

PLEASANT VALLEY SCHOOL DISTRICT
2233 Route 115, Suite 100
Brodheadsville, PA 18322

EMPLOYMENT CONTRACT FOR BUSINESS MANAGER

MICHAEL A. SIMONETTA

THIS AGREEMENT made this 1 day of June, 2021, by and between
BOARD OF EDUCATION OF THE PLEASANT VALLEY SCHOOL DISTRICT, with
offices located at 2233 Route 115, Suite 100, Brodheadsville, Monroe County, Pennsylvania
18322 (hereinafter referred to as "District" or "Board") and **MICHAEL A. SIMONETTA**
(hereinafter referred to as "Simonetta" or "Business Manager").

WITNESSETH:

WHEREAS, the Board of School Directors has voted to appoint Simonetta as Business
Manager for the District pursuant to Section 10-1089 of the Pennsylvania Public School Code, as
amended, 24 P.S. Section 10-1089; and

WHEREAS, District and Simonetta desire to enter into a written employment agreement
so as to define the period of employment, salary, benefits, and other matters related to the
employment of Simonetta as Business Manager.

NOW, THEREFORE, the parties intending to be legally bound, based upon the mutual
considerations and covenants herein, agree as follows:

1. **Term of Service as Business Manager.** Simonetta is to serve in the capacity of
Business Manager commencing on or about July 1, 2021 for a term of three years ending on June

30, 2024. For purposes of this Agreement, a school year shall mean the twelve (12) month period beginning July 1st and ending June 30th.

2. **Professional Certification.** As a condition precedent to this Agreement, Simonetta shall continue to hold a valid registration with the Pennsylvania Association of School Business Officials as a Professionally Certified School Business Administrator (PCSBA) and the Association of School Business Officials International as a Certified Administrator of School Finance and Operations (SFO).

3. **Duties and Full-Time Employment.**

a. Simonetta shall be charged with the business administration of the schools under the direction of the Superintendent of Schools and the Board of Education and subject to the supervision of the Superintendent of Schools.

b. Simonetta shall devote his full time, attention, energies, skills, and labor to his employment as Business Manger provided, however, that he may undertake consultative work, speaking engagements, writing, lecturing, adjunct teaching, or other professional services as approved by the Superintendent.

c. Simonetta shall effectively serve as the Chief Financial Officer and supervise the accounting of all fiscal matters, including, but not limited to, receipts, accounts receivable, accounts payable, payroll, purchasing, cash flow, investment of cash, borrowing of funds, and financial reports to the Board of Education, the Commonwealth of Pennsylvania, and other authorities as required or warranted.

d. Simonetta shall act as an advisor to the Superintendent on all questions relating to the business and financial affairs of the District.

- e. Simonetta shall assist the Superintendent in preparing the budget for the Board of School Directors' consideration and adoption.
- f. Simonetta shall administer the District's adopted budget under the direction of the Superintendent.
- g. Simonetta shall develop strategies to maximize District benefits from existing taxing procedures and state and federal funding streams.
- h. Simonetta shall conceive financial and budget strategies and plan for the short and long-term financial needs of the District.
- i. Simonetta shall serve as a liaison between the Superintendent of Schools and the local certified public accounts, state auditors, and federal auditors.
- j. Simonetta shall coordinate the collection of all local taxes.
- k. Simonetta shall manage a program for the monitoring of and the collection of delinquent taxes.
- l. Simonetta shall participate in negotiations with all employee bargaining units and is involved in the discussions with all compensation plan groups.
- m. Simonetta shall oversee the District's purchasing and the care and delivery of school supplies and equipment.
- n. Simonetta shall establish and maintain inventories of all equipment by rooms and schools.
- o. Simonetta shall provide financial expertise and support with all building and renovation projects and assumes a lead role in securing taxpayer approval with related referendums, including an electoral debt process, to the extent elected by the District.

