

International School Business Management Professional Standards - Extract

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ASSOCIATION OF
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The Educational Enterprise

School business practices permeate the entire school district and school business officials are increasingly recognized as being central to the successful operation of the educational enterprise. The local school system often maintains the largest budget, number of employees, indoor and outdoor facilities, and fleet of vehicles in the community. Therefore, because of the public's increased demand for accountability, transparency, and independence; the challenge to do more with less; and the needed expertise to manage the financial resources of the school, the school business official must endorse certain standards in organization and administration, public policy and intergovernmental relations, and the legal framework of public schools.

A. Organization and Administration

B. Public Policy and Intergovernmental Relations

C. Legal Issues

Financial Resource Management

School business officials must understand and be able to demonstrate the principles associated with school financial management, including budgeting, financial planning, accounting, auditing, financial reporting, cash management, investments, and debt management. School business officials should also be able to explain, verify, and justify financial decision making to school leaders, staff members, local education authorities, and the wider school community.

A. Principles of School Finance

B. Budgeting and Financial Planning

C. Accounting, Auditing, and Financial Reporting

D. Cash Management, Investments, and Debt Management

E. Technology for School Finance Operations

Human Resource Management

Human resource management encompasses all aspects of employee recruitment, induction, professional development, labor relations, and the fostering of positive human relations. School business officials should maintain confidentiality and professionalism and have a solid understanding of the laws associated with human resource management, where applicable, ensuring that all local, regional, or national legislation, policies, rules, and agreements are met.

Human resource management involves day-to-day practical considerations and requires an understanding of both theory and practice, recognizing that theory often determines practice. School business officials must be aware and remain abreast of current management concepts and practices to fulfill their human resource management role successfully, efficiently, and effectively.

A. Personnel and Benefits Administration

B. Professional Development

C. Labor Relations and Employment Agreements

D. Human Relations

Facility Management

Research on learning has validated the effect of environmental stimuli on the learner. Factors such as sound, light, temperature, environmental conditions, ventilation, and the design of space affect the ability of individuals to learn and work. Hence, effective and efficient facility management contributes to the educational process by providing a safe, clean, and effective environment in which instructional programs are delivered. Expertise in such areas as facility management, accountability for capital resources, and administration of the substantial public investment in schools are performance competencies for school business officials.

A. Planning and Construction

B. Maintenance and Operations

C. Proficiency Factors

Property Acquisition and Management

Effective acquisition of property, materials, equipment, and services (summarized as “property”) requires a systematic purchasing system operated by established procedures and managed by competent professionals. School business officials are responsible for managing and coordinating property acquisition in an efficient and cost-effective manner consistent with appropriate laws and ethical practices.

A. Purchasing

B. Supply and Fixed Asset Management

C. Real Estate Management

Information Management

In a technological environment where information regularly flows within and outside a school organization in gigabits per second, the prerequisite competencies to direct, protect, analyze, and update this information have become a primary focus for school business officials. Ultimately, information management is more than simply overseeing technical data; it also involves the clear presentation and communication of information to key decision-making individuals and groups in the school environment. Other factors that are equally important are the diversity of how the data are derived, their cleanliness, and their immediate and applicable use.

A. Strategic Planning and Implementation

B. Instructional Support Program Evaluation

C. Instructional Program Evaluation

D. Communications

E. Management Information Systems

Ancillary Services

Ancillary services are services provided by educational institutions that are peripheral to the main educational mission. The main components of ancillary services are student welfare services (food and nutrition services, transportation, school health services) and services for the general public (sports, recreational or cultural programming). Analytical and managerial skills are necessary to make sound operational decisions related to facility management and planning, capital funding, maintenance, procurement processes, fixed asset management, transportation, food and nutrition service administration, and risk management.

A. Risk Management

B. Transportation

C. Food and Nutrition Services



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