

# **LACEY TOWNSHIP SCHOOL DISTRICT**

Central Office Administration

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**TITLE: SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY**

**REPORTS TO:** Superintendent/Board of Education

**SUPERVISES:** All custodial, maintenance, food service, transportation and business operations staff.

**JOB GOAL:** To assist the superintendent in the task of providing leadership in developing, achieving and maintaining the best possible educational programs and services by planning, coordinating and supervising the operations of the district's business practices – in accordance with all applicable law and district policy. In addition, 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

## **QUALIFICATIONS:**

1. Valid New Jersey School Business Administrator Certificate or eligibility.
2. Minimum experience as determined by the board.
3. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements.
4. Knowledge of accepted business practices in school districts related to budget preparation and administration, risk management, purchasing, transportation, food services, school plant operations and facility planning.
5. Demonstrated organizational, communication and interpersonal skills.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

## **PERFORMANCE RESPONSIBILITIES:**

### Budget and Finance

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, presents them for board approval and arranges for payment.
4. Collects fees and other moneys due to the board not payable directly to the treasurer of school moneys, deposits funds or transmits such funds to the treasurer for deposit.

## SCHOOL BUSINESS ADMINISTRATOR/BUSINESS/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 benefit plans.
8. Is responsible for investment of board funds in accordance with statute and board policy.

### Facilities/Operations

1. 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.
2. 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.
3. Is 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.
4. Is responsible for the safe, efficient operation of the student transportation program; ensures proper maintenance of district-owned buses; reviews routes; and handles the business aspects of contracted transportation services.
5. 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.
6. 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.
7. Files with the executive county superintendent a 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 background check

### Record Keeping

1. Assists the superintendent and the board in developing and updating policies for all aspects of the school business operation.
2. 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.
3. 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.

## SCHOOL BUSINESS ADMINISTRATOR/BUSINESS/BOARD SECRETARY (continued)

### Board Secretary

1. Gives public notice and attend all meetings of the Board of Education as ex-officio member, including special meetings, executive meetings and in-service activities of the Board that must be coordinated.
2. Assists in the preparation of agendas, setting forth all known items of business to be considered at Board meetings and have agendas delivered to Board members prior to the meeting whenever possible.
3. Keeps full and accurate minutes of all meetings of the Board and send a copy of such minutes to each member of the Board and other persons, offices, agencies, etc., in accordance with Board policy.
4. Prepares and publishes all correspondence of the board including legal notices concerning district business.
5. Coordinates and performs all functions related to annual and special elections and budget votes and other referenda.
6. Ensures Board compliance with all by-laws of the Board and pertinent statutes, regulations, and policies.
7. Presides at the annual reorganization meeting of the board until such time as a president is elected. Administers the oath of office to newly elected board members.

### Reporting Requirements

1. Annually develops and transmits to the executive 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.
2. Notifies the executive 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 executive county superintendent of new administrators or supervisors appointed after the April 30 filing date.
3. Prior to the annual submission to the executive 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.
4. Provides to the executive county superintendent the names 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.
5. 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.

## SCHOOL BUSINESS ADMINISTRATOR/BUSINESS/BOARD SECRETARY (continued)

### Miscellaneous Provisions

Performs such other duties as may be prescribed by law or assigned by either the superintendent or the board.

### **TERMS OF**

**EMPLOYMENT:** Twelve months. Contract terms, Salary to be set by the board.

### **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: Lacey Township Board of Education

Date: January 19, 2016

Revised

### **LEGAL REFERENCES:**

\*Effective September, 1991 a school board secretary who performs regulated functions as described in N.J.A.C. 6A:9-12.3 (d) must be certified as a school business administrator. In accordance with N.J.A.C. 6A:9-12.3 (j), a board secretary who lacks certification but was assigned prior to September 1, 1991 to perform business administration functions shall be permitted to retain his/her position in the district but will be required to meet requirements for the provisional certificate in order to seek employment in a new position in another district.

