

School Business Administrator Candidate Pool & Hiring Process

January 2018



EMPLOYMENT OPPORTUNITIES

One position in each comprehensive high school:

25 Positions in MCPS

+ Low Employee Turnover Rate

= A Highly Competitive Job Field



ROLES & RESPONSIBILITIES

- Leadership, supervision, and evaluation
- MCPS policies, procedures, and regulations, state and federal laws
- Financial management, budget, and planning
 - MCPS operating funds
 - Independent Activity Funds
 - Local school programs, grants, and contracts
- School business operations and processes
- Community use of the facility



EDUCATION

- Minimum: Bachelor's degree from an accredited college or university with a preferred major in business administration, finance, educational administration
- Coursework:
 - 9 semester hours in accounting/finance, and
 - 18 semester hours in two or more of the following areas: economics, marketing, public policy, supply chain management, information technologies, and management and organization.
 - Other combination of courses may be considered
- Preferred: Master's degree with a major in business management and/or administration



KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of fiduciary principles, practices, and techniques of business administration, specifically in accounting, financial management, human resources, budgeting, and planning with application in the following areas: food services, transportation, building services and facility management.



KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of and the ability to interpret MCPS financial and operations policies, regulations, and procedures
- Ability to administer and apply continuous improvement principles
- Excellent oral and written communications and human relations skills
- Demonstrated ability to supervise and evaluate staff and implement the Supporting Services Professional Growth System (SSPGS)



EXPERIENCE

- **3-5** years of school management or business management experience
- Budget development, finance administration and/or prior public school finance experience
- Leadership experience
 - Supervision and evaluation
 - Developing, communicating, and implementing best practices
 - Project management
 - Peer coaching and mentoring
- Association of School Business Officials (ASBO) certification



APPLICATION CHECKLIST

1. Create an MCPS Careers Profile
2. Apply to the SBA eligibility pool requisition
3. Attach to your profile a letter of interest detailing how your education and experience has prepared you for the position
4. Attach to your profile a current resume
5. Attach a copy of conferred degree transcripts
6. Submit two recommendations (one must be from your current supervisor)
7. Complete the knowledge/skills tests (by invitation)



SBA SCREENING TESTS

Applicants who meet minimum requirements will be invited to take required knowledge/skills tests. OHRD will coordinate testing at 45 W. Gude Drive in Rockville.

- **School Business Administrator Exam**
- **Microsoft Excel Skills test**
- **Writing Sample**



SBA EXAM

- 1–hour multiple choice test
- Subject Areas
 - Basic Accounting
 - Business Math
 - Management & Supervision



EXCEL SKILLS TEST

- Excel tests will be evaluated on:
 - Following directions
 - Ability to manipulate data and calculations in Excel spreadsheets
 - Interpretation of MCPS policy and procedures
 - Data analysis

