESS ADMINISTRATOR/ BOARD SECRETARY (continued)

30. Presides at the annual reorganization meeting of the board until such time as a president is elected;
31. Files with the county superintendent a report listing the names and social security number of each bus driver or substitute driver and certification of a valid school bus driver's license and criminal background check;
32. Annually develops and transmits to the county superintendent of schools, on or before February 1st, a list of names of school officials, by office and position, whose responsibilities require the filing of the Financial and Personal/ Relative Disclosure Statements;
33. Notifies 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 administrator or supervisors appointed after the April 30th filing date;
34. Prior to the annual submission to the county superintendent, checks 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 be applicable, and that each copy is signed by an original signature. And provides 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 law;
35. Transmits 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;
36. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
37. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
38. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.
39. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.
40. 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 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.

BUSINESS ADMINISTRATOR/ BOARD SECRETARY (continued)

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 Board of Education

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 Board of Education

Date: August 11, 2020

Revised:

LEGAL REFERENCES:

<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;
<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

BUSINESS ADMINISTRATOR/ BOARD SECRETARY (continued)

N.J.A.C. 6A:9 Professional standards

See particularly:

N.J.A.C. 6A:9-3.4 Professional standards for school leaders

N.J.A.C. 6A:9B Professional licensure and standards

See particularly:

N.J.A.C. 6A:9B-12.3 Authorization

N.J.A.C. 6A:9B-12.7 School business administrator

N.J.A.C. 6A:9B-13 Acting Administrators

N.J.A.C. 6A:9C Professional development for teachers and school leaders

See particularly:

N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders

N.J.A.C. 6A:10 Educator effectiveness (evaluation)

N.J.A.C. 6A:16 -1.3 and 3.1 Prohibition of substance smoking and tobacco use on school grounds

N.J.A.C. 6A:17 Education for homeless children and student in state facilities

N.J.A.C. 6A:23A Fiscal accountability, efficiency and budgeting procedures

N.J.A.C. 6A:25 Qualified zone academy bonds

N.J.A.C. 6A:26 Educational facilities

N.J.A.C. 6A:26-2 Long range facilities plans

N.J.A.C. 6A:26-3 Capital project review

N.J.A.C. 6A:26A District comprehensive maintenance plans

N.J.A.C. 6A:27 Student transportation

N.J.A.C. 6A:30 Evaluation of the performance of school districts

N.J.A.C. 6A:32 District operations

N.J.A.C. 6A:32-3.2 Requirements for the code of ethics for district board of education members and charter school board of trustees

N.J.A.C. 6A:32-6.1 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 bloodborne pathogens

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

29 CFR 1910.1030 Bloodborne Pathogens Standard

Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.