

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

EMPLOYMENT CONTRACT FOR BUSINESS MANAGER

TAMMY A. SMALE

THIS AGREEMENT made this 22nd day of February, 2024, 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 **TAMMY A. SMALE** (hereinafter referred to as “Smale” or “Business Manager”).

WITNESSETH:

WHEREAS, the Board of School Directors has voted to appoint Smale 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 Smale 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 Smale 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.** Smale is to serve in the capacity of Business Manager commencing on or about July 1, 2024 for a term of five years ending on June 30, 2029. 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, Smale shall continue to hold a valid registration with the Pennsylvania Association of School Business Officials as a Pennsylvania Certified School Business Administrator (PCSBA). Smale shall during the term of this contract, work towards her Certificated Administrator of School Finance and Operations (SFO) credentials through the Association of School Business Officials International.

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

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

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

c. Smale shall effectively serve as the Business Manager overseeing 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. Smale shall act as an advisor to the Superintendent on all questions relating to the business and financial affairs of the District.

e. Smale shall assist the Superintendent in preparing the budget for the Board of Education's consideration and adoption.

f. Smale shall administer the District's adopted budget under the direction of the Superintendent.

- g. Smale shall develop strategies to maximize District benefits from existing taxing procedures and state and federal funding streams.
- h. Smale shall conceive financial and budget strategies and plan for the short and long-term financial needs of the District.
- i. Smale shall serve as a liaison between the Superintendent of Schools and the local certified public accounts, state auditors, and federal auditors.
- j. Smale shall coordinate the collection of all local taxes.
- k. Smale shall manage a program for the monitoring of and the collection of delinquent taxes.
- l. Smale shall participate in negotiations with all employee bargaining units and is involved in the discussions with all compensation plan groups.
- m. Smale shall oversee the District's purchasing and the care and delivery of school supplies and equipment.
- n. Smale shall establish and maintain inventories of all equipment by rooms and schools.
- o. Smale 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. Smale shall assist in identifying, selecting, and using community resources, educational entities, and business partners in the total instructional program.
- q. Smale shall guide District efforts to acquire grants and alternative forms of funding.

r. Smale shall supervise District operations concerning facilities and maintenance, food service, transportation, Right to Know, and technological initiatives as related to District business and infrastructure services.

s. Smale shall strategize the District's plan for incurring debt and managing debt service.

t. Smale shall represent the District in all real estate tax assessment appeal matters.

u. Smale shall maintain her own professional growth and development through seminars, workshops, and professional affiliations to keep abreast of the latest trends in field of expertise, technology, and disseminate this knowledge to other staff members.

v. Smale shall perform all other job-related duties as required or assigned by the Superintendent or the Board of Education.

w. The duties of Smale require her participation in professional associations and presence at numerous meetings, conventions, and conferences in order to maintain awareness of current issues, programs, and information. Smale'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 Smale'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 her 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.** Smale's annual base salary during the period beginning July 1, 2024, for the 2024-2025 school year will be One Hundred and Fifty-Five Thousand Dollars (\$155,000), when annualized. 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 Proficient, or better. The evaluation shall contain the following performance ratings: Failing, Needs Improvement, Proficient, or Distinguished.

Salary adjustments for the Business Manager following the 2024-2025 school year shall be as follows: In the event the Business Manager achieves an end of year evaluation of Proficient, the salary adjustment for the Business Manager shall be 2.5%. In the event the Business Manager achieves an end of year evaluation of Distinguished, the salary adjustment for the Business Manager shall be 3.5%. In the event the Business Manager receives a Needs Improvement evaluation, the Business Manager shall not be immediately eligible for a salary adjustment. In such an event, the Business Manager shall be re-evaluated mid-year following the issuance of the Needs Improvement and to the extent the Business Manager achieves an evaluation of Proficient or better, the Business Manager shall be eligible for a 2.5% salary adjustment effective with the 14th pay period of school year. Finally, in the event the Business Manager receives a Failing evaluation, the Business Manager shall not be eligible for a salary adjustment. Additionally,

and notwithstanding the adjustment provision noted above, the Board reserves the right to increase the Business Manager's annual salary adjustment at its sole discretion over and above the increases noted in this section.

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. Any and all fringe benefits due to the Business Manager shall be prorated in year one depending on her start date. In the event the Administrative/Administrative Support Staff Compensation Plan changes, the Business Manager's benefits will also change in accordance with the new plan.