<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

SCHOOL BUSINESS ADMINISTRATOR/BUSINESS/BOARD SECRETARY (continued)

<u>N.J.S.A.</u> 18A: 17-12	Secretary; annual financial report to the commissioner
<u>N.J.S.A.</u> 18A:17-12.1-12.2	Secretary; retirement or pension; amount
<u>N.J.S.A.</u> 18A:17-13	Assistant and acting secretaries; appointment, powers and duties
<u>N.J.S.A.</u> 18A:17-14	Clerks in the secretary's office
<u>N.J.S.A.</u> 18A:17-14.1	Appointment of school business administrator; may act as secretary; duties; etc.
<u>N.J.S.A.</u> 18A:17-14.2	Qualifications
<u>N.J.S.A.</u> 18A:17-14.3	Secretary or business manager appointed school administrator; tenure
<u>N.J.S.A.</u> 18A:17-24.1-24.9	Superintendents and school business administrators shared by two or more school districts; approval
<u>N.J.S.A.</u> 18A:18A	Public School Contract Law
<u>N.J.S.A.</u> 18A:19	Expenditure of Funds; Audit and Payment of Claims
<u>N.J.S.A.</u> 18A:21	Capital projects
<u>N.J.S.A.</u> 18A:22	Budget and Appropriations
<u>N.J.S.A.</u> 18A:23-4	Preparation and distribution of synopsis or summary
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u> 18A:33	Facilities in general
<u>N.J.S.A.</u> 18A:39	Transportation to and from schools
<u>N.J.S.A.</u> 19:60	School election
<u>N.J.S.A.</u> 34:5A-1 et seq.	<u>N. J. Worker and Community Right to Know Act</u>
<u>N.J.S.A.</u> 47:1A	Public access to government records
<u>N.J.A.C.</u> 6A:7	Managing for equality and equity in education
<u>N.J.A.C.</u> 6A:9	Professional licensure and standards
See particularly:	
<u>N.J.A.C.</u> 6A:9-3.4	Professional standards for school leaders
<u>N.J.A.C.</u> 6A:9-12.3	Authorization
<u>N.J.A.C.</u> 6A:9-12.7	School business administrator
<u>N.J.A.C.</u> 6A:9-14	Acting Administrators
<u>N.J.A.C.</u> 6A:9-16	Required professional development for school leaders
<u>N.J.A.C.</u> 6A:16 -1.3 and 3.1	Prohibition of substance smoking and tobacco use on school grounds
<u>N.J.A.C.</u> 6A:17	Students at risk of not receiving a public education
<u>N.J.A.C.</u> 6A:23	Finance and business services
<u>N.J.A.C.</u> 6A:25	Qualified zone academy bonds
<u>N.J.A.C.</u> 6A:26	Educational facilities
<u>N.J.A.C.</u> 6A:26-2	Long range facilities plans
<u>N.J.A.C.</u> 6A:26-3	Capital project review
<u>N.J.A.C.</u> 6A:26A	District comprehensive maintenance plans
<u>N.J.A.C.</u> 6A:27	Student transportation
<u>N.J.A.C.</u> 6A:30	Evaluation of the performance of school districts
<u>N.J.A.C.</u> 6A:32	District operations
<u>N.J.A.C.</u> 6A:32-3.2	Requirements for the code of ethics for district board of education members and charter school board of trustees
<u>N.J.A.C.</u> 6A:32-4.4	Evaluation of tenured teaching staff members
<u>N.J.A.C.</u> 6A:32-4.5	Evaluation of nontenured teaching staff members
<u>N.J.A.C.</u> 6A:32-6.1	Requirements of physical examinations
<u>N.J.A.C.</u> 8:59-11.1 et. seq.	<u>N. J. Worker and Community Right to Know Act</u>

SCHOOL BUSINESS ADMINISTRATOR/BUSINESS/BOARD SECRETARY (continued)

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

Manual for the Evaluation of Local School Districts

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et seq.