

# POLICY

## WILLINGBORO TOWNSHIP BOARD OF EDUCATION

ADMINISTRATION

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### EMPLOYMENT OF ASSISTANT SUPERINTENDENT OF BUSINESS/ BOARD SECRETARY

#### 1310 EMPLOYMENT OF ASSISTANT SUPERINTENDENT OF BUSINESS/ BOARD SECRETARY

The Board of Education shall appoint a qualified and capable person to fill a vacancy in the position of Assistant Superintendent of Business/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 such a certificate.

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

A candidate for the position of Assistant Superintendent of Business/Board Secretary shall be recommended to the Board by the Superintendent. The Board of Education will appoint a suitable person who holds the appropriate certificate as prescribed by the State Board of Education. The appointment of the Assistant Superintendent of Business/Board Secretary shall be made by the Board, which shall also fix the compensation to be agreed upon the negotiated contract amount to be paid to the Assistant Superintendent of Business/Board Secretary.

Any candidate's misstatement of fact material to qualifications for employment or the determination of salary will 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:9B-12.7

Adopted: 10 September 2007  
Revised: 14 September 2020