

Job Description: School Business Administrator & Board Secretary / Director of Curriculum & Instruction

The School Business Administrator & Board Secretary / Director of Curriculum & Instruction (SBA / Director of C&I) shall strive to achieve district goals for pupils by providing leadership and supervision in the district program of fiscal management, the instructional program, and by acting as a proper model for staff and pupils both in and outside the school district. All use of technology will be supervised by the SBA/ Director of C&I

In order to achieve the functions of the position of School Business Administrator/Board Secretary he/she shall work cooperatively with the Superintendent/Principal to:

1. Establish and maintain long-range and other fiscal plans;
2. Prepare the annual budget based upon district resources and needs;
3. Ensure that all district fiscal, insurance, custodial-maintenance, food, and transportation services comply with the policies of the Board and the regulations of the district;
4. Ensure the proper functioning and evaluation of district personnel assigned to his/her areas of responsibility;
5. Manage efficiently the district systems of accounting, purchasing, investment, insurance, plant construction, plant operation and maintenance, transportation, and food services;
6. Strive to increase the capability of the staff assigned to his/her area of responsibility through consultation and in-service training;

7. Analyze the effectiveness of district programs in his/her area of responsibility and recommend changes in program direction, staffing, or management strategies as necessary;
8. Strive to increase the efficient use of district resources in his/her area of responsibility;
9. Help to interpret the budget and the district affairs under his/her supervision to interested members of the school district community;
10. Strive to develop personal capabilities in financial strategies and supervisory methods;
11. Strive to conduct himself or herself in a proper manner at all times;
12. Be responsible for the conduct of all duties legally assigned to his/her position including:
 - a. Providing adequate notice of all public meetings of the Board to the members and to those requesting notice in accordance with law, N.J.S.A. 10:4-8d, 10:4-19; 18A:10-4, 18A:17-7;
 - b. Recording the minutes of all proceedings of the Board and the results of annual or special school elections, N.J.S.A. 18A:17-7;
 - c. Collecting tuition fees and other moneys due the Board and transmitting them to the Treasurer of School Moneys, N.J.S.A. 18A:17-8;
 - d. Examining and auditing all accounts and demands against the Board, presenting them to the Board at its meetings, indicating the Board's approval and sending them to the Treasurer for payment, N.J.S.A. 18A:17-8; 18A:19-4;
 - e. Keeping accounts of the district's financial transactions including a correct detailed accounting of all expenditures, N.J.S.A. 18A:17-8;
 - f. Reporting to the Board at each regular meeting, but not more often than once per month, the amount of the total appropriations and cash receipts for each account, and

the amounts of warrants drawn against each account, and the amounts of orders or contractual obligations incurred and chargeable against each account, N.J.S.A. 18A:17-9;

g. Keeping all contracts, records, and documents belonging to the Board, N.J.S.A. 18A:17-9;

h. Giving the Board a detailed report of its financial transactions at the close of each fiscal year and filing a copy with the County Superintendent, N.J.S.A. 18A:17-10;

i. Reporting to the Commissioner annually the amount of unpaid school debt, the interest rate payable, the dates of issue, and the due dates of bonds or other indebtedness; N.J.S.A. 18A:17-12;

j. Preparing a summary of the annual audit and recommendations prior to the meeting of the Board to act thereon and supplying copies of the summary to interested persons, and to prepare the Comprehensive Annual Financial Report (CAFR) N.J.S.A. 18A:23-4;

k. Subscribe to bonds, notes, contracts, and other legal instruments of the Board for which the signature of the Secretary is required, N.J.S.A. 18A:24-32; and

l. Sign all school district warrants and certify to the payroll, N.J.S.A. 18A:19-1, 19-9.

13. Perform such other duties as may be required by the Board or Superintendent.

In order to fulfill the responsibilities of the Director of Curriculum & Instruction he/she shall work cooperatively with the Superintendent/Principal to:

1. Establish an optimum learning environment to support curricular program implementation across the District.

2. Ensure that school programs and activities conform to federal, state, and District guidelines.

3. Plan, develop, implement, and evaluate the curricular and instructional programs of the District. Ensure that programs align to the NJDOE approved standards, support 21st Century Life and Careers themes/standards, as well as technology standards.
4. Manages District website pages for all curriculum content areas to ensure that the website stays current with: grade level pacing guides, programming information, curricular programming, etc.
5. Work effectively with community organizations and the board of education to support the instructional program.
6. Collaborate with the Superintendent/Principal to implement and maintain the District-wide school improvement process including QSAC recommendations.
7. Develop a system-wide plan for curriculum study and improvement consistent with the District vision, goals, and policies. Ensure vertical and horizontal alignment of all curriculum materials.
8. Coordinate, develop, and oversee the curriculum writing process of new and revised curriculum for the district for all areas.
9. Collaborate with administration and instructional staff regarding District grading practices. In particular, support the District's standards based grading practices aligned to the NJDOE adopted instructional standards.
10. Organize and review the results and feedback shared by the curriculum committees.
11. Interpret the present curriculum and proposed curriculum changes to the board, the administration, the staff, and the general public for all areas other than those supervised by the Superintendent/Principal.
12. Collaborate with the Superintendent/Principal to ensure alignment of instructional technology with the District curriculum, programming, state standards, etc.

13. Support the implementation of the 1:1 Chromebook program to promote technology, 21st Century, and College and Career standards. Collaborate with administration and Chief Information Officer to ensure effective implementation of technology in all grades.
14. Conduct and coordinate District-wide research for measuring the effectiveness of the total educational program.
15. Conduct walkthroughs and formal evaluations of the general education staff in all content areas using the district's evaluation tool and monitor SGO quality and compliance district wide, as well as evaluation of additional staff as assigned by the Superintendent.
16. Support and monitor instructional staff regarding District identified effective instructional practices aligned to the adopted teacher evaluation tool.
17. Establish, monitor and provide feedback to instructional staff and building leadership on lesson planning.
18. Provide leadership and direction to the District for all instructional matters. Provide goals and objectives for educational programs.
19. Serves as a liaison in areas of responsibility between the school system and local, state and federal agencies as necessary. Attends county and state curriculum, instruction, and assessment meetings to remain up-to-date on all state information.
20. Oversee the maintenance of databases to host District Curriculum and lesson plans (ie. OnCOURSE Lesson planner and Curriculum Builder.)