- p. Simonetta shall assist in identifying, selecting, and using community resources, educational entities, and business partners in the total instructional program.
- q. Simonetta shall guide District efforts to acquire grants and alternative forms of funding.
- r. Simonetta shall oversee District operations concerning facilities and maintenance, food service, transportation, and technological initiatives as related to District business and infrastructure services from a financial perspective.
- s. Simonetta shall strategize the District's plan for incurring debt and managing debt service.
- t. Simonetta shall represent the District in all real estate tax assessment appeal matters.
- u. Simonetta shall maintain his own professional growth and development through seminars, workshops, and professional affiliations to keep abreast of the latest trends in field of expertise, technology, and disseminates this knowledge to other staff members.
- v. Simonetta shall perform all other job-related duties (as per PVSD Business Manager job description) as required or assigned by the Superintendent or the Board of Education.
- w. The duties of Simonetta require his participation in professional associations and presence at numerous meetings, conventions, and conferences in order to maintain awareness of current issues, programs, and information. Simonetta's attendance at seminars, workshops, in-service programs, school activities, and graduate education programs is necessary to maintain the knowledge and skills required of the position. The District considers

the expenses involved in such activities, including dues in professional associations, to be directly related to Simonetta's duties and shall be reimbursed by the District. Reimbursement for such activities shall be provided in accordance with procedures of District policy.

4. **Business Manager Evaluation.** On or about June 15th of each year of this contract, a formal written evaluation shall be conducted by the Superintendent using the evaluative tool as established by the Superintendent of Schools or an alternative tool that may be developed by the District to appropriately evaluate the Business Manager. The Superintendent shall meet with the Business Manager and deliver to him a copy of the written evaluation and discuss its provisions.

On or about July 31st of each year, the Superintendent and the Business Manager shall prepare goals and objectives for the next school year for the Business Manager.

5. **Compensation.** Simonetta's annual base salary during the period beginning July 1, 2021 will be ONE HUNDRED FORTY-FIVE THOUSAND DOLLARS (\$145,000.00), when annualized, and prorated for the 2021-2022 school year if the commencement of employment is any time after July 1, 2021. The compensation will be payable in accordance with the policies and procedures of the District Business Department, less the contributions required by law to be paid to the Public School Employees' Retirement Fund, less proper deductions for loss of time, and less necessary withholdings and deductions required by law.

6. **Compensation Adjustments.** Salary increases shall only be awarded based on a performance evaluation of satisfactory, or better. The evaluation shall contain the following performance ratings: excellent, very good, satisfactory, needs improvement of unsatisfactory.

Salary adjustments for the Business Manager during the 2022-2023 and 2023-2024 school year shall be consistent with adjustments provided to the Act 93 administrative group for the year in question so long as performance remains satisfactory. It is anticipated salary adjustment will occur by June 30 of a given fiscal year to be effective for the following fiscal year.

7. **Benefits.** The Business Manager shall also be entitled to participate in the fringe benefits detailed on Exhibit A attached hereto and incorporated herein by reference. Eligibility requirements may exist for such benefits. All compensation and benefits are outlined exclusively in this contract. Excluded from eligibility is the Comparative Salary Alignment Commitment Agreement. Any and all fringe benefits due to the Business Manager shall be prorated in year one depending on his start date. The parties acknowledge the Act 93 agreement may change from time to time and the Business Manager's benefits would change with the Act 93 group.

In the event the Business Manager resigns or retires during the course of this contract or is non-renewed at the end of the contract, the payout of vacation days as noted on Other Benefits Paragraph 3 shall be on a prorated basis based on the time of the year the resignation, retirement, or nonrenewal occurs. By way of example, while the Business Manager will be entitled to use 20 vacation days on July 1st of given fiscal year, in the event the Business Manager resigns or retires in the month of July, he would only be entitled to be paid out for 1/12 of the unused vacation days.

8. **Separation from Employment.**

a. Termination

Throughout the term of this contract, the Business Manager shall be subject to discharge for valid reasons specified in the Public School Code of the Commonwealth of Pennsylvania Section 10-1089. In the event the Business Manager is discharged from employment, this contract shall be terminated, with no additional benefits except as herein provided.

b. Other Separation from Employment

This agreement may also be terminated by resignation of the Business Manager upon sixty (60) days written notice to the school district or written mutual agreement by the parties.

