# Maine Association of School Business Officials
## School Business Official I - Certification Checklist

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date:</th>
<th>Evaluators:</th>
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### A Requirements

<table>
<thead>
<tr>
<th>Completed</th>
<th>Needs</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Associate's Degree with no experience or Minimum 10 years experience with portfolio* Business / Finance - 6 credit hours</td>
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### B Course Descriptions

#### 1 Introduction to School Business (14 contact hrs)

- Federal & State Reports
- Fund Accounting Processes
- School Organizational & Operational Issues (Boards)
- Inter-relationships (schools, facilities, transportation, lunch)
- Roles & Functions of School Business Official

#### 2 Cash Management (3 contact hrs)

- Selecting Banking and Other Financial Services
- Compensating Balances
- Cash Collection and Disbursement
- Internal Transfers and Loans
- Cash Flow Analysis

#### 3 Introduction to Ethical Principles & Decision Making (3 contract hours)

- Organizational Ethics
- Black and White and then Gray
- Ethical Issues/Dilemmas; How to Handle
- How to Establish an Ethics Program

#### 4 Principles of Education (3 contact hrs)

- Educational Process
- Culture of Schools and Learning Theories
- Teaching Methodologies
- School Improvement
- In-Service Programs
- Structure and Function of the Principalship

#### 5 Team Leadership (3 contact hrs)

- Leadership in General
- Methods of Challenges of Managing People
- Recruiting, Training, Motivating and Evaluating Staff

#### 6 Technology for the Business Manager (3 contact hrs)

- Development of Staff Training in Technology
- Long-Range Planning for School District
- Technology Infrastructure and Evaluating Cost Benefits
- Ensuring Appropriate Security

#### 7 Wrap-up (2 contact hrs)

- Review Content Areas, Provide References, Reflection

#### 8 Elective (3 contact hrs)
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Total Class Time: 34 contact hours  
Continuing Education contact hours are 50 within 5 yrs

When you complete any of the above requirements, please submit the documentation to this office. Please send only official transcripts for college courses.

For PDC use only:

Number of Courses that are Completed: 
Number of Courses that are Needed: 

* Portfolio - A portfolio provides evidence of accomplishments, skills, abilities and it documents the scope and quality of a person's experience and training.