

Chapter 71: School Business Officials

Rule 71.1 School Business Officials.

1. In order to provide a financial management system which ensures the proper accountability for funds administered through the local school districts on a timely and accurate basis, to provide and interpret financial information by which the local school board makes educational decisions, and to promote professional growth, the State Department of Education is authorized to create the following professional level positions for the public school districts of this state beginning with the 1990-1991 school year:

- a. School Business Officer
- b. School Business Administrator

2. Accreditation Standard

The Commission on School Accreditation is directed to develop a COMPULSORY STANDARD that one such position shall be required to meet minimum accreditation standards beginning with the 1990-1991 school year.

3. Minimum Qualifications

- a. School Business Officer
a high school degree and who does not meet the requirements for a school business administrator and who has a minimum of nine (9) specified semester hours* in accounting.
- b. School Business Administrator
 - i. a current valid certificate endorsed in School Administration with a minimum of nine specified semester hours* in accounting;
or
 - ii. a baccalaureate degree from an accredited four-year college or university with a concentration in a business related curriculum (accounting, finance, or business administration, etc.) including a minimum of nine (9) specified semester hours* in accounting;
or
 - iii. a baccalaureate degree in a nonrelated concentration with a minimum of 24 semester hours of recommended business related courses; 12 hours of which must be in specified courses*; or a graduate degree in a business related field;
or
 - iv. be a Certified Public Accountant licensed in Mississippi
- c. Recommended college courses: (*specified hours)
 - i. Principles of Accounting I and II (6 semester hours)
 - ii. Intermediate Accounting I and II (6 semester hours)
 - iii. Governmental Accounting (3 semester hours)
 - iv. Managerial Accounting (3 semester hours)
 - v. Financial Management (3 semester hours)
 - vi. School Finance (3 semester hours)
 - vii. School Business Administration (3 semester hours)
 - viii. General Management (3 semester hours)
 - ix. School Law (3 semester hours)

4. Administration

The administration of this process shall be through the State Department of Education, Bureau of School Support.

5. Initial Process

The initial process is as follows:

a. School Business Officer

Any school business officer who has been satisfactorily performing in that position, as of June 30, 1990, and does not meet the minimum qualifications for that position will be approved as a school business officer upon the recommendation of the local superintendent of education. An incumbent will be required to complete six semester hours of accounting (Accounting Principles I and II) plus a three hours specific training program developed by the State Department of Education within four years. Any newly appointed School Business Officer employed after July 1, 1990, must meet the minimum requirements of the School Business Officer. In the event a special need arises and written justification is submitted, a one year emergency approval may be granted for an individual who has only six of the specified hours in accounting. The three additional hours must be completed within 12 months of employment.

b. School Business Administrator

Any School Business Administrator who has been satisfactorily performing in that position on or before June 30, 1990, and does not meet the minimum requirements for the position but holds a four year college degree will be approved as a School Business Administrator upon the recommendation of the local superintendent of education. An incumbent will be required to complete six semester hours of accounting (Accounting Principles I and II) plus a three hour specific training program developed by the State Department of Education within four years. Any newly appointed School Business Administrator employed after July 1, 1990 must meet the minimum requirements of the School business Administrator.

6. Continuing Training

A minimum of 18 hours continuing training must be completed each year to maintain certification. One hour of credit will be given for each hour of training.

Ten of the 18 hours must be job specific. These hours must be from activities provided by the State Department of Audit; State Department of Education; or sponsored by the Mississippi Association of School Business Officials or the Mississippi School Boards Association; or approved by the local school superintendent of education as job specific.

The remaining 8 hours may be obtained by attending local and State Department of Education sponsored in service training for other certified staff members or attending state, regional or national school business official professional organizations.

All School Business Administrators must participate in the State Department of Education's School Executive Management Institute (SEMI) program.

Completing college courses to meet minimum job requirements will not apply as continuing training hours. However, other college courses may be counted for each semester hour completed.

In the event an emergency (a situation over which the individual has no control) should arise that would prevent an individual from completing the necessary 18 hours in service training, a one year waiver may be granted upon written justification and recommendation of the local school superintendent of education and approved by the State Department of Education. The subsequent school year's 18 hours must be completed.

7. Rule and Regulation Authority

The State Department of Education is authorized to promulgate other rules and regulations necessary to implement and administer this matter.

Source: *Miss. Code Ann. § 37-1-3 (Revised 5/1993)*