

## **Assistant School Business Administrator**

**QUALIFICATIONS:** School Business Administrator Certificate

**REPORTS TO:** School Business Administrator/Board Secretary

**SUPERVISES:** Coordinator of Bookkeeping, Systems Manager, facility maintenance and grounds keeping staff, custodial staff

**JOB GOAL:** To assist the School Business Administrator/Board Secretary in providing a well organized, efficient office and provide for a safe, clean, pleasant and functioning environment for students and staff of the district.

**PERFORMANCE RESPONSIBILITIES:**

- Administers the facility maintenance and improvement program and supervises school plant operation
- Administers the pupil transportation program
- Assists the School Business Administrator in budget preparations
- Assists the School Business Administrator in bidding and purchasing supplies and requisitions
- Administers Environmental Compliance, Right to Know and Safety programs
- Trains, supervises and evaluates the systems manager, coordinator of bookkeeping, maintenance staff, custodian staff
- Assists the School Business Administrator in the conduct of the Annual School Election
- Performs all such duties as assigned by the Business Administrator/Board Secretary

**TERMS OF EMPLOYMENT:** Contract is for twelve months, with conditions set by the Board of Education.