



## Association of School Business Officials International

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The **Association of School Business Officials International (ASBO)** represents experts in school business management.

School business officials are responsible for ensuring **every child** in the district has the **resources** he or she needs **to learn** and every teacher and principal has the tools and resources to provide an **effective learning environment**—everything from reliable transportation and nutritious meals, to secure and safe buildings and up-to-date technology.

ASBO recognizes that it is essential that the person in this role possess many specific attributes.

This document encapsulates the capabilities of highly effective school business leaders and serves as a code of conduct for the field. The full publication can be downloaded by visiting [www.asbointl.org/ProfessionalStandards](http://www.asbointl.org/ProfessionalStandards)



## INTERNATIONAL SCHOOL BUSINESS MANAGEMENT PROFESSIONAL STANDARDS AND CODE OF ETHICS

### Executive Summary

Everything has a bottom line, and **when it comes to educating children, that bottom line is calculated in more than dollars.** Today's school districts cannot meet the challenges of an increasingly demanding and diverse clientele without solidly established business and financial operating systems led by effective school business officials.

Being judged as “professional”—skilled, trusted, and dedicated—is critical to the school business official. ASBO International believes all school business officials should adhere to professional standards.

The following summary of professional standards grew from existing standards that evolved in recent years, combined with the knowledge base of highly trained and well-recognized school business officials. Everyone serving in the field of education can use them as guidelines to follow as they strive toward the bottom line: helping students to succeed.



# A LEADER WITH MANY HATS

## Finance and Policy Expert

School district budgets, collectively worth hundreds of billions of dollars, often represent the largest expenditures of communities. Effective school business officials are expected to manage all facets of these budgets. Those who **establish quality business practices** and maintain them by anticipating future needs spearhead a ripple effect, leading to quality instructional programs and successful students.

The public's increased demand for school district accountability, in addition to the challenge of shrinking resources, leads to the need for a broad range of skills in everything from **organization** and administration to **legal issues** and public policy, including the **ability to voice an opinion to effect change**. For an example of ways school business officials can make their voices heard to local and national legislators, visit <http://capwiz.com/asbo/home/>

## People Person

While razor sharp financial skills are critical for the effective school business leader, honed interpersonal skills, as well as the ability to balance the theory and practice of those skills, are also essential. School business officials must be experts in **team building and conflict resolution**. Furthermore, they need to have the ability to assess staff needs, create a **positive and motivating professional development program**, and ensure compliance with continuing education requirement rules. To see how school business officials can continue their own professional development in human resources and other business management issues, visit [www.asbointl.org/Recognition](http://www.asbointl.org/Recognition)

## Learning Architect

Schools have evolved from simple brick and mortar buildings to facilities that take various environmental elements into consideration. In light of this evolution, as well as constant demographic changes, school business officials need to promote **safe and productive learning environments** in both existing and new school facilities.

To do so, they must be able to work productively with real estate developers,

zoning officials, contractors, and community leaders to ensure **smart long-range planning**, appropriate site selection, fair professional contracts, and proper deliberation of energy and environmental factors, in addition to understanding the financial implications of all elements. School business officials must also have working knowledge of real estate purchasing and asset management and be able to **keep facility operations and maintenance services on an even keel**. For a wide range of facility planning and maintenance resources, visit [www.asbointl.org/Facilities](http://www.asbointl.org/Facilities)

## Savvy Technical Guru

More than just the supervisor of technical data, school business officials must be capable of **directing, protecting, analyzing, and updating information**, as well as presenting it to decision-making groups. To do this, they must play a key role in strategic planning and instructional program evaluation and use effective communication strategies for public relations within the school district and the community.

School business officials must also be **technology experts**. Their responsibilities include making the best use of **technology for learning**, developing and maintaining accurate and secure databases, evaluating cost benefits, and allocating resources for technology infrastructures. For an example of a resource that many school business officials use to keep current on technology integration, trends, and best practices, visit [www.asbointl.org/SBA](http://www.asbointl.org/SBA)

## Multitasker to the Nth Degree

"Other duties" are more than just a catch-all when describing the myriad school business official responsibilities. Safe and efficient school buses, food services that meet nutritional guidelines, and **high standards for the safety and security needs** of students, administrators, teachers, and staff all rest in the hands of the district business office personnel. These ancillary services skills require constant development and reassessment. Here's how many school business officials stay current: [www.asbointl.org/ProfessionalStandards](http://www.asbointl.org/ProfessionalStandards)

## CODE OF ETHICS

Members and associate members of the Association of School Business Officials International are committed to conducting themselves within the highest standards of professional and personal ethics.

### Ethical Standards

Keeping the well-being of students at the forefront, members and associate members shall fulfill all aspects of their professional responsibilities with honesty and integrity and without intent for personal gain.

### Ethical Conduct

To adhere to the ethical standards, members and associate members shall be fair and objective in the interpretation and implementation of policies and practices, supportive of their employer and employees, and accurate and timely when reporting data.

### Expectations of Personal and Professional Integrity

In the course of daily business, members and associate members shall be honest; shall avoid conflicts of interest and preferential treatment involving individuals, groups, and themselves; and shall accept leadership responsibilities in support of the profession.

This is—in a very tight nutshell—what is expected of and provided by excellent school business officials each and every day. The nearly 200 individual professional standards and the 28-point Code of Ethics spell out with precision what these vital individuals must do to carry out their duties. To better understand them, please visit [www.asbointl.org/ProfessionalStandards](http://www.asbointl.org/ProfessionalStandards)



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ASBO International provides programs and services to promote the highest standards of school management practices to allow the effective use of resources in the education of children. For more about ASBO visit [www.asbointl.org](http://www.asbointl.org)