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, she 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 ninety (90) days written notice to the school district or written mutual agreement by the parties.

c. District shall provide ninety (90) days' notice prior the end of this Agreement should it not desire to renew the Agreement after its end date.

9. Disability.

a. In the event the Business Manager becomes unable to perform the essential functions of her job, with or without reasonable accommodation in accordance with law, by reason of her physical or mental disability as said disability is defined by the Americans with Disabilities Act of 1990, as amended, and said disability continues for a period of more than six (6) calendar months inclusive of all sick or other usable leave to which the Business Manager is entitled under this Agreement or otherwise, the District may, at its discretion, request a health examination by a licensed physician mutually agreed to by the parties. If the consulting physician determines that the disability renders the Business Manager unable to perform the essential functions of her job with or without reasonable accommodation for the foreseeable future, the District may, at its option, terminate this Agreement, whereupon the respective duties, rights, and obligations contained herein shall terminate, except that life and health insurance benefits under this Agreement shall continue until the end of the applicable plan year or until such time as the Business Manager becomes otherwise employed and eligible for other substantially equivalent health and life insurance benefits by virtue of such employment. Notwithstanding any other provision of this Agreement, the District and Business Manager agree that is the express intention of the parties that the Business Manager and Board have not waived or in any way impaired each parties respective

rights under the Americans with Disabilities Act, the Family Medical Leave Act, the Pennsylvania Human Relations Act, the Public School Code, or any other applicable state or federal law.

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

11. **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."

12. **Compliance with Agreement.** Smale 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 Smale.

13. **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.

14. **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.

15. **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.

16. **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.

17. **Duty to Defend.** The District shall defend, hold harmless, and indemnify Smale and her heirs against any civil actions, claims, suits, and/or other legal proceedings brought against Smale, in her individual capacity and her official agent and employee capacity of the District, specifically as the result of Smale's actions within the scope of her duties as Business Manager of the District, as well as the result of any official directive issued by the Board of the District. This section shall survive the Term of this Agreement.

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: Kathleen M. Franklin
Kathleen M. Franklin
Assistant Board Secretary

By: Susan Kresge
Susan Kresge
Board President

Tammy A. Smale
Tammy Smale

Exhibit A

INSURANCE

1. Health and Medical Insurance

The Business Manager shall receive a benefit plan of family medical coverage and applicable employee contributions consistent with the plan as set forth within the Board and PVEA, as provided for in the negotiated Agreement between those parties. .

Employee Premium Share Contribution will be as follows: Starting 7-1-2024 for the 2024-2025 school year monthly:

Single \$50
Emp/Sp \$80
Parent/Child \$70
Parent/Children \$90
Family \$100

Spousal Eligibility Rule: The spouse of the Business Manager who has coverage from another employer has the option to be covered under the PVSD plan at a cost of sixty dollars (\$60.00) per month for the length of the contract.

2. Dental Insurance

The Business Manager shall receive a benefit plan of family dental coverage and applicable employee contributions consistent with the plan as provided for in the negotiated Agreement between the Board and PVEA.

3. Group Term Life Insurance/Additional Purchase Provision

Life Insurance for the Business Manager shall equal two times her annual salary up to maximum of \$150,000. The Business Manager shall receive a minimum of \$100,000 in life insurance coverage. The Business Manager shall have the right to purchase additional increments of life insurance coverage in accordance with the policy provisions at her own expense at rates determined by the District.

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) Long Term Disability Plan.

5. Insurance Benefits for Retired Employees

At such time Business Manager has been employed by the Pleasant Valley School District for 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, is eligible for pension benefits and retires and meets the PSERS superannuation requirement, she shall also continue to receive health and medical insurance benefits under the District plan for herself, at the expense of the school district for up to ten (10) years or through and including age sixty-five (65), whichever comes first. Smale shall have the option of paying the family coverage premium to the district and remain a member of the group so insured. The Business Manager shall make a monthly contribution of the benefit costs equal to the amount of premium assistance for which the Business Manager is eligible from Public School Employee Retirement System (PSERS). Should PSERS discontinue premium assistance, the Business Manager will be required to pay the employee contribution rate as it existed when she retired for the period of time in which she chooses to remain on the PVSD-provided coverage.

6. Family Vision Coverage

The Business Manager shall receive a benefit of Family Vision Coverage as negotiated in the Administrative / Administrative Support Staff Compensation Plan.

