

1310 EMPLOYMENT OF SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

The Board of Education shall appoint a qualified and capable person to fill a vacancy in the position of School Business Administrator/Board Secretary. An appointment shall be made within a reasonable time after the occurrence of the vacancy and by the recorded roll call vote of a majority of the full Board. No person shall act as School Business Administrator/Board Secretary or perform the duties of a School Business Administrator/Board Secretary, as prescribed by the rules and regulations of the State Board of Education, unless he/she holds such a certificate.

All candidates for the position of School Business Administrator/Board Secretary must produce evidence of their training and/or experience in the fields of economic and legal environment, accounting, quantitative methods, management information systems, organizational theories, administrative processes, production and marketing of goods, financing of the business enterprise and other responsibilities as outlined in the Board job description.

Every serious candidate for the position of School Business Administrator/Board Secretary shall be interviewed by the Superintendent and Board. The Board of Education will appoint a suitable person who holds the appropriate certificate as prescribed by the State Board of Education. Final selection shall be made by the Board, which shall also fix the compensation to be paid the School Business Administrator/Board Secretary.

Any candidate's misstatement of fact material to qualifications for employment or the determination of salary will be considered by this Board to constitute grounds for dismissal.

Tuition Reimbursement - Coursework Board Secretary

The Board of Education shall, pursuant to the provision of this policy, provide for course reimbursement for the Board Secretary:

1. The course is approved by the Superintendent prior to the time it is taken;
2. The course is successfully completed and evidence to this effect is submitted to the Superintendent;
3. Evidence of cost and charges, i.e., checks, receipts, etc., are presented upon application for reimbursement;
4. The Board Secretary is still employed by the Board at the time the course is completed and reimbursement is applied for.
5. Costs to be reimbursed will be the same as the teacher contract.

Board Secretary's Benefits

The benefits of the Board Secretary shall be as per negotiated contract with the Board of Education and the Personnel Profile of the district.

N.J.S.A. 18A:16-1; 18A:17-5; 18A:17-14.1 et seq.
N.J.A.C. 6:11-9.3; 6:11-9.7

Adopted: 9 February 2004

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