

EPPING SCHOOL DISTRICT  
JOB DESCRIPTION

TITLE: SCHOOL BUSINESS ADMINISTRATOR

GENERAL DESCRIPTION: The Business Administrator is responsible for overseeing the business function of the school district to provide the best possible educational services in accordance with local, state, and federal law.

QUALIFICATIONS:

1. Bachelor's Degree in Business Administration, Master's Degree preferred
2. Skills, competencies, and knowledge outlined in NH Administrative Rules Ed 506.03
3. School experience or comparable business experience
4. NH Certification or eligibility for certification
5. Experience and other qualifications as specified by the Superintendent

CLASSIFICATION: This position is designated as a certified administrative position, and is part of the school district leadership team.

REPORTS TO: School Superintendent, evaluation in accordance with District and Board Policy

SUPERVISES: Assigned support personnel in business, technology, facilities, and food service

PERFORMANCE RESPONSIBILITIES:

EDUCATIONAL ORGANIZATION

1. Work with administration to support school district goals and improve the overall educational program.
2. Develop and manage support staff to meet school district goals and improve the overall organization.
3. Develop and manage a financial model to monitor and insure the district's financial health.
4. Apply ethical standards to school business administration.
5. Attend school board, school district, and budget committee meetings as needed.
6. Participate in school district committees as needed.
7. Select and work with professional advisors and contractors to manage financial resources, human resources, facility and property, information, and ancillary services.
8. Review, analyze, and implement law relative to the management of financial resources, human resources, facility and property, information, and ancillary services.
9. Assist in the development and application of policies, rules, and law in the management of financial resources, human resources, facility and property, information, and ancillary services.

FINANCIAL RESOURCE MANAGEMENT

1. Prepare budgets, including expenditures and revenues, from budget timeline development to final approval.
2. Prepare school district warrants and annual report documents.
3. Prepare revenue projections and estimates of expenditures.

4. Prepare interim and annual financial reports for the school board, budget committee, and/or state.
5. Manage all financial operations and funds using appropriate technology and proper accounting practices.
6. Manage the school district's cash, investments, debt, and state revenue reporting.
7. Issue tuition invoices as needed.
8. Comply with finance related legal and contractual provisions.
9. Manage the annual financial audit.
10. Monitor and interpret changes in local, state, and federal funding.
11. Explore alternative revenue sources and assist in grant applications.
12. Assist in preparing enrollment figures and personnel projections.

#### HUMAN RESOURCE MANAGEMENT

1. Oversee the payroll process.
2. Assist with the management of personnel and benefits.
3. Issue personnel contracts.
4. Assist with the development and management of personnel information management database.
5. Administer collective bargaining agreements and other personnel agreements.
6. Assist with the management of staff development.
7. Assess the cost of salary and benefit packages.

#### FACILITY AND PROPERTY MANAGEMENT

1. Manage facility planning and construction.
2. Manage maintenance and operations to keep schools clean, energy efficient, and well kept.
3. Manage school safety issues.
4. Manage bidding and purchasing procedures.
5. Oversee the vendor payment process.
6. Manage supply and fixed asset management.
7. Oversee real estate transactions.
8. Oversee district AHERA compliance.

#### RISK MANAGEMENT

1. Develop and manage a comprehensive risk management program.
2. Assess the risk limitations and cost of insurance programs.
3. Process and monitor insurance claims as needed.
4. Adhere to the legal requirements for insurance.
5. Oversee the use of school facilities.

#### INFORMATION MANAGEMENT

1. Keep current and maintain working knowledge of technology and software.
2. Assist in the development of staff training in technology.
3. Allocate appropriate resources toward purchase and installation of technology and technology infrastructures.
4. Develop appropriate specifications for technology purchasing and technology infrastructure.
5. Oversee the technical aspects of information management.
6. Assist with district website.
7. Assist in the evaluation of district information.

## STUDENT TRANSPORTATION

1. Support the student transportation system.
2. Assess the limitations and cost of student bus proposals.
3. Procure transportation services.
4. Comply with transportation related legal and contractual provisions.
5. Assist with the efficient and comprehensive routing and bus stop plan.

## FOOD SERVICE

1. Support the food service program.
2. Assess the cost of food service proposals.
3. Comply with food service related legal and contractual provisions.
4. Assist with the efficient operation of the food service program.

## OTHER

1. Participates in special projects as assigned by Superintendent.
2. Performs any other tasks or assumes such other responsibilities as the Superintendent may assign from time to time.

**WORKING ENVIRONMENT:** Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand, walk, and sit. The employee is regularly required to see, talk, and hear. The employee is regularly required to use hands to manipulate, handle, or feel. The employee is occasionally required to reach with hands and arms, climb steps, stoop, kneel, or crouch. Employee must occasionally move equipment and/or supplies. Employee is occasionally required to drive. Employee is regularly required to handle stressful situations and resolve conflicts. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The job is performed for the most part in a school setting with occasional outside weather conditions. The employee may be exposed to hazardous materials, chemicals, and fuels on a limited basis. The noise level is that of a typical school office setting.

## TERMS OF EMPLOYMENT:

1. 260 Days position
2. 8 Hours day, extended hours may be frequently required
3. Clear criminal background check
4. Verification of health to perform job
5. Valid NH certification in business administration
6. Valid driver's license
7. Administrative contract with salary and benefits defined by school district policy

The Epping School District is an Equal Opportunity Employer. Position is subject to Epping School District policy, rules, and regulations.