7. Flex Spending Accounts 125 Accounts

The District shall adopt a flexible spending account for both medical and dependent care. Any premium share shall be administered through the Section 125 pre-taxes medical account. For administrative convenience, the Business Manager's contributions into the Section 125 account under this Agreement shall be deposited into a qualified account established for the Business Manger with District approved vendors who shall be responsible for administering such program. Contribution limits for the Business Manager for both medical and dependent care into such account shall adhere to the Internal Revenue Service limits, which may change from time to time during this Agreement.

LEAVES OF ABSENCE

1. Sick Leave

- a) The Business Manager is granted fifteen (15) sick days per school year.
- b) Sick days may accumulate with no maximum cap.
- c) The Business Manager shall be entitled to use up to five available unused sick days to care for a sick child, newborn or other member of the employee's immediate family household or an employee's parent who may live outside the employee's household.

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 her 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). Effective July 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 her 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.
- c) Consecutive vacation days exceeding 2 weeks may only be taken if approved by the Superintendent prior to the date of leave.
- d) The Business Manager will have the opportunity to cash in up to 5 vacation days at the end of the contractual year if not used.
- e) Upon the death of the Business Manager, the beneficiary of the Business Manager will receive the per diem compensation for earned, unused vacation days.

4. Floating Holiday

The Business Manager is awarded two (2) floating holidays which must be used over the winter holiday break (1) day and one (1) day to be used over the spring break.

5. Child Bearing/Child Rearing Leave

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

6. Bereavement Leave

The Business Manager shall be allowed five (5) days of paid leave for the death of any of the following family members: husband, wife, domestic partner, mother, father, son, daughter, step-father, step-mother, step-son, or step-daughter.

The Business Manager shall be allowed up to three (3) days leave of absence for the death of the following family member: Brother, sister, parent-in-law, son-in-law, daughter-in-law, grandchild, grandparent, step-grandparent, or near relative who resides in the same household, or any person with whom the employee has made her home.

The Business Manager shall be allowed one (1) day leave of absence for the death of any of the following family member: 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.

7. Jury Duty Leave

The Business Manager shall be entitled to receive jury duty leave in the event she 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 she reimburses the school district the amount received by her 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.
- b) Payment to the Business Manager shall be in advance at the rate of 100% of the actual tuition cost incurred to a limit of \$800 per doctoral credit, \$500 per graduate level credit, for up to 12 credits per fiscal year, 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 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 Superintendent.

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 professional association dues including, but not limited to PASBO, LVASBO and ASBO for the membership of the Business Manager in said association or her choice, subject to approval by the Superintendent of Schools that the association is directly related to the position held by the Business Manager.

3. Severance Termination

Upon permanent retirement from the Pleasant Valley School District into PSERS, the Business Manager’s monetary compensation disbursement for unused sick days will be placed directly into one of the school district’s approved Enhanced TSA Programs in her 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 one hundred fifteen (\$115) dollars per day.

Upon non-retirement separation from Pleasant Valley School District, payout for unused vacation days will be pro-rated based on time employed during the year of

separation and payment shall be made directly to the employee. Unused sick days will not be reimbursable.

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 in accordance with the rules and regulations of the Internal Revenue Service Code. Travel within the confines of the Brodheadsville campus shall not be reimbursed.

Telephone calls made by the Business Manager from her home for school purposes shall be reimbursed upon submission of the necessary and appropriate documentation .

6. Home/Car Vandalism

The district shall pay the cost incurred by the Business Manager due to vandalism to her 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 Superintendent, a Board member, and another employee shall meet to determine whether or not the vandalism is related to the employment and duties of the Business Manager.

7. Liability Clarification

The School District shall provide a defense and pay all costs and fees associated therewith in the event a person shall institute legal action against the Business Manager which has arisen from the performance of her regular and customary duties as set forth in her job description and approved by the Board of Education. In the event any court of competent jurisdiction shall determine liability by the Business Manager, the District shall indemnify and hold the Business Manager harmless, which includes the payment of legal costs, damages, award, etc. Such indemnification shall not include liability for any intentional negligent act.

8. Longevity Award

Longevity will be awarded based on years of service in the position at the Pleasant Valley School District in the form of extra vacation time beyond the maximum twenty (20) days as specified in the chart below:

Years of Service in Groups 1 or 2	Earned Extra Vacation Day	Total Vacation Days
11-15	1	20 days + 1 extra
16-20	1	21 days + 1 extra
21-25	1	22 days + 1 extra
26-30	1	23 days + 1 extra
30+	1	24 days + 1 extra

Business Manager shall be included in Group 1.

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 control the interpretation of this 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.

Business Manager Position Description

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.

Business Manager Position Description

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.

Business Manager Position Description

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.