

1321 Duties of the School Business Administrator

Qualifications: Appropriate New Jersey Certificate

Reports To: Superintendent of Schools

Goals: To manage the business function of the school district. To make recommendations and assist the Superintendent to form district objectives, policies and plans related to business affairs. To keep records, file reports, make claims and all other duties prescribed by statute, administrative code, policy or regulation. To supervise the work of personnel assigned to the office of the School Business Administrator. To blend harmoniously the work of the Board Secretary and School Business Administrator.

Performance Responsibilities:

1. Organizes all appropriate business administration personnel so that the formulation of short and long range fiscal plan and goals is expedited.
2. Coordinates services and supervises personnel in the areas of transportation, building operations and maintenance, food services, data processing, insurance, budget control, investments, and the fiscal aspects of federal projects.
3. Assists Superintendent and Board of Education in the negotiations process.
4. Purchases supplies, materials, equipment and services identified by school staff as needed for the educational program.
5. Informs the Superintendent of Schools regarding the overall physical conditions and needs in each individual school.
6. Assists the Superintendent and the Board in the formulation and maintenance of accurate and pertinent Board of Education policies related to business administration programs.
7. Fosters a setting favorable to the continuous development of the non-certified staff within the areas of responsibility.
8. Provides and interprets pertinent information and data necessary for the development of educational facilities.
9. Provides for community use of school facilities and properties of the school district under the rules and regulations of the Board.



POLICY

MONTGOMERY TOWNSHIP BOARD OF EDUCATION

ADMINISTRATION

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10. Develops and maintains business and accounting procedures consistent with the statutes, State Board of Education rules and regulations, and accepted standards of the profession.
11. Performs additional duties as requested by the Superintendent.

Adopted: 26 July 1999

