

**ONTEORA CENTRAL SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION TITLE: School Business Administrator / Assistant Superintendent for Business

CERTIFICATION: NYS School District Administrator or Civil Service Qualified

CLASSIFICATION: Administrative – 12 Months

REPORTS TO: The Superintendent of Schools

SUPERVISES: Director of Facilities and Operations
Director of Transportation
School Lunch Manager
Treasurer
Payroll Clerk
Admin Assistant (HR)
Accounts Payable
Account Clerk(s)
Tax Collector



SCHOOL BUSINESS ADMINISTRATOR / ASSISTANT SUPERINTENDENT FOR BUSINESS

I. Required Qualifications

- A. Shall qualify for New York State School District Administrator (SDA) or (SBA) Certification, New York State Certification as a School Business Administrator or Civil Service Certification.
- B. Shall possess a minimum of three years of administrative experience or as required by Civil Service regulations.
- C. Has the ability to utilize and appreciate the consensual decision-making processes without relinquishing the leadership role.

II. Desirable Qualifications

Experience in the following areas is desirable:

- 1. accounting
- 2. fund investment
- 3. school plant construction and maintenance

4. site development and maintenance
5. transportation operations
6. food service operations
7. budget development and control
8. contract negotiations
9. state aid management
10. long range planning
11. fire, health and safety inspections
12. health insurance and employee benefits
13. data processing services
14. experience in the promotion and sale of bond issues
15. experience with civil service regulations and procedures
16. personnel function
17. has experience and training in all areas listed above
18. has experience in economical and cost effective construction and maintenance techniques
19. has experience in administration and supervision of a total schooldistrict business operation

III. Knowledge and Skills: Knowledge of applicable state and federal laws and board policies pertaining to finance; skill in reading a volume of materials and accurately interpreting and communicating complex technical and legal documents; high degree of skill in defining problems, collecting information, establishing facts, identifying and evaluating alternative solutions, and drawing valid conclusions to solve a wide range of problems; knowledge, principles and applications for developing organizational and staffing patterns; skill in district goal-setting techniques including needs assessment and evaluation of progress, high degree of judgment, strategy and diplomacy in dealing with a variety of people and situations.

IV. Overall Responsibilities: The School Business Administrator is an executive leadership position sharing the second-in-charge responsibilities with the Assistant Superintendent for Curriculum and Instruction. This positions is responsible for the administration, supervision and coordination of all aspects of the business operation and functions related to non-instructional personnel.

A. Specific Duties and Responsibilities:

1. Develops the school district budget in conjunction with other administrators, including interpretation of the budget to the Board of Education and community. Is also responsible for the implementation and control of the current operating budget.

2. Submits Board of Education agenda items to the Superintendent and prepares necessary reports for Board of Education meetings. Attends all Board of Education meetings.
3. Responsible for all aspects of the personnel function related to non-instructional personnel including the coordination of the recruitment, selection and evaluation process.
4. Prepares estimates of all revenue including State aid and arranges for the collection of and accounting for revenue. Prepares and files claims for State aid.
5. Calculates tax rates. Provides necessary State and local reports relative to tax rates.
6. Assists in planning of renovation and maintenance of present facilities and develops financing plans for desirable expenditures.
7. Supervises the District Treasurer's function.
8. Supervises all accounting procedures and records and is responsible for preparation of local and State audits.
9. Maintains an accounting system for all district trust funds and authorizes disbursement of these funds at appropriate times.
10. Maintains a cash flow of funds and provides for the timely investment of idle funds. Maintains a record of all cash and budget balances throughout the year and recommends to the Superintendent desirable budget transfers and implements transfers.
11. Provides for the maintenance of the district buildings' construction records and blueprints.
12. Is responsible for coordination and communications with district architect and contractors during all building projects. Is responsible for the filing of all State reports regarding building programs.

13. Manages the district debt service program and files all appropriate forms. Arranges for timely payment of debts through periodic coupon clearance.
14. Coordinates all purchasing and building supplies, equipment and services necessary for the operation of the district, and arranges for distribution of same.
15. Develops procedures for maintaining a district-wide equipment inventory and coordinates an annual inventory updating program.
16. Prepares and approves a bi-monthly schedule of bills to be reviewed and audited by internal auditor and arranges for payments to be made according to State law.
17. Assists in the selection, supervision, placement and development of in-service programs for non-instructional staff.
18. Serves as a consultant in all non-teacher negotiations and provides financial information for all contract negotiations.
19. Hears and makes decisions regarding parent complaints relating to transportation services.
20. Works cooperatively with the Director of Facilities in establishing priorities for maintenance work and is the ultimate authority in determining final listings of priorities.
21. Bills parents for vandalism damage by students and follows through on collection of these funds.
22. Arranges State required Fire and Health Department inspections and coordinates correction of violations and/or recommendations.
23. Manages the school district insurance program including the student accident insurance program.
24. Coordinates data processing programs related to the Business function, including recommendations for new services.

25. Administers private and parochial textbook loan program.
26. Coordinates the gathering of payroll information for the State Education Department.
27. Coordinates a program for recording student attendance and reporting attendance information to the State Education Department.
28. Calculates health service rates and tuition rates and establishes a program for collection of same. Administers a program of payment for health services and tuition for resident students educated outside the district.
29. Administers a program of tuition collection for foster children educated in the district and organizes a system of payment of tuition for district resident foster children educated outside the district.
30. Responsible for the development, implementation and coordination of the district's emergency plan.
31. Performs other such duties as may fall within the scope of said position or assigned by the Superintendent.
32. He/she is responsible for utilizing the District's shared decision-making framework, to the greatest extent possible in carrying out duties and responsibilities.
33. Acts as the District Residency Officer as appointed by the Board of Education and holds hearings as needed.