

**POLICY**

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EMPLOYMENT OF ASSISTANT SUPERINTENDENT FOR BUSINESS/BOARD SECRETARY

The Board of Education shall appoint a qualified and capable person to fill a vacancy in the position of Assistant Superintendent for Business/Board Secretary. Appointment will be made within sixty days of the occurrence of the vacancy and by the recorded roll call vote of a majority of the full Board.

All candidates for the position of Assistant Superintendent for Business/Board Secretary must produce evidence of their training and experience in the fields of government, accounting, financial report preparation, and budget and accounting management.

Every serious candidate for the position of Assistant Superintendent for Business/Board Secretary shall be interviewed by the Board Personnel Committee. Final selection shall be made by the Board, which shall also fix the compensation to be paid the School Business Administrator/Board Secretary.

N.J.S.A. 18A:16-1; 18A:17-5; 18A:17-4.1 et seq.

**Date:** Revised: 8/26/97

Second Reading and Final Adoption – May 24, 2005

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