

Board Secretary/Business Manager - Duties

Responsible for:

1. Implementing Board Policy regarding the organization and operation of the business affairs of the school district.
2. Functioning as Board secretary as may be required by the Board.
3. Overseeing non-instructional personnel as assigned, including supporting the collective bargaining negotiations process.
4. Developing the budget, financial planning, and investment.
5. Serving as administrative liaison to the Finance and Facilities Committees, including preparation of materials related to the meetings and recommendations of these committees.
6. Overseeing operations as assigned in the following:
 - Purchasing and supply management
 - Accounting and reporting
 - Maintenance
 - Use of facilities
 - Transportation operations
7. Performing such other tasks and responsibilities as the Superintendent may assign or delegate from time to time.

Reports to Superintendent of Schools

Adopted: August 1978

Revised: April 1996

Revised: July 2008

Revised: October 5, 2021

Revised: September 5, 2023

Tredyffrin/Easttown School District