Chapter 71: School Business Officials

*Rule 71.2 Licensure of School Business Administrator.*

1. **Purpose**
   
   In order to provide a financial management system which ensures the proper accountability
   
   for funds administered through the local school districts on a timely and accurate basis, to
   
   provide and interpret financial information by which the local school board makes
   
   educational decisions, and to promote professional growth, the State Department of Education
   
   is authorized to create a Licensed School Business Administrator position for the public
   
   school districts of this state beginning with the 2012–2013 school year. This license shall be
   
   issued by the Mississippi Department of Education, Office of Educator Licensure and the
   
   license holder shall be bound by the MS Educator Code of Ethics, Standards of Conduct.

2. **Accreditation Standard**

   The Commission on School Accreditation is directed to develop a PROCESS STANDARD
   
   that one such position shall be required to meet minimum accreditation standards beginning
   
   with the 2012 – 2013 school year. Although any individual who meets the minimum
   
   requirements may obtain the license, the district may only designate one individual as the
   
   Licensed School Business Administrator. The individual designated as the Licensed School
   
   Business Administrator shall hold the School Business Administrator License. Individuals
   
   in a school district holding the School Business Administrator license, but who are not the
   
   designated the Licensed School Business Administrator and are not employed in a position in
   
   the district requiring any other license issued by the Mississippi Department of Education
   
   Office of Educator Licensure shall not be considered a licensed employee as that term is
   
   used in Mississippi Code, Annotated.

   Any current School Business Administrator or Officer who has been satisfactorily performing
   
   in that position on or before June 30, 2012 and does not meet the minimum requirements for
   
   obtaining a School Business Administrator License will be required to maintain the School
   
   Business Administrator/Officer certificate issued by the Mississippi Department of Education,
   
   Office of School Financial Services by completing 20 hours of continuing training each fiscal
   
   year. One hour of credit will be given for each hour of training. Hours may be obtained by
   
   participating in approved local, state, regional, or national school business related
   
   conferences, courses or workshops. Districts that have a certified School Business
   
   Administrator or Officer in lieu of a Licensed School Business Administrator will be
   
   considered in compliance with the accreditation standard requiring a Licensed School
   
   Business Administrator. However, these individuals will not be considered a licensed
   
   employee as the term is used in Mississippi Code, Annotated.

   Any individual newly hired or appointed as a school district’s Licensed School Business
   
   Administrator after June 30, 2012, shall meet the minimum requirements of the Licensed
   
   School Business Administrator and obtain the license from the Mississippi Department of
   
   Education, Office of Educator Licensure prior to being named as the school district’s
   
   Licensed School Business Administrator.
3. **Initial Licensure**
   The following minimum qualifications shall be met for initial licensing:

   A baccalaureate degree from an accredited four-year college or university in Accounting. Other baccalaureate degrees from an accredited four-year college or university in Finance, Business Administration, or other business-related curriculum may be considered but shall include a minimum of fifteen (15) specified semester hours successfully completed in accounting from the following course list:

   a. Principles of Accounting I and II (6 semester hours)
   b. Intermediate Accounting I and II (6 semester hours)
   c. Advanced Accounting (3 semester hours)
   d. Governmental Accounting (3 semester hours)
   e. Managerial Accounting (3 semester hours)
   f. Auditing (3 semester hours)
   g. Cost Accounting (3 semester hours)
   h. Business Law (3 semester hours)
   i. Financial Management (3 semester hours)
   j. School Finance or School Law (3 hours)

   The State Department of Education, Office of School Financial Services, shall approve all courses titled differently than those listed.

4. **Administration**
   This process shall be administered jointly through the State Department of Education Office of School Financial Services and Office of Educator Licensure.

5. **Rule and Regulation Authority**
   The State Department of Education is authorized to promulgate other rules and regulations necessary to implement and administer this matter.