

POLICY GUIDE

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Employment of School Business Administrator/

Board Secretary

Jun 16

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

A candidate for the position of School Business Administrator/Board Secretary shall be **recommended to the Board 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** 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.



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Administrator/Board Secretary

Subcontracted School Business Administrator/Board Secretary

If the Board of Education shall subcontract its School Business Administrator/Board Secretary to another school district. The Board's subcontracting of the School Business Administrator/Board Secretary will have no effect on the School Business Administrator/Board Secretary's tenure and credit toward tenure acquisition shall accrue only in the **original district of employment**.

N.J.S.A. 18A:16-1; 18A:17-5; 18A:17-14.1 et seq.
N.J.A.C. **6A:9B-12.7**

Adopted:

