

District Policy

1320 - DUTIES OF SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

Section: Administration

Job Title: School Business Administrator/Board Secretary

Required Certification: School Business Administrator

Reports to: Superintendent of Schools

Supervises: As assigned by the Superintendent

Building/Office Assigned: Central Office

Contract: As per district guidelines and professional agreement

Nature and Scope of Job

The School Business Administrator/Board Secretary shall strive to achieve district goals for students by providing leadership and supervision in the district program of fiscal management and in other assigned programs, and by acting as a proper model for staff and students both in and outside the school district.

Qualifications

The School Business Administrator/Board Secretary shall:

1. Hold a New Jersey Administrative Certificate in accordance with the requirement of 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. Demonstrate competence and have at least five years of experience, preferably within a school setting, in financial and accounting practices.
3. Have integrity and demonstrate good moral character.

4. Demonstrate knowledge and understanding of financial budget planning and administration, insurance/risk administration, purchasing, accounting and reporting, facilities planning and administration, construction/maintenance, administration of transportation and food service, central data processing and other business related functions.
5. Demonstrate the ability to communicate effectively and concisely in English, both orally and in writing, using proper grammar and vocabulary.
6. Demonstrate the ability to use computers for word processing, data management, data analysis and telecommunications.
7. 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.
8. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education.
9. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant and in accordance with N.J.A.C. 6:3-4A.4.
10. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6A:32-6.3.
11. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Verification of Competency:

1. District application and resume.
2. Required documentation outlined qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Official College transcripts.

5. Copies of recent evaluations and observations of teaching and administrative performance.
6. Employment interview.

Employment Terms

The School Business Administrator/Board Secretary shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits and leave time as specified in the annual written contractual agreement with the Board.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

Job Functions and Responsibilities

Under the direction of the Superintendent, the School Business Administrator/Board Secretary shall as directed:

1. Fulfills the responsibilities of the Board Secretary as defined by State Law and Administrative Code. ***In the absence of the School Business Administrator/Board Secretary, the Assistant School Business Administrator will assume responsibility for the operations of the Business Office and Board Secretary responsibilities, in compliance with all laws, administrative codes, and Board policies and regulations.***
2. Assists the Superintendent in the preparation and administration of the annual school budget and is responsible for the administration of all phases of the budget throughout the year.
3. Administers all general and special fund accounting and prepares all related Federal, State, county, and local reports.

4. Keeps accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code and Board policy.
5. Assumes responsibility for the audit of all claims, invoices and demands against the Board, presents them for Board approval and submits them to the Treasurer of School Moneys for payment.
6. Collects 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.
7. 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.
8. Oversees the preparation of the district payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits.
9. Is responsible for implementing hospitalization, major medical and other types of Board-approved employee benefit plans.
10. Is responsible for investment of Board funds in accordance with statute and Board policy.
11. Assists the Superintendent in the implementation of the district's multi-year (three to five years) comprehensive maintenance plan.
12. Assists in administering the district's insurance/risk management program.
Assists in operation of the student transportation program.
13. Attends meetings and training sessions, representing the school district and accurately recording items that must be handled by the district.
14. Assists in scheduling the use of school buildings and grounds by authorized groups in accordance with Board policies.
15. Assists the Superintendent and the Board in developing and updating policies for all aspects of the school business operation.

16. Safeguards 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.
17. Is responsible for the retention and destruction of public documents in accordance with State law and retention schedules and serves as the district's records management officer.
18. Prepares specifications for special and service contracts.
19. Notifies all Board members of regular and special meetings. Calls special meetings whenever requested by the Board President or by a petition signed by a majority of the Board. 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 clerk 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 a President is elected.
23. Administers the oath of office to newly elected Board members.
24. Annually develops and transmits to the County Superintendent of Schools, on or before February 1, 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.
25. 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 administrators or supervisors appointed after the April 30 filing date.

26. 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 being applicable; and that each copy is signed by an original signature.
27. Provides to the County Superintendent the name of all persons on the February 1 list of school officials and all newly elected or appointed persons who have failed to file as required under the law.
28. Notifies the New Jersey School Boards Association of the names of newly-elected or appointed school Board members in a timely manner to ensure the fulfillment of training required by the School Ethics Act.
29. Plans, coordinates, and supervises renovation and new construction work.
30. Supervises and directs, through the Director of Food Services, food service facilities and Cafeteria Fund accounting.
31. Supervises required student transportation program.
32. Supervises the maintenance of all school vehicles and equipment.
33. Supervises the storage of supplies and equipment, maintaining a comprehensive and current inventory.
34. Directs and supervises a program of regular and special maintenance of all buildings, grounds, and facilities.
35. Acts as a member of the Board's negotiating team in collective bargaining and assists the Superintendent in the fact gathering to support the bargaining process.
36. Perform such other duties and assumes such other responsibilities as the Superintendent may assign.
37. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.

38. 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.
39. Perform any duties that are within the scope of employment and certifications, as assigned and not otherwise prohibited by law or regulation.
40. All other duties as assigned by Superintendent.

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.

Evaluation

The Superintendent shall evaluate the School Business Administrator/Board Secretary in accordance with this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted: 06 June 2017

Revised: June 18, 2025