



POLICY

**Haddonfield
Board of Education**

ADMINISTRATION

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Duties of School Business Administrator /
Board Secretary

1320 DUTIES OF SCHOOL BUSINESS ADMINISTRATOR! BOARD SECRETARY

Title: School Business Administrator

Qualifications:

1. As set by the State Board of Education.
2. Such other qualifications of academic, professional, and personal excellence as the Board may specify.

Responsible to: Superintendent

Job Goal:

To administer the business affairs of the district in such a way as to provide the best educational services with the financial resources available

Performance Responsibilities:

1. Coordinate and manage the business affairs and facilities operations of the school district in such a way as to support and facilitate the instructional program;
2. Coordinate and manage the planning and preparation of the annual budget and long-range financial planning;
3. Is responsible for the supervision and implementation of District Technology Program Initiatives;
4. Be custodian of all securities, documents, title paper, records, bonds, interest and other papers belonging to the Board;
5. Be the general accountant of the Board and keep a correct and detailed account of all financial transactions as prescribed by statute and the policy of the Board of Education;
6. Is responsible for investment of Board funds in accordance with Board policy;
7. Supervise the district's transportation and food service programs;



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8. Be responsible for the maintenance and repair of the school facilities and operations of the plant;
9. Supervise a program for purchasing supplies and equipment;
10. Interpret the financial status and concerns of the district to the community;
11. Assist in development of a facility expansion program and in supervision of plan construction;
12. 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,
13. Work with other administrators, architects, attorneys and financial advisors in planning construction, contracting and in acquiring suitable financing,
14. Supervise: the district's insurance program,
15. Be responsible for the employment, job status, supervision and the assignment of duties for business office personnel and maintenance/custodial/grounds personnel;
16. Consult with the Superintendent and other appropriate personnel as necessary;
17. Undertake special assignments in the interests of the educational program, as required by the Board;
18. Serve as Secretary to the Board of Education and perform those duties assigned to that office by statute and the bylaws of the Board of Education; and
19. Performs other duties as assigned.

Title: Secretary of the Board

Qualifications:

1. High school diploma; and
2. Such other qualifications of academic, professional, and personal excellence as the Board may specify.

Responsible to: Board of Education and Superintendent



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Job Goal:

To relieve the Board of paper work and to execute expeditiously the instructions of the Board so that the Board may devote maximum attention the development of policy

Performance Responsibilities:

1. Records in a suitable book all proceedings of the Board and the annual and special school meetings.
2. Pays out by orders on the custodian of school moneys and in the manner prescribed by law all school moneys of the district.
3. Keeps a correct and detailed account of all the expenditures of school moneys in the district.
4. Reports to the Board at each regular meeting:
 - a. The amount of total appropriations and the cash receipts for each account;
 - b. The amount for which warrants have been drawn and the amount of orders for all contractual obligations since the date of the last report;
 - c. The accounts against which the warrants have been drawn and the accounts which the contractual obligations are chargeable; and
 - d. The cash balance and free balance to the credit of each account.
5. At each annual meeting, presents the record books and accounts for public inspection, and makes a statement of the financial condition of the district.
6. Post notices of the annual and of any special meetings of the legal voters, and inserts in the notice the object for which the meeting is called.
7. Notifies all members of the Board, in writing, of all regular and special meetings of the Board.
8. During the month of July in each year, presents to the Board a detailed report of its financial transactions during the preceding school year and files a copy thereof with the County Superintendent of Schools.



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9. Reports to the Commissioner of Education, on or before August 1 of each year, the amount of interest-bearing school debt then remaining unpaid, if any, together with the rate of interest, the dates on which the bonds, notes, or other evidences of indebtedness were issued, and the dates on which they will fall due.

Terms of employment: Twelve month year.

Adopted: 11/15/07