

**Maine Association of School Business Officials
School Business Official II - Certification Checklist**

Name:	Date:	Evaluators:
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A Requirements	Completed	Needs	Comments
Bachelor's Degree with no experience or			
Associate's Degree with 10 years experience & portfolio*			
Business / Finance - 9 credit hours			

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 and Decision Making (3 contact hours)			
	Organizational Ethics			
	Black and White and then Gray			
	Ethical Issues/Dilemmas; How to Handle			
	How to Establish an Ethics Program			
4	Labor Relations/Employment Law (6 contact hrs)			
	Collective Bargaining			
	Wage and Hour			
	Discrimination, COBRA, FMLA			
	Federal & State Retirement Issues			
5	Payroll & Related Personnel Issues (3 contact hrs)			
	State and Federal Payroll Laws and Regulations			
	Tax Regulations			
	Employee Retirement Plans			
	Aspects of Completing Payroll and Direct Deposits			
6	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			
7	Effective Communications (3 contact hrs)			
	Techniques to Send Clear Messages			
	Create Credibility			

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A Requirements				
<input type="checkbox"/>	How to Use Body Language Effectively			
<input type="checkbox"/>	Listen for Understanding			
8	Purchasing (3 contact hrs)			
<input type="checkbox"/>	Basics of Purchasing Function			
<input type="checkbox"/>	Structure of Purchasing Operation			
<input type="checkbox"/>	Electronic and Cooperative Purchasing			
<input type="checkbox"/>	Bidding, Reviewing Contracts, Lease-Purchases			
9	Team Leadership (3 contact hrs)			
<input type="checkbox"/>	Leadership in General			
<input type="checkbox"/>	Methods of Challenges of Managing People			
<input type="checkbox"/>	Recruiting, Training, Motivating and Evaluating Staff			
#	Technology for the Business Manager (3 contact hrs)			
<input type="checkbox"/>	Development of Staff Training in Technology			
<input type="checkbox"/>	Long-Range Planning for School District			
<input type="checkbox"/>	Technology Infrastructure and Evaluating Cost Benefits			
<input type="checkbox"/>	Ensuring Appropriate Security			
#	Wrap-up (2 contact hrs)			
<input type="checkbox"/>	Review Content Areas, Provide References, Reflection			
#	Elective (3 contact hrs)			
#	Elective (3 contact hrs)			

Total Class Time: 52 contact hours
Continuing Education contact hours are 75 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.