

## Business Administrator (Ed 614.12) Self-Assessment Worksheet

**Ed 614.12 Business Administrator**

**Directions:** This matrix worksheet should be completed by the program. It should contain information that serves as an index or guide for the reviewers as they review all evidence provided. Evidence referenced on this worksheet should be clearly marked according to the standards. The same piece of evidence may meet more than one standard. Please reference specific parts of evidence whenever possible, particularly for large pieces of evidence.

<b>Ed 614.12 BUSINESS ADMINISTRATOR</b>	<b>DESCRIPTION OF HOW THE PROGRAM ADDRESSES THE STANDARD. INDICATE THE RELATIONSHIP TO ED 610.02 PROFESSIONAL EDUCATION STANDARDS (IF ANY).</b>	<b>DESCRIPTION OF THE ASSESSMENT SYSTEM USED TO PROVIDE EVIDENCE AND DATA AND TO INFORM CONTINUOUS IMPROVEMENT.</b>
(a) A business administrator program shall provide the student with skills, competencies, and knowledge through a combination of academic and supervised practical experiences in the following areas:		
<ul style="list-style-type: none"> <li>(1) Educational organization;</li> <li>(2) Financial resource management;</li> <li>(3) Human resource management;</li> <li>(4) Facility and property management;</li> <li>(5) Information management;</li> <li>(6) Risk management;</li> <li>(7) Pupil transportation; and</li> <li>(8) Food service.</li> </ul>		
(b) In the area of educational organization, the student shall have the following abilities and knowledge:		

<p>(1) Ability to organize and administer, including the ability to:</p> <ul style="list-style-type: none"><li>a. Identify and apply management and leadership styles including, but not limited to, concepts of:<ul style="list-style-type: none"><li>1. Behavioral science; and</li><li>2. Organizational structure theory;</li></ul></li><li>b. Develop and maintain positive organizational culture; and</li><li>c. Manage organizational change;</li></ul>		
<p>(2) Knowledge of and ability to manage public policy and intergovernmental relations, including the ability to:</p> <ul style="list-style-type: none"><li>a. Assist in the development and application of policies and rules of local boards of education, state educational authorities, state legislatures, and the federal government;</li><li>b. Develop a financial model to monitor a school district's financial health; and</li><li>c. Select professional advisors and contractors, including, but not limited to attorneys; and</li></ul>		

<p>(3) Knowledge of and ability to manage legal issues, including familiarity with:</p> <ul style="list-style-type: none"><li>a. RSAs 32, 33, 35, and others relating to budget, debt, and capital reserve funds;</li><li>b. Laws around various state aid programs including adequate education aid, building aid, and catastrophic aid;</li><li>c. Laws relating to federal aid and program requirements including RSA 94-142, IDEA, and ESEA grant programs;</li><li>d. State reporting requirements including department of education and department of revenue administration forms and reporting requirements;</li><li>e. State and federal constitutional rights that apply to individuals within the public education system;</li><li>f. Appropriate statutory and constitutional authority regarding the administration of public schools and significant statutory and case law relative to:<ul style="list-style-type: none"><li>1. Financial resource management;</li><li>2. Human resource management;</li><li>3. Facility and property management;</li><li>4. Information management;</li><li>and</li><li>5. Management of ancillary services; and</li></ul></li><li>g. Practice and application of ethical standards as they relate to the entire profession of school business</li></ul>		
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<p>administration.</p>		
<p>(c) In the area of financial resource management, the student shall have the following:</p>		
<p>(1) Knowledge of and the ability to apply the principles of school finance, including ability to:</p> <ul style="list-style-type: none"> <li>a. Explore alternative available revenue sources;</li> <li>b. Interpret the state funding model; and</li> <li>c. Analyze the impact of shifts in local, state, and federal funding, and the effect on local spending plans;</li> </ul>		
<p>(2) Knowledge of and ability to implement budgeting and financial planning, including ability to:</p> <ul style="list-style-type: none"> <li>a. Prepare a budget calendar to meet the time constraints of budget preparation; and</li> <li>b. Prepare revenue projections and estimates of expenditures for school</li> </ul>		