9. **Disability.**

a. **Complete or Partial Disability.** In the event that Simonetta is: (1) unable to perform Simonetta's duties under this Agreement due to a complete disability; or (2) unable due to disability to perform each and every duty and obligation expected or required of Simonetta hereunder as a full-time employee of the Board of the District; or (3) at various times completely disabled and at other various times, partially disabled as provided above, the Board shall have, in its sole discretion, the options provided in this Paragraph. Prior to the Board being able to exercise its options hereunder, the complete disability, partial disability, or combination thereof shall continue for a period exceeding ninety (90) days during which Simonetta would otherwise be required to perform services but for any leave, vacation, or similar days (irrespective of how many leave, vacation, or similar days Simonetta has or may actually accumulate or use). Following Simonetta's exhaustion of all other leave to which he is entitled, in the event of the complete disability, partial disability, or combination thereof, as provided above, the Board shall have the option of either terminating the employment of Simonetta

consistent with the provisions set forth in the Public School Code or of reducing Simonetta's salary and duties to a level commensurate with Simonetta's remaining abilities, if any. In the event that Simonetta disagrees with the Board's option of terminating the employment of Simonetta or of the extent of the reduction in salary and duties to a level commensurate with Simonetta's remaining abilities, Simonetta shall have the right to demand arbitration for solely this purpose pursuant to and consistent with the rules of the American Arbitration Association and shall be responsible for any filing fees associated with initiating such arbitration. The American Arbitration Association rules pertaining to employment-related matters pursuant to employment agreements shall apply and the venue of any such arbitration proceeding shall take place at the principal offices of the District. In the event Simonetta is successful in being a prevailing party in the arbitration relating to the unlawful termination or any reduction in salary, the Board shall pay all reasonable legal fees, filing fees, and expert witness fees incurred by Simonetta in bringing the case to arbitration.

b. **Period of Disability.** The parties agree that, insofar as this Agreement is concerned, the period of disability shall be deemed to have started as of the first day of disability or inability irrespective of when it is finally determined that the disability for purposes hereof exists.

c. **Intermittent Disability.** Any complete disability, partial disability, or combination thereof which should occur within any twelve (12) month period shall be treated, for the purpose of these provisions, as though it was a continuing disability rather than a new disability.

d. **Salary.** This paragraph shall not be construed to require the Board to pay any salary to Simonetta beyond the accumulated sick leave, disability leave days, vacation days, or other leave days of Simonetta, which may be used by Simonetta during any disability. After such leave days are exhausted, the Board shall not be obligated to make any payment of salary to Simonetta in the case of complete disability. In the case of partial disability, the Board shall have the right to reduce Simonetta's salary, subject to the right to arbitrate set forth in Paragraph 9.a. herein to a level commensurate with the remaining abilities of Simonetta.

e. **Meaning of Disability.** For the purpose of this paragraph, the term "disability" shall mean the inability due to ill health, physical or mental disability, or for other physical or mental causes beyond Simonetta's control, to carry out each and every of the usual and customary duties required or expected to be performed hereunder by Simonetta. In the event any dispute shall arise as to whether Simonetta is disabled, whether complete or partial, such question shall be resolved by a board of arbitration to consist of: (1) physician representative named by each of the parties; and (2) a third physician member to be appointed by the two representatives so named. The majority vote of the board of arbitration shall be binding upon the parties.

a. **Death During Employment.** If Simonetta shall die during the term of his employment, District shall pay to the estate of Simonetta the compensation which otherwise would be payable to Simonetta up to the end of the month in which Simonetta's death occurs. Thereafter, District shall have no further responsibility hereunder, and this Agreement shall terminate automatically.

10. **Provisions in Accordance with School Code.** This Agreement shall not be in violation of any provisions of the School Code and shall be construed as containing and be read in conformity with all provisions of the School Code as it relates to the relationship between a "District" and its "Business Manager."

11. **Compliance with Agreement.** Simonetta shall be required to comply with all aspects of this Agreement, any exception thereto being agreed to only by mutual written consent of the District and Simonetta.