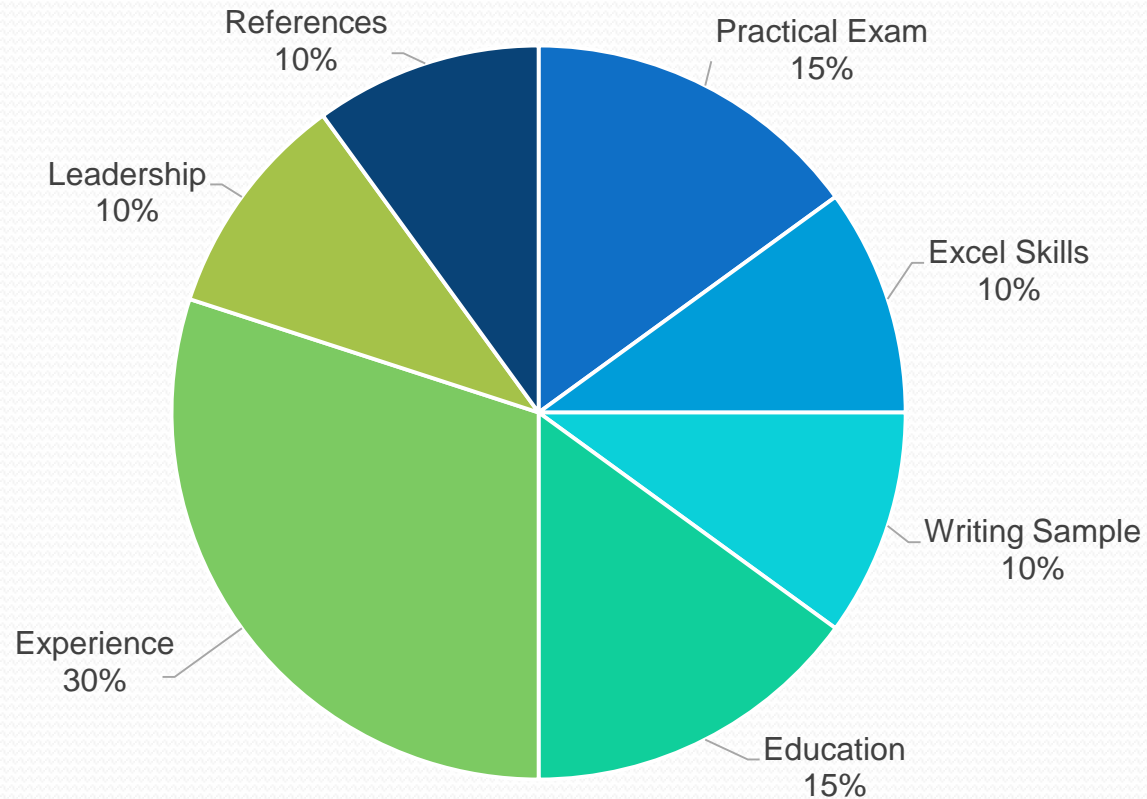


WRITING SAMPLE

- Writing is evaluated on the following:
 - Problem-solving skills
 - Language, mechanics/grammatical style, and tone
 - Content valid according to data/calculations in Excel task



SBA CANDIDATE POOL SCREENING



■ Practical Exam ■ Excel Skills ■ Writing Sample ■ Education ■ Experience ■ Leadership ■ References



TIMEFRAME FOR SBA POOL

Application process is open through
February 28, 2018

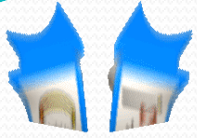
Selected applicants will be contacted by OHRD
to schedule SBA Pool screening tests

Applicants will be notified of results by
April 30, 2018



IF YOU ARE NOT ACCEPTED . . .

- You will be informed in writing by OHRD
- You may reapply the following year
 - Update your MCPS Careers Profile
 - Submit one updated reference from your current principal/supervisor



YOU'VE BEEN ACCEPTED!

- You will be informed in writing by OHRD
- If selected into the SBA Candidate Pool, you may apply for SBA vacancies advertised by schools on MCPS Careers
- Principals screen and select applicants to interview based on the school's needs
- Applicants are not guaranteed interviews



LOCAL SCHOOL SBA INTERVIEWS

- SBA interviews are conducted at the school by an interview panel (typically 5-6 people)
- The same interview questions are used for each candidate
- Interview panel members provide input to the hiring decision



RECOMMENDATION & APPROVAL

- The final selection is determined by the principal
- Principals send a recommendation for hire through their associate superintendent
- SBA hires must be approved by the deputy superintendent and chief operating officer



SBA CANDIDATE POOL TENURE

- If not selected to fill an SBA vacancy, you will remain in the SBA Candidate Pool for a maximum of (3) three years
- If you are currently in the SBA Candidate Pool, no further action is required
- After 3 years, candidates will need to meet requirements again and reapply to the Pool



QUESTIONS?

MCPS Careers Application & SBA Candidate Pool Process

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