

## EMPLOYMENT OF SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

### 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~~ **economics; law; accounting; organizational theory; management or administration; finance;** and other responsibilities as outlined in the ~~Board~~ job description **or required by the Board.**

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

N.J.S.A. 18A:16-1; 18A:17-5; 18A:17-14.1 et seq.

N.J.A.C. ~~6A:9-12.3; 6A:9-12.7~~ **6A:9B-12.7**

Adopted: 9 April 2009

**1<sup>st</sup> Reading: 18 August 2016**

