

JOB DESCRIPTION MANUAL

**BOARD OF EDUCATION
CLINTON TOWNSHIP**

**CENTRAL OFFICE
ADMINISTRATION**

TITLE: Assistant to the School Business Administrator

QUALIFICATIONS:

1. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements
2. Knowledge of accepted business practices, laws and regulations governing school districts related to budget preparation and administration, risk management, purchasing, transportation, food services, school plant operations and facility planning, or is willing an able to study and attend training to gain this knowledge
3. Minimum experience as determined by the Board
4. Required criminal history background check and proof of US citizenship or legal resident alien status
5. Demonstrated organizational, communication and interpersonal skills

REPORTS TO: Business Administrator / Board Secretary

SUPERVISES: Business Operations Staff

JOB GOAL: To assist the Business Administrator in managing the business affairs of the district efficiently and effectively to ensure that educational support services help to achieve the educational goals of the district with the available financial resources.

**PERFORMANCE
RESPONSIBILITIES:**

Budget and Finance

1. Assists the Business Administrator/Board Secretary (BA) in the preparation of the annual school budget and helps with the administration of all phases of the budget throughout the year.
2. Assists in keeping accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code and board policy.
3. Assists the BA in auditing claims, invoices and demands against the Board.
4. Assists the BA in collecting tuition fees and other monies due to the Board not payable directly to the Treasurer of School Monies.
5. Assists in procurement of supplies and equipment for the district in accordance with law and board policies.

Assistant to the Business Administrator (cont'd)

6. Assists in administering the district's insurance/risk management program
7. Assists in the oversight of the preparation of the district payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits. Also assists with implementing hospitalization, major medical and other types of board-approved employee benefit plans.
8. Assists the BA in keeping records of the investment of Board funds in accordance with statute and Board policy.

Facilities and Operations

1. Assists the BA in overseeing the operation and maintenance of school facilities and custodial, grounds and maintenance services. Helps to maintain required reports.
2. Assists the Superintendent and the BA in the implementation of the district's multi-year (3-5 years) comprehensive maintenance plan.
3. Assists in the efficient operation of the district's food services program; ensures that procedures are in accordance with law and regulations.
4. Assists in operation of the student transportation program.
5. Assists in scheduling the use of school buildings and grounds by authorized groups in accordance with Board policies.
6. Assists in compiling a list with the name and social security number of each bus driver or substitute driver and certification of a valid school bus driver's license and criminal background check.
7. **Responsible for facilities use:**
 - a. **Scheduling and placement of internal and external groups.**
 - b. **Calendar updates to schools.**
 - c. **Communicating facilities usage details to Asst. Buildings & Grounds Supervisor**
 - d. **Billing for facilities use**

Record Keeping/Reporting

1. Assists in developing and updating policies for aspects of the school business operation.
2. Assists the BA/Board Secretary in maintaining the records and papers of the board and makes public records available for public inspection.
3. Maintains a log of general correspondence and drafts responses to inquiries.
4. Attends meetings and training sessions, representing the school district and accurately recording items that must be handled by the district.
5. Assists in preparing and updating the annual list (on or before February 1) of the school officials by office and position, whose responsibilities require the filing of the Financial and Personal/Relative Disclosure Statements.
6. Prior to the annual submission to the Executive County Superintendent, assists in checking that the completed disclosure forms to assure that both required forms have been filed; that all questions have been answered or indicated as not being applicable; and that each copy is signed by an original signature.
7. **Maintains Virtual Backpack system including collection and submission of items for approval and posting.**

Board Responsibilities

1. When assigned, attends district school board meetings and speaks on assigned topics.
2. Assists in preparing the official meeting minutes and aids in the handling correspondence of the Board.
3. Assists in preparing the list of the names of all persons on the February 1st list of school officials and all newly elected or appointed persons who have failed to file as required by law.

Miscellaneous

1. Performs such other duties as may be assigned by the Business Administrator/Board Secretary.

TERMS OF

EMPLOYMENT: 12 month position; Salary be determined by the Board.

Assistant to the Business Administrator (cont'd)

EVALUATION: Performance of this job will be evaluated by the School Business Administrator in accordance with provisions of the Board's policy on evaluations.

ADOPTED: September 2010