

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

<b>Name:</b>	<b>Date:</b>	<b>Evaluators:</b>
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<b>A Requirements</b>	<b>Completed</b>	<b>Needs</b>	<b>Comments</b>
Associate's Degree with no experience or			
Minimum 10 years experience with portfolio*			
Business / Finance - 6 credit hours			

**B Course Descriptions**

<b>1 Introduction to School Business (14 contact hrs)</b>			
Federal & State Reports			
Fund Accounting Processes			
School Organizational & Operational Issues (Boards)			
Inter-relationships (schools, facilities, transportation, lunch)			
Roles & Functions of School Business Official			
<b>2 Cash Management (3 contact hrs)</b>			
Selecting Banking and Other Financial Services			
Compensating Balances			
Cash Collection and Disbursement			
Internal Transfers and Loans			
Cash Flow Analysis			
<b>3 Introduction to Ethical Principles &amp; Decision Making (3 contract hours)</b>			
Organizational Ethics			
Black and White and then Gray			
Ethical Issues/Dilemmas; How to Handle			
How to Establish an Ethics Program			
<b>4 Principles of Education (3 contact hrs)</b>			
Educational Process			
Culture of Schools and Learning Theories			
Teaching Methodologies			
School Improvement			
In-Service Programs			
Structure and Function of the Principalship			
<b>5 Team Leadership (3 contact hrs)</b>			
Leadership in General			
Methods of Challenges of Managing People			
Recruiting, Training, Motivating and Evaluating Staff			
<b>6 Technology for the Business Manager (3 contact hrs)</b>			
Development of Staff Training in Technology			
Long-Range Planning for School District			
Technology Infrastructure and Evaluating Cost Benefits			
Ensuring Appropriate Security			
<b>7 Wrap-up (2 contact hrs)</b>			
Review Content Areas, Provide References, Reflection			
<b>8 Elective (3 contact hrs)</b>			

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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.**

<b>For PDC use only:</b>	
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.