

IASBO CERTIFICATION PROGRAM

Classifications

Chief Business Officer

Chief Business Officer's direct the functional areas in a school business office. This would include at least two of the following areas: accounting; budgeting; transportation; food nutrition; facilities; human resources; technology; risk management; cash management; and, purchasing. Also included would be a superintendent in a school corporation that does not employ a separate Chief Business Officer. Other members of the business office report to the Chief Business Officer. The Chief Business Officer must have a BA/BS degree to qualify for the certification program.

Assistant Chief Business Officer

The Assistant Chief Business Officer directs one or more functional area in the school business office. This would include at least one of the following areas: accounting; budgeting; transportation; food nutrition; facilities; human resources; technology; risk management; cash management; and, purchasing. The Assistant Chief Business Officer typically reports to the Chief Business Officer or a superintendent who serves in that capacity. The Assistant Chief Business Officer must have an Associate degree or high school diploma to qualify for the certification program.

Business Office Specialist

The Business Office Specialist is employed in one or more of the functional areas in a school business office. Examples would be payroll, accounting, purchasing, human resources and technology. The Business Office Specialist typically reports to the Chief Business Officer or the Assistant Chief Business Officer or the superintendent who serves in that capacity. The Business Office Specialist must have an Associate degree or high school diploma to qualify for the certification program. Corporation Treasurers and Deputy Treasurers would qualify for this category.

Facility Director

Facility Directors are responsible for at least one of the following areas: facilities and grounds administration, maintenance operations, custodial operations, emergency preparedness management, utility and energy conservation, and landscape and grounds management. The Facility Directors must have an Associate degree or high school diploma to qualify for the certification program.

Human Resources Specialist

The Human Resources Specialists are responsible for one of the following areas: benefits administration, payroll administration, collective bargaining, group health/medical insurance, contract administration, labor relations, personnel evaluations and unemployment insurance. The Human Resources Specialists must have an Associate degree or high school diploma to qualify for the certification program.