

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~~^A 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 they hold 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; and legal environment; accounting; quantitative methods; management information systems; organizational theories; management or administration; finance; administrative processes; production and marketing of goods; financing of the business enterprise and other responsibilities as outlined in the ~~Board~~ job description or required by the Board.

~~Every serious~~^A candidate for the position of School Business Administrator/Board Secretary shall be ~~interviewed~~ 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. ~~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 they hold such a certificate. Final selection~~ 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.

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

N.J.A.C. 6A:9B-12.7

~~6:11-9.3; 6:11-9.7~~

Cross References: 0165, 1320, 1330, 1331

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