sites and district-wide budgets;		
<p>(3) Knowledge of and ability to manage purchasing including:</p> <ul style="list-style-type: none"> <li>a. Ability to apply the following: <ul style="list-style-type: none"> <li>1. Generally accepted ethical concepts, as identified in the 2<sup>nd</sup> Edition of the International School of Business Management Professional Standards and Code of Ethics as referenced in Appendix II; and</li> <li>2. Computerized procedures in the bidding and purchasing process;</li> </ul> </li> <li>b. Use of regional or cooperative purchasing with other school districts, municipalities, counties, and the state purchasing bureau;</li> <li>c. Specification and competitive bidding;</li> <li>d. Contracting and contract administration;</li> <li>e. Performance contracting;</li> <li>f. Insurance and bonding; and</li> <li>g. Lease purchasing;</li> </ul>		
(4) Knowledge of and ability to manage supply and fixed asset management including the ability to:		
<ul style="list-style-type: none"> <li>a. Manage and control inventories;</li> <li>b. Plan and implement a program for the maintenance and repair of equipment;</li> <li>c. Oversee the development and management of inventories; and</li> <li>d. Monitor and distribute supplies and equipment;</li> </ul>		

<p>(5) Knowledge of real property management including the ability to apply legal and ethical management policies, procedures, and practices;</p>		
<p>(6) Knowledge of and ability to implement accounting, auditing, and financial reporting, including ability to:</p>		
<p>a. Develop and monitor systems to account for, control, and report school district revenue and expenses;  b. Prepare and analyze interim and annual financial reports for school board, community, and other appropriate entities;  c. Determine revenues and expenditures by fund, using state-approved charts of accounts;  d. Establish and verify compliance with finance-related legal and contractual provisions; and  e. Facilitate management control of all financial operations and funds, using appropriate technology;</p>		
<p>(7) Ability to manage a school district's cash, investments, and debt, including ability to:</p>		
<p>a. Comprehend procedures and legal constraints for cash collection and disbursement;  b. Select professional advisors/contractors, including, but not limited to:  1. Bond counsel;  2. Accountants and auditors;  3. Actuaries  4. Financial advisors;  5. Underwriters; and  6. Banking institutions; and  c. Analyze the legal constraints and methods of issuing long-term general</p>		

<p>obligation bonds, including:</p> <ol style="list-style-type: none"> <li>1. The bond rating process;</li> <li>2. Role of the bonding attorney;</li> </ol> <p>and</p> <ol style="list-style-type: none"> <li>3. Rating services; and</li> </ol>		
<p>(8) Knowledge of and ability to evaluate technology available for school finance operations, including ability to:</p>		
<ol style="list-style-type: none"> <li>a. Keep current with technology applications;</li> <li>b. Maintain a working knowledge of the technology and software that are available for business and financial operations;</li> <li>c. Evaluate and apply various technology tools for use in the business office;</li> <li>d. Promote and assist in the development of staff training in technology for the business office;</li> <li>e. Determine and advocate for the allocation of appropriate resources toward the purchase and installation of technology and technology infrastructures in the school and business office; and</li> <li>f. Participate in the development and issuance of specifications for technology purchasing and technology infrastructure for school and business office functions.</li> </ol>		
<p>(d) In the area of human resource management, the student shall have the following abilities and knowledge:</p>		