12. **Entire Agreement.** This Agreement contains the entire agreement between the parties and may not be changed, amended, modified, or superseded, except by written instrument executed by the parties hereto. This Agreement supersedes any and all other agreements between the parties hereto with respect to the subject matter hereof.

13. **Execution and Counterparts.** This Agreement may be executed in two or more counterparts, each of which, when executed by the parties, shall be considered to constitute one instrument.

14. **Possible Illegalities.** If any one provision of this Agreement shall be declared void or invalid by a court of competent jurisdiction, such void or invalid provisions shall not in any way impair the whole Agreement; the remaining provisions shall be construed as if not containing the provisions or provision held to be void or invalid, and the rights and/or obligations of the parties shall be construed and enforced accordingly.

15. **Enforcement of Agreement** This Agreement shall be construed and interpreted in accordance with the laws of the Commonwealth of Pennsylvania and any headings contained in this Agreement are for reference only and shall not in any way affect the meaning or interpretation

of this Agreement. Each and every provision of this Agreement has been mutually negotiated, prepared, and drafted and in connection with the construction of any provision hereof, no consideration shall be given to the issue of which party actually prepared, drafted, or negotiated any provision of this Agreement or its deletion.

IN WITNESS WHEREOF, intending to be legally bound, the parties have hereunto set their hands and seals the day and year first above written.

PLEASANT VALLEY SCHOOL
DISTRICT

Attest:

Tammy A. Smale
Tammy A. Smale
Assistant Board Secretary

By:

Donna M. Gozwiak
Donna M. Gozwiak
Board President

Michael Simonetta
Michael Simonetta

Exhibit A

INSURANCE

1. Health and Medical Insurance

The Business Manager shall receive a benefit plan of family medical coverage equal to the plan as set forth within the Board and PVEA, as provided for in the negotiated Agreement between those parties. The Business Manager covered by this Agreement will also contribute an amount equal to, and along the same terms as, any negotiated employee contribution contained in the Act 93 Agreement.

2. Dental Insurance

The Business Manager shall receive a benefit plan of family dental coverage equal to the plan as provided for in the negotiated Agreement between the Board and PVEA. The Business Manager covered by this Agreement will also contribute an amount equal to, and along the same terms as, any negotiated employee contribution contained in the Act 93 Agreement.

3. Group Term Life Insurance/Additional Purchase Provision

Life Insurance for the Business Manager shall equal the amount negotiated in the Act 93 Agreement.

4. Disability/Income Protection Plan

A disability/income protection plan insurance for the Business Manager shall provide equal or superior coverage and quality as that set forth in the current Pennsylvania School Board Association (PSBA)/Assurant Long Term Disability Plan. This disability benefit is equal to 60% of the base salary.

5. Insurance Benefits for Retired Employees

All eligible retired Act 93 administrators shall receive single coverage health insurance at the level for all professional staff for up to 10 years or until an individual becomes eligible for Medicare, whichever comes first with premiums paid by the district. An eligible retired Act 93 administrator will be required to pay for any eligible dependent coverage that he/she elects. In order to be eligible for health insurance coverage after retirement, and Act 93 administrative employee must have either twenty (20) years of total service in the Pleasant Valley School District or a total of ten (10) years of administrative service in the Pleasant Valley School District.

6. Family Vision Coverage

The Business Manager shall receive a benefit of Family Vision Coverage equal to or better than the current Vision Benefits of America Managed Vision Care Plan.

LEAVES OF ABSENCE

1. Sick Leave

- a) The Business Manager is granted fifteen (15) sick days per school year.
- b) Accumulation and usage of sick days shall be in accordance with the provisions of the Pennsylvania School Code of 1949, as amended.
- c) The Business Manager shall be entitled to use up to five available unused sick days for family illness or emergency. The Superintendent may award additional days if the request is warranted at his/her discretion.
- d) The Business Manager may participate in a sick day bank.
- e) Sick Leave Incentive: The Business Manager shall be entitled to receive an incentive based on the number of unused sick days from the afforded fifteen (15) days issued each year. This will be calculated June 30th each year based on the chart below. Payment will be made with the first pay in the new agreement year. Unused sick days will continue to accumulate. (Sick Leave Incentive Chart)

| Sick Leave Incentive Chart | | |
|----------------------------|--|-----------|
| Unused sick days | | Incentive |
| 10 or more | | \$300 |
| 8-9 | | \$225 |
| 6-7 | | \$140 |

2. Personal Leave

- a) The Business Manager shall be entitled to three (3) personal days per school year.
- b) Unused personal days may be accumulated and carried over from year-to-year up to a maximum of five (5) days. At the conclusion of each fiscal year, all unused personal days in excess of five (5) days will be automatically credited to his sick days.

