

**SOUTH BERGEN JOINTURE COMMISSION  
JOB DESCRIPTION**

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

**QUALIFICATIONS:**

1. Bachelor's Degree in education, business management, and accounting.
2. Experience in one of the above fields, including experience in a supervisory capacity.
3. A valid State certificate to practice as a school business administrator.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Superintendent of Schools

**SUPERVISES:**

1. Business office personnel
2. Custodians and Maintenance (Landlord)
3. Transportation
4. School food service operation

**JOB GOALS:** The School Business Administrator/Board Secretary will serve as the Chief Financial Officer for the district. SBA/BS will provide leadership in the development and management of the financial and business operations district-wide. The SBA will assist with the effective and efficient implementation of financial activities including accounting procedures, payroll, facilities operations, food services, purchasing, and budget planning, administration and reporting. The SBA will collaborate with the superintendent, administrators, staff, and other district constituencies in the Board to accomplish the financial and business goals of the district.

**PERFORMANCE RESPONSIBILITIES:**

General Business Administration

1. Applies budgetary appropriations for the purchase of supplies, equipment facilities and personnel services required to operate the educational program in accordance with statutes and Board of Education policy, and utilizes the educational staff in developing desirable standards and specifications to the end that purchased items may fulfill their educational objectives.
2. Supervises storage and distribution of supplies and equipment.
3. Assumes responsibility for an accounting procedure adequate to record in detail all money and credit transactions, in order to provide the Board of Education and Administration with monthly financial reports in all areas including those delegated by statute to the Secretary of the Board of Education.
4. Arranges for the internal auditing of school accounts.
5. Supervises the collection, safekeeping, and distribution of all funds.

**JOB DESCRIPTION:**  
**SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY** (continued)

6. Prepares financial reports as required by state and federal agencies having jurisdiction over public school funds.
7. Completes applications for state and federal funds.
8. Interprets the financial position of the district to the community at large.
9. Furnishes bond in such form and amount as shall be determined from time to time by the Board, the cost of which will be assumed by the district.
10. Administers the district's insurance program in cooperation with the Insurance Placement Group to provide adequate insurance safeguards against fire, liability, and similar risks. Also administers Blue Cross/Blue Shield; Major Medical; Dental Plan; Washington National; and student and athletic insurance program.
11. Acts as payroll officer.
12. Negotiates contracts involving special education facilities and programs.
13. Custodian of Records - Open Public Records Act (OPRA).

Budget Preparation and Control

1. Acts as the budget control officer.
2. Compiles necessary statistical data for the preparation of the fiscal budget.
3. Assists in the interpretation of budgetary needs to the public by preparing materials for distribution and by working with the Board and Administrative staff in the broad program of community contact.
4. Provides the Board and Administrative staff with factual information on the business area as it affects the total school program.
5. Acts as advisor to the Superintendent on the school budget and all other business and financial questions.

Enrollment Projection And Forecasts

1. Assists in the compilation of information relative to local population trends as they affect school planning.

School Building – Determination Of Needs, Planning And Construction

1. Works with Administrative staff members, architects, attorneys, and financial advisors in the planning, financing, contracting and construction or alteration of school facilities.
2. Provides information for Board and Administrative staff relative to long-term planning in terms of community resources and needs.
3. Administers all business aspects attendant to planning and construction.

Plant Operation and Maintenance

1. Supervises programs of plant maintenance and custodial operations to provide a maximum educational facility as well as a healthful and safe environment for pupils, workers, and the public.
2. Works with local police departments and vendors to review Safety and Security measures and make recommendations to the Superintendent and the Board for necessary school safety improvements.
3. Programs the use of school facilities in accordance with the Board of Education policy.
4. Maintains an up-to-date inventory of school property.

**JOB DESCRIPTION:**  
**SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY** (continued)

Transportation

1. Supervises school transportation service, assisting in the compiling of statistics and preparation of specifications, and administers total business aspects for all transportation services.

Food Services

1. Administers the business operation of the school food services and provides for the efficient management of the school lunch program.

Personnel

1. Supervises all business office personnel.
2. Assists in recruiting, screening, hiring, assigning, supervising, and evaluating personnel for positions in the offices under his/her jurisdiction.
3. Assists the Superintendent in all aspects of negotiations, including providing data, takes notes and provides minutes of each planning and negotiation session, conducts scenario calculations, etc.

Performance Responsibilities: Board Secretary

1. Attends all meetings of the Board of Education.
2. Keeps full and accurate minutes of all meetings of the Board of Education.
3. Provides a copy of all minutes to each member of the Board.
4. Gives public notice of all meetings of the Board of Education.
5. Prepares, together with the Superintendent, an agenda setting forth all known items of business to be considered at the meetings.
6. Publishes all legal notices concerning district business.
7. Responsible for all regular and special Board elections.
8. Responsible for providing public notice as required by bidding statutes.
9. Performs other tasks as may be assigned from time to time by the Superintendent.

**TERMS OF  
EMPLOYMENT:**

Twelve (12) month position  
Vacation: Twenty (20) days  
Holidays: as scheduled on the 12-month calendar.  
Salary to be established by the Board.  
Other terms as specified in the professional's contract.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on Evaluation of Administrative Personnel.

**ADOPTED BY THE BOARD OF EDUCATION:**



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**Michael Kuchar, Ph.D.**  
Superintendent