

## 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 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 he/she holds a School Business Administrator's certificate or has proved eligibility.

All candidates for the position of School Business Administrator/Board Secretary must produce evidence of their training and/or experience in the ~~business and operation~~ fields of: **economics; law; accounting; organizational theory; management or administration; finance; and other responsibilities** as outlined in the School Business Administrator's job description **or required by the Board.**

Any candidate's misstatement of factual material related to qualifications for employment or the determination of salary may 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:9-12.3; 6A:9-12.7~~ **6A:9B-12.7**

Adopted: 17 July 2012

Revised: \_\_\_\_\_

