1320 DUTIES OF SCHOOL BUSINESS ADMINISTRATOR

The School Business Administrator shall strive to achieve district goals for pupils 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 pupils both in and outside the school district.

In order to achieve the functions of the position, the School Business Administrator shall work cooperatively with the district administrative staff to:

1. Establish and maintain long-range and other fiscal plans;

2. Prepare the annual budget based upon district resources and needs;

3. Ensure that all district fiscal, insurance, custodial-maintenance, food, transportation, district technology hardware and purchasing services comply with the policies of the Board and the regulations of the district;

4. Ensure the proper functioning and evaluation of district personnel assigned to his/her areas of responsibility;

5. Manage efficiently the district systems of accounting, purchasing, investment, insurance, plant construction, plant operation and maintenance, transportation, and food services.

6. Strive to increase the capability of the staff assigned to his/her area of responsibility through consultation and in-service training;

7. Analyze the effectiveness of district programs in his/her area of responsibility and recommend changes in program direction, staffing, or management strategies as necessary;

8. Strive to increase the efficient use of district resources in his/her area of responsibility;

9. Help to interpret the budget and the district affairs under his/her supervision to interested members of the school district community;

10. Strive to develop personal capabilities in financial strategies and supervisory methods;

11. Strive to conduct himself or herself in a proper manner at all times;

12. Perform such other duties as may be required by the Superintendent.

The School Business Administrator shall be directly responsible to the Superintendent for the performance of his/her assigned duties and responsibilities as School Business Administrator.

In addition, the Board may have the School Business Administrator serve in the role and perform the duties of the Board Secretary. The School Business Administrator shall be directly responsible to the Board for the performance of his/her assigned duties and responsibilities as Board Secretary.

Adopted: 22 July 2004
Revised: 21 January 2010