<p>(1) Knowledge of and ability to manage human relations including ability to:</p> <ul style="list-style-type: none"><li>a. Identify and apply management theory and leadership styles including concepts of behavioral science and organizational structure theory;</li><li>b. Develop and maintain organizational culture; and</li><li>c. Manage organizational change;</li></ul>		
<p>(2) Knowledge of and ability to manage the administration of personnel and benefits, including:</p> <ul style="list-style-type: none"><li>a. Knowledge of federal and state laws, rules and regulations including, but not limited to, wage and hour requirements, Family Medical Leave Act, Fair Labor Standards Act, Comprehensive Omnibus Budget Reconciliation Act, Americans with Disabilities Act, workers compensation;</li><li>b. Ability to coordinate the development and management of an appropriate personnel information management system;</li><li>c. Ability to administer collective bargaining agreements, including:<ul style="list-style-type: none"><li>1. Interpreting contract language;</li><li>2. Considering the concept of past practice;</li><li>3. Understanding of just cause provisions; and</li><li>4. Understanding of grievance procedures;</li></ul></li><li>d. Procurement and contract management for employee benefits such as workers compensation,</li></ul>		

<p>unemployment compensation, medical and disability insurance; and e. Coordination of efforts relating to various employee committees such as safety committees, and wellness committees;</p>		
<p>(3) Knowledge of and ability to manage business office staff development, including ability to assist district staff in determining their professional development needs for the enhancement of employee training and development programs;</p>		
<p>(4) Knowledge of and ability to manage labor relations and collective bargaining, including: a. Knowledge of NH RSA 273, public sector collective bargaining law as well as case law pertaining to labor relations; and b. Ability to analyze and review jurisdictional, state, and federal laws, rules and regulations with respect to collective bargaining and impasse procedures, including, but not limited to mediation and fact finding.</p>		
<p>(e) In the area of facility and property management, the student shall have the following abilities and knowledge:</p>		
<p>(1) Knowledge of and ability to manage facilities planning, including ability to assist in developing and implementing a strategic plan for facilities;</p>		

<p>(2) Knowledge of and ability to manage maintenance and operations, including ability to understand the steps and procedures required to keep schools clean, energy efficient, and well-kept through routine custodial services, preventive maintenance and energy management; and</p>		
<p>(3) Knowledge and ability to manage facility construction, reconstruction, and renovation projects, including the ability to enter into:</p> <ul style="list-style-type: none"> <li>a. Contracts for architectural, engineering, and construction;</li> <li>b. Bonding and insurance;</li> <li>c. Construction contract management and administration;</li> <li>d. Permitting; and</li> <li>e. School building approval and state construction aid programs;</li> </ul>		
<p>(f) In the area of information management, the student shall have a knowledge of and ability to manage business office technology, including ability to:</p>		
<p>(1) Oversee the technical aspects of information management;</p>		
<p>(2) Direct, protect, analyze, and update the information managed by the business office; and</p>		
<p>(3) Understand how district information is used in state and federal funding models.</p>		
<p>(g) In the area of risk management, the student shall have the following abilities and knowledge:</p>		
<p>(1) Ability to assure that a comprehensive risk management program is in place;</p>		

(2) Anticipate and manage risks, taking into consideration the individual nature of each situation; and		
(3) Develop strategies and action plans to reduce exposure to risks;		
(4) Knowledge of legal requirements for insurance; and		
(5) Ability to direct the process of selecting/employing an insurance consultant or risk manager.		
(h) In the area of transportation, the student shall have the following abilities and knowledge:		
(1) Knowledge of state requirements for a student transportation program;		
(2) Knowledge of and ability to analyze the methods available for providing transportation;		
(3) Ability to assure that a school bus maintenance and replacement program is established and maintained;		
(4) Ability to develop, implement and maintain an efficient and comprehensive routing and bus stop plan; and		
(5) Ability to develop and implement a comprehensive human resource plan to include recruiting, training, and retention of bus drivers.		
(i) In the area of food service, the student shall have the following abilities and knowledge:		
(1) Knowledge of state and federal requirements of the food service program;		

(2) Knowledge of and ability to analyze the methods available for providing food service and;		
(3) Knowledge of food safety and sanitation.		

Source. #8023, eff 7-1-04; ss by #10276, eff 2-22-13