3. Vacation

- a) The Business Manager shall receive twenty (20) days of vacation leave during the school year (July 1 to June 30). The Business Manager shall have until July 31 of each year hereafter to utilize said vacation days. Effective

August 1 of each year, the Business Manager may accumulate a total maximum of thirty (30) days of vacation leave. Any unused non-accumulated vacation days shall be credited to his sick days.

- b) A statement of annual accumulated sick and vacation leave time shall be issued to the Business Manager on or before July 1 of each year by the district business office.

4. Child Rearing Leave

The Business Manager shall be entitled to child rearing leave in accordance with district policy provisions and any other applicable federal or state statutes, laws and judicial decisions.

5. Bereavement Leave

The Business Manager shall be permitted three (3) days of paid leave for the death of an immediate family member. Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, spouse, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandfather, grandmother, grandchild, near relative who resides in the same household, or any other person with whom the employee has made his/her home. One (1) day shall be allowed for the death of a near relative. A near relative shall be defined as first cousin, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law. Additional days may be granted to the Business Manager by the Superintendent, if in his or her judgment, the days are warranted. In addition, the Business Manager shall be entitled to use up to three (3) days of unused sick leave for bereavement leave.

6. Jury Duty Leave

The Business Manager shall be entitled to receive jury duty leave in the event he is called upon to serve on a jury in the state or federal courts of the Commonwealth of Pennsylvania. Salaries and benefits for the Business Manager shall continue during the term of such leave, as long as he reimburses the school district the amount received by him from said courts as payment for jury duty.

OTHER BENEFITS

1. Education Reimbursement

In order to encourage professional growth and training for the Business Manager, the school district shall pay tuition in accordance with the following guidelines:

- a) Courses taken for which reimbursement is claimed shall be submitted to the Superintendent for approval prior to registering for the course. Approval of selected courses shall not be unreasonably withheld.

- b) Payment to the Business Manager shall be in advance at the rate of 100% of the actual tuition cost incurred, which shall not include other fees and costs charged to the Business Manager by the college or university.
- c) Courses taken shall be from an accredited college or university.
- d) In order to be eligible for reimbursement and/or not be required to refund the tuition advancement, the Business Manager must earn in said course a grade of B or better.
- e) The Business Manager shall be responsible to purchase all required textbooks at her own expense. The District shall not purchase textbooks for the professional library.
- f) The Business Manager must remain an employee of the School District for a term of thirty-six (36) consecutive months following completion of the course work, otherwise the Business Manager shall reimburse the district the cost within thirty (30) days of employment separation as follows:

Time Period Amount of Repayment

| | |
|---|------|
| Less than but not equal to one (1) year | 100% |
| One year but less than two (2) years | 66% |
| Two years but less than three (3) years | 33% |
| Greater than or equal to three (3) years..... | Zero |

The payback period shall begin on the date of the submission of the transcript/grades to the Business Manager.

The education reimbursement requirement shall be in effect pursuant to any of the following circumstances:

- 1) The Business Manager is terminated for cause; or,
- 2) The Business Manager voluntarily resigns (non-retirement).

2. Dues of Approved Professional Organizations

The school district shall pay the full fees necessary for membership by the Business Manager in the Pennsylvania Association of School Business Officials as a Professionally Certified School Business Administrator (PCSBA) and the Association of School Business Officials International as a Certified Administrator of School Finance and Operations (SFO).

