1310 EMPLOYMENT OF SCHOOL BUSINESS ADMINISTRATOR/ ASSISTANT BOARD SECRETARY

The Board of Directors shall appoint a qualified and capable person to fill a vacancy in the position of School Business Administrator/Assistant 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/Assistant Board Secretary or perform the duties of a School Business Administrator/Assistant 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/Assistant 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/Assistant Board Secretary shall be interviewed by the Superintendent. The Board of Directors 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/Assistant 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. 6:11-9.3; 6:11-9.7

Adopted: **12/15/2005**