

SCHOOL BUSINESS OFFICIAL RECRUITMENT & SELECTION

MAKING THE RIGHT CHOICE FOR YOUR DISTRICT

Congratulations on your decision to bring the experience and expertise of an SBO to your district.

Illinois ASBO is committed to walking with you step by step through the process of finding the right person for your district. Once they are hired, we are dedicated to the continued success of your SBO realizing their potential, as they connect to a vast array of resources and a network of fellow professionals.

Six Steps to Selecting and Hiring an SBO

1. Determine the Role of Your SBO

Begin by filling out the SBO Task and Function Checklist on page 9 to understand the scope of duties that you are looking for your SBO to perform. From there, you will have a framework to refer to as you continue on to the next steps in the process.

2. Determine, Title, Qualifications and Salary Range

Based on what you would like your SBO to do, use the chart of typical titles and qualifications on page 10 to guide you in deciding what to title your SBO position and what key things you are looking for in a qualified candidate.

3. Create a Job Description

Use Illinois ASBO's sample job descriptions as a springboard to create a description that matches the tasks and functions you have chosen for your SBO.

4. Find Qualified Candidates

Whether you conduct an external search or decide to “grow your own” talent through a master's or certification program, there are numerous resources available to help you to bring the right candidate to your district.

5. Interviewing and Selection

Understanding whether a candidate matches your district's needs can come down to asking the right questions. Use the compiled list of interview questions to get started as you narrow down the right candidate.

6. Commit to their Professional Growth

Illinois ASBO provides an array of resources and opportunities to help your newly hired SBO reach their potential.

STEP ONE: DETERMINE THE ROLE OF YOUR SBO

WHAT DO I WANT MY SCHOOL BUSINESS OFFICIAL TO DO?

Task and Function Checklist – Check all that apply

TASKS	FUNCTIONS		
	Perform Specific Tasks (i.e. payroll)	Direct, Oversee and/or Supervise	Key Decision Maker and/or Evaluator
Financial Planning/Budgeting			
Accounting & Finance Systems			
Debt Services & Capital Fund Management			
Auditing			
Purchasing & Supply Management			
School Facility Planning & Construction			
Facility Operations			
Insurance/Risk Management			
Cost Analysis			
Reporting & Compliance			
Collective Bargaining			
Data Processing			
Cash Management & Investments			
Food Service			
Legal & Policy Management			
Personnel Management			
Grant Writing & Management			
Office Management			
Community Relations			
Property Management			
Campus Security			
Staff Development			
Student Activity Funds			
Transportation Services			
Health and Safety			

STEP TWO: DETERMINE TITLE, QUALIFICATIONS AND SALARY RANGE

WHAT TITLE SHOULD I CHOOSE FOR MY SCHOOL BUSINESS OFFICIAL?

Below is a set of typical titles and qualifications of SBOs based on their scope of responsibilities. Refer to the SBO Task and Function Checklist to understand what responsibilities you would like your SBO to perform. For example, if you checked “Key Decision Maker and/or Evaluator” or “Directs, Oversees and/or Supervises” for a wide scope of functions, consider a title that reflects this.

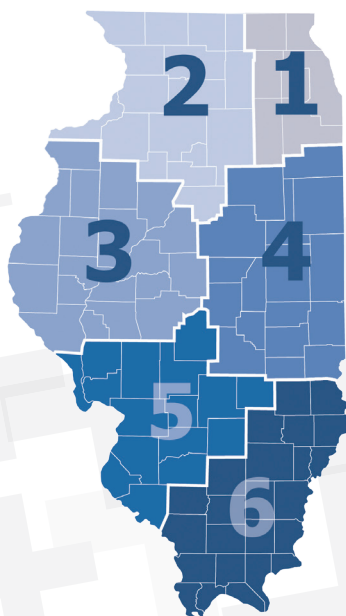
Please note that titles and scope of responsibilities vary significantly from district to district. This is not intended for the purposes of re-classifying current school business professionals.

Typical Titles	Scope of Responsibilities	Typical Qualifications
Assistant Superintendent for Business or Finance	Oversees, supervises and/or is a key decision maker for all finance and operational aspects of a school district.	- Professional Education License with Chief School Business Official (CSBO) endorsement* - Master's degree required
Business Manager or Director	Oversees and/or supervises some or all financial and operational aspects of a school district.	- Master's degree required - CSBO preferred*
Chief Financial Officer or Comptroller	Oversees school finance and accounting functions and/or performs specific tasks (some operational oversight may apply).	CPA or or master's degree in finance or accounting

***Note: To comply with TRS Guidelines, please add /CSBO to the title of any position requiring