3. Severance Termination

Upon retirement from the Pleasant Valley School District, the Business Manager's monetary compensation disbursement for unused sick and vacation days shall be placed directly into one of the school district's approved Enhanced TSA Programs in his name. The Board of Education will pay to the Business Manager's retiring and eligible to receive a pension from the Public School Employees Retirement System sixty (\$60) dollars per day if the Business Manager has 50% or less than PV-earned sick days; and seventy (\$70) dollars per day if the Business Manager more than 50% of PV-earned sick days. Unused vacation days will be paid at his per-diem rate.

Upon non-retirement separation from Pleasant Valley School District, compensation for unused vacation days and sick days shall be made directly to the employee.

4. Payment of Salary

The Business Manager shall be paid bi-weekly with the pay dates concurrent with the payment of all PVEA members.

5. Mileage and Telephone Reimbursement

Mileage shall be reimbursed to the Business Manager at the tax deductible mileage expense rate as enacted by the Internal Revenue Service (IRS). Travel within the confines of the Brodheadsville campus shall not be reimbursed.

Telephone calls made by the Business Manager from his home for school purposes shall be reimbursed upon submission of the necessary and appropriate documentation to the district business office.

6. Home/Car Vandalism

The district shall pay the cost incurred by the Business Manager due to vandalism to his home or car provided the vandalism is related to the employment and duties performed by the Business Manager. The applicable insurance deductible shall not exceed \$500 per occurrence. In the event that an incident of vandalism occurs as aforementioned, a committee consisting of the Assistant Business Manager/Assistant to the Business Manager, a Board member, and another administrator shall meet to determine whether or not the vandalism is related to the employment and duties of the Business Manager.

7. Personnel File

Examination of the Business Manager's personnel file shall only be conducted by the Board of Education as an entire body in the presence of the Superintendent after prior notification to the Business Manager and with good cause shown for said review. A

notation of the date and time, reason and the individuals reviewing said file shall be recorded and contained therein.

8. Contract Extensions

If at the expiration of this Agreement, a subsequent agreement has not been approved by the Board of Education, all benefits and salary compensation shall continue until the new agreement has been approved by the District.

If at the expiration of this Agreement, a subsequent agreement has not been mutually agreed to by the Business Manager and the Board of Education, all benefits and salary compensation shall continue until the new agreement has been mutually agreed upon by both parties.

9. Subsequent Laws and Regulations

In the event any laws, statutes or regulations are enacted subsequent to the date of this Agreement, the contents of which are inconsistent with any terms or conditions herewith, the provisions of said laws, etc. shall take precedence, and be control the interpretation of this Agreement.

10. Merit Pay

Merit pay for the Business Manager shall equal the amount negotiated in the Act 93 Agreement.

Exhibit B

**PLEASANT VALLEY SCHOOL DISTRICT
Brodheadsville, Pennsylvania 18322**

POSITION DESCRIPTION

POSITION:

Business Manager

REPORTS DIRECTLY TO:

Superintendent

PURPOSE:

Is responsible for the oversight of the general business affairs of the school district, providing leadership and supervision to help assure adequate fiscal control in accordance with local, state and federal laws, regulations and policies while managing, supervising, and/or performing required duties with regard to auditing, cash management and investments, debt service, financial accounting and reporting, financial planning and budgeting, National School Lunch Program, insurance/risk management, negotiations, office management, payroll, bidding and purchasing, capital assets, and tax administration.

FUNCTIONS:

1. Follows all laws, Board Policies, regulations, rules, and procedures and complies with the instructions and/or directives from his/her supervisor(s).
2. Works primarily independently in assigned settings.
3. Establishes an effective working rapport with all other staff and maintains a positive relationship with the school district's internal and external publics.
4. Maintains a consumer-friendly demeanor when working with internal and external publics and assists visitors and other persons with any information or directions they may need.
5. Establishes a system of control for budget execution and directs and supervises all financial accounting in the school district.
6. Assists and cooperates with outside auditing agencies in the conduct of approved audits and/or review of the school district's fiscal records.

7. Translates the educational needs of the school district into short- and long-term financial plans.
8. Prepares the annual school district budget in conjunction with the Superintendent, reviews it with administration, and presents it for approval and adoption by the Board.
9. Prepares cost analysis reports concerning the operation of the school district as requested.
10. Becomes familiar with all sources of revenues for school district purposes and explores possibilities for new sources.
11. Works with all applicable parties in securing the funds necessary to operate the school district's educational program.
12. Oversees purchases when bidding is required, prepares supply lists, assists in writing specifications for bidding and advertising and tabulates bids, all in accordance with established purchasing policy and applicable laws and regulations and presents recommended bid awards for Board approval.
13. With regard to new construction and/or renovations, works with attorneys and financial advisors to effect suitable financing; prepares documents as required for PlanCon processing and bond offerings; oversees the distribution of payments for construction in progress; and performs any another necessary tasks.
14. Provides the Superintendent, other staff members and/or entities, and the Board with facts and information that help them in their relations with the internal and external publics.
15. Assists the Superintendent in preparing for and/or conducting negotiations.
16. Ensures the maintenance of adequate records for all school district employees regarding salary, retirement, social security, withholding taxes, wage taxes and insurance, and the like.
17. Oversees the administration of the school district's retirement, health and life insurance programs, advises employees regarding these programs, and works closely with benefit providers.

18. In conjunction with the Business Office staff, oversees the preparation and certification of the accuracy of monthly and annual financial reports required by the Superintendent, Board, PA Department of Education and other agencies of government and applicable agencies/entities.
19. Establishes the accounting systems necessary to provide the Superintendent, administrators, and the Board with accurate financial facts as the basis for formulating policies, regulations, and decisions.
20. Oversees the investment of school district funds to insure effective cash flow and in a manner that provides investment returns at minimized risk levels.
21. Evaluates hardware and software for computerized systems for effecting the financial and business-related reporting requirements of the school district.
22. Maintains adequate general liability and property casualty coverage for the school district and personnel, as required.
23. Administers student accident insurance coverage and policy information.
24. Submits information for inclusion in agendas for Board meetings.
25. At the pleasure of the Board, serves as non-voting Secretary of the Board.
26. Develops and implements policies, regulations and procedures in the area of school business management, generally accepted accounting practices, and related activities.
27. Maintains contemporary professional awareness and promotes personal professional growth through participation in professional development activities.
28. Attends all required meetings, including meetings of the Board, other meetings pertinent to his/her assignment, and/or as directed by the Superintendent or designee.
29. Prepares and submits reports as required by the Superintendent, Board, or other applicable entity.
30. Works the hours necessary to ensure the functions of the position are effectively administered.

31. Performs the work described herein without posing a direct threat to the health or safety of himself/herself or others.

32. Performs other duties and related tasks as assigned by the Superintendent or designee.

QUALIFICATIONS:

1. Has the ability to read, write, and speak English fluently.
2. Minimum qualifications include a bachelor's degree in business administration, accounting or related disciplines.
3. A master's degree in business administration along with PRSBA certification is preferred.
4. Has five (5) years of experience as a school district business administrator or the equivalent.
5. Has the ability to perform all previously mentioned functions and possesses effective communication, judgmental, planning, organizational, problem-solving, and human relations skills.
6. Must possess and display the ability to follow directives and adhere to the established chain of command.
7. Must be dependable, punctual, flexible, appropriately attired, neat in appearance, and able to manage time appropriately.
8. Must maintain a professional demeanor and image.
9. Must be courteous to students, staff and the general public.
10. Must possess adequate interpersonal skills, demonstrating the ability to work independently and/or on a team.
11. Possesses necessary technology-related knowledge and individual computer/technology-related skills.

12. Provides evidence of professional growth and development by keeping current of issues in the field.

PHYSICAL REQUIREMENTS:

1. Must be able to remain in a stationary position for prolonged periods of time.
2. Must be able to move about the work area to access materials, file cabinets, machinery, etc.
3. Must be able to operate equipment relative to his/her position for use and simple service or repair.
4. Must be able to travel between school district buildings and other job-related locations as necessary.
5. Must be able to withstand changes in environmental conditions inside and outside of the work facility, and to adapt to these changes.
6. Must be able to attend evening meetings.
7. Must be able to access all work areas and locations.
8. Must be able to lift as required.

This position description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s).

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the school district of any and all reasonable accommodations that will be required.