

## NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

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

- QUALIFICATIONS:**
1. Valid New Jersey School Business Administrator Certificate or eligibility.
  2. An earned master's degree with a major in educational administration, special education or related field such as curriculum and supervision.
  3. Central office, school business administration and business experience as determined by the board.
  4. Demonstrated success with finance and business related matters.
  5. Strong leadership and communication skills.
  6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**REPORTS TO:** Directly responsible to the Superintendent (Business Administrator) and Board of Education (Board Secretary)

**POSITION GOAL:**

The School Business Administrator is the financial officer of the district, with responsibility for budget preparation, expenditures, purchasing, etc. He/she coordinates and supervises all non-educational personnel for the maintenance and operation of school buildings and grounds; and is responsible for the development and management of an effective and economical program that will operate, maintain, and augment the physical plant of the district in a safe, clean, attractive, and useful condition in accordance with the requirements and policies of the Board. Additionally, he/she serves as the funding development administrator for the district. In the role as Board Secretary, he/she prepares Board meeting agenda, schedules meetings, and prepares minutes.

**ESSENTIAL JOB FUNCTIONS:**

**A. FINANCE AND BUDGET**

1. Keeps the Superintendent informed on all matters pertaining to the district which fall within the jurisdiction of the School Business Administrator.
2. Responsible for administering the Student Activities accounts.

3. Develops and administers a computerized district-wide system of inventory control.
4. Responsible for the financial management of non-resident student tuition accounts.
5. Oversees the business administration of district programs funded by state, federal, and other external grants.
6. Shall be the custodian of all securities, documents, title papers, records, and contracts.
7. Shall be responsible for the preparation of the annual school budget with its attendant comparative statements, analyses, and publications.
8. Shall keep financial records as may be required to maintain reasonable budgeting control and submit reports to the Board.
9. Shall control all expenditures in terms of approval, allocation to account, and the determination of the availability of funds before commitments are made.
10. Prepares specifications for the purchase of supplies and equipment, and serves as the Board's "purchasing agent" with all actions being in accord with state regulations and Board policy.
11. Shall audit all claims, invoices, and demands against the Board of Education. Internal auditing functions shall include:
  - a. Checking proper authority to support all purchases in accordance with rules and regulations of the Board of Education.
  - b. Determining that all bills are correct and proper, including inspection of prices on individual bills and checking extension of said prices.
  - c. Determining that all merchandise, capital equipment and/or services have been received and accounted for.
12. Shall keep records of receipts, disbursements and balances of money handled by district employees (other than the cafeteria, which is under the caterer's management).
  - a. Shall sign all checks for the payment of valid charges which are billed through these accounts.

- b. Shall, in conjunction with the Superintendent and Principal, establish and implement procedures for the proper disbursement of athletic, student accounts, and other Board of Education duly authorized clearing accounts.

- 13. Shall set up insurance specifications and recommend proper insurance coverage to the Board for their approval.

#### B. TRANSPORTATION

- 1. Shall be responsible for supervising the transportation services and transportation routes for all students in accordance with state regulations.
- 2. Shall be responsible for scheduling students who are bused; establishing routes; and preparing, revising, and disseminating transportation guidelines and procedures.
- 3. Shall be responsible for the operation and maintenance of all district owned/leased vehicles uses in any form of transportation.
- 4. Shall administer the private/parochial school transportation payments and issue reports to the Board and the state.

#### C. OPERATIONS

- 1. Supervises and evaluates data processing operations which relate to district business, personnel, and financial activities.
- 2. Responsible for the administration of approved Use of Facilities requests, including:
  - a. The handling of all details of a User's use.
  - b. The consultation with appropriate school personnel.
- 3. Responsible for security and safety of all buildings, grounds and sites, and for the safekeeping of all equipment, materials, and supplies used for operation and maintenance.
- 4. Supervises the custodial staff and is responsible for maintaining the building and grounds in a clean and attractive manner.

#### D. MAINTENANCE

- 1. Responsible for the maintenance of all athletic fields.

2. Responsible for plant operation and maintenance.
3. Shall keep the Superintendent and the Board informed by issuing periodic reports relative to the maintenance of the building and grounds - including specific reports on the athletic fields, energy conservation, and preventive maintenance and long-range planning.

#### E. PERSONNEL ADMINISTRATION

1. Administers a payroll accounting system for all district personnel with its attendant monthly, quarterly, and annual reports.
2. Shall, in conjunction with the Superintendent and Principal, be responsible for the recruitment, selection, evaluation, reappointment, and dismissal of all non-certified personnel, subject to Board approval.
3. Responsible for issuing and filing of employment contracts for all district employees.
4. Assists the Board in all employee negotiations and the interpretation and administration of negotiated contracts
5. Responsible for the in-service mandated training of all district employees, such as "right-to-know," etc.
6. Responsible for the appropriate bonding of employees as may be designated by the Board.

#### F. REVENUE ENHANCEMENT

1. Responsible for the proactive pursuit of grants and other types of new external funding.
2. Responsible for the development of business partnerships.
3. Responsible for extended creative use of facilities in the form of tenant/rental development.
4. Responsible for development of a system of internal auditing by department and administrative area.
5. Responsible for developing an educational foundation which does not compete with the N.H.R.H.S. Scholarship Foundation.

6. Responsible for soliciting endowments from alumni.

**G. BOARD SECRETARY**

1. Shall be responsible for the preparation of reports to the Board for work under her/his supervision.
2. Prepares, in conjunction with the Superintendent and Board President, an agenda, setting forth all known items of business to be considered at Board meetings, work sessions, and executive sessions.
3. Furnishes each member of the Board with a copy of the minutes of each regular and special meeting - as promptly as possible.
4. Shall organize the district's responsibility relative to the Annual School Election, and report the results of same.
5. Conducts all official correspondence of the Board and signs all documents as may be required by state regulation or Board action.
6. Executes other assignments which are delegated to her/him by the Board of Education or the Superintendent on behalf of the Board.

**TERMS OF  
EMPLOYMENT:**

Salary and work year to be determined by the Board.

**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.

BOE APPROVED: 10/2/17  
2<sup>nd</sup> Reading: 10/16/17