



## Pennsylvania Association of School Business Officials

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**TO: Director, Career Services**  
**FROM: Corrine Shearer, PASBO Assistant Executive Director**  
**RE: Careers in K-12 Non-Instructional Administration**

*We request that you share this information with the academic departments in your institution that are most relevant to the types of school business positions described below.*

Education agencies are one of the largest employers in Pennsylvania and the United States. While most everyone knows that teachers are needed in schools, many are not aware of the variety of business career tracks in every institution. As a professional who is in the position to guide students in career and employment decisions, PASBO is pleased to provide information and resources to assist you in making students aware of these opportunities.

The Pennsylvania Association of School Business Officials (PASBO) is a professional association that represents more than 3,000 members who are primarily employed full time by public or private schools in Pennsylvania. Member programs and services promote employment opportunities, professional growth, high standards of school business management practices and the effective use of educational resources. One specific program strives to reach out to new professionals and promote employment opportunities in school business. This is why we are contacting you today.

Local education agencies are in essence "small corporations." Here are examples of the types of business positions available in Pennsylvania's 740 school districts, intermediate units, career and technology centers and charter schools:

- School business managers serve as the **chief operating officer**, overseeing the many functions of running a multi-million dollar operation.
- Within the building services area, **facilities managers** oversee all the systems, grounds keeping, and cleaning services.
- A career in **accounting** is available in the business office to perform services such as fund accounting, internal auditing, purchasing and payroll.
- The **human resources** function is one of the most active areas considering 80 percent of all school budgets are funding employees and employee benefits.
- Did you know that schools run restaurants? The **food service** programs are sophisticated nutritional services focusing on wellness, childhood obesity, while utilizing the agricultural products produced in Pennsylvania and the US in a creative and attractive setting.
- Operation services include some of the most sophisticated **transportation systems** in the community. There are many regulations and safety programs related to this area as well as public relations.

- Speaking of **public relations**, schools are facing an increasing need to promote what is working in education. Public relations and communications in a school setting involve every type of interaction as it touches every person and business as well as government agencies.
- Schools have some of the most state-of-the-art **technology systems**, not only for instruction, but also for building service systems, student record systems, financial systems, and websites.
- **Purchasing** professionals develop best value procurement practices and manage inventory and fixed assets.
- **Safety** expertise is needed to ensure safe learning environments that are free from hazards and to support occupation safety for employees.

As you can see, K-12 non-instructional administration offers a significant variety of careers. In addition, working for a school offers many benefits including:

- Contribute to the education and development of children
- Enter a secure and stable career field
- Attain career growth opportunities and advancement
- Receive a comprehensive benefit package
- Participate in a state retirement system
- Continue post-secondary educational opportunities

To support the goal of making future professionals aware of these opportunities, PASBO is pleased to provide the following resources available at <http://www.pasbo.org/careers>

- **Careers Flyer** - describing the range of non-instructional careers. A copy is enclosed and the file can be downloaded from the PASBO website. *(Sample enclosed)*
- **Career Day Presentation** – PowerPoint presentation on School Business Management positions for Career Days
- **School Districts in PA** - A link to contact information for all School Districts in Pennsylvania
- **Employment Opportunities** - Available positions posted on the PASBO website
- **Intern Central** - a webpage providing resources to develop internships in schools. Students can find a quick guide on how to approach a school about an internship experience.

In addition, PASBO is committed to providing high quality professional development opportunities to both current and potential school business professionals.

- Professional Development programs – for more information, go to <http://www.pasbo.org/workshops>
- Graduate Degree in School Business Leadership offered in partnership with Wilkes University – for more information, go to <http://www.pasbo.org/wilkes>

We thank you for your time to review this information. Please contact Corrine Shearer ([cshearer@pasbo.org](mailto:cshearer@pasbo.org)) at the PASBO office if you have questions or we can provide further assistance.