



**CUMBERLAND REGIONAL SCHOOL DISTRICT
SEABROOK, NEW JERSEY**

JOB DESCRIPTION

**SCHOOL BUSINESS ADMINISTRATOR/
ASSISTANT TO SUPERINTENDENT**

QUALIFICATIONS

1. Holds a valid school Business Administrator certificate issued by the New Jersey Department of Education State Board of Examiners.
2. Holds a valid New Jersey School Administrator Certificate issued by the New Jersey Department of Education State Board of Examiners.
3. Such other qualifications as the Board may find appropriate.
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Superintendent of Schools.

JOB GOAL

1. To supervise directly and/or indirectly, all support staff personnel; coordinate the work of professional staff members whose responsibilities include certain functions of business management.
2. To substantially and effectively assist the superintendent of schools to provide the best possible educational programs and services, consistent with district resources, by the efficient management of the business affairs of the district.

PERFORMANCE RESPONSIBILITIES

A. The school business administrator performs or causes to be performed the following functions

1. Attends meeting of the Board, Buildings and Grounds Committee and Finance committee.
2. Acts as advisor to the Superintendent on all questions relating to the business affairs of the district.
3. Advises the Superintendent as to policy needs; assists in the development of policies pertaining to support staff personnel and business management of the schools; implements board policies, state laws and rules of the State Board of Education.

B. Administers and supervises the support staff personnel programs

1. Coordinates a program for screening and selection of custodial and cafeteria staff personnel; recommends appointment to the Superintendent.



2. Assists in recommendations, implementations and coordination procedures for the assignment, transfer, supervision, evaluation, discipline and dismissal of custodial and cafeteria staff personnel.
3. Coordinates programs for in-service training, staff development, induction and orientation of custodial and cafeteria personnel.
4. Reviews and approves payroll reports.
5. Assists and advises the Superintendent and Board in negotiations with support staff negotiating units; administers negotiated agreements including the grievance procedure for support staff personnel.

C. Budgeting and Fiscal Management

1. Assists the Superintendent in the planning and preparation of the annual budget and in long-term financial planning.
2. Establishes appropriate procedures for budgetary control.
3. Supervises the accounting system and prepares financial reports in all areas including those delegated by law to the secretary of the board.
4. Supervises the investment of funds and the debt service program.
5. Under the direction of the Superintendent, reviews and approves all vouchers for payments.

D. Purchasing and supply management

1. Assumes responsibility for all purchasing and establishes procedures for such in accordance with state law and board policy.
2. Is responsible for specifications and bid documents; receives and analyzes bid or quotations; recommends awards.
3. Supervises the preparation of contracts for the purchase of supplies, equipment, construction and other services.
4. Establishes and implements procedures for inventory, distribution, and use of equipment.

E. Plant and planning construction

1. Assists the Superintendent in planning and working with architects, administrators, attorneys, contractors, and financial advisors in planning and financing facility expansion and other construction projects.
2. Assists with on-site inspections of construction projects to help assess progress and compliance with plans and specifications.
3. Administers the operations and maintenance programs.
4. Administers the school district insurance program, student accident insurance plan, pension and benefit plans.
5. Supervises the head matron and the business operations of the food service program and is responsible for the efficient business management of the school lunch program.
6. Supervises the development and implementation of the transportation plan and program which meets the requirements of the daily instructional program, athletic and co-curricular programs.



7. Prepares state and federal reports as directed by the Superintendent and state.
8. Serves as the secretary of the Board of Education in carrying out all responsibilities assigned by statute to the secretary of the Board of Education.
9. In the absence of the Superintendent of Schools, is responsible for the operation of the school district commensurate with Board policy and state statutes pertaining thereto.
10. Performs such other duties as the Superintendent may assign from time to time.

TERMS OF EMPLOYMENT

Twelve month employment with four weeks vacation; salary as established by the Board on an annual basis.

EVALUATION:

Three times annually by the Superintendent during the first three years of employment; annually with the earning of tenure.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **February 12, 2009**
AMENDED: **June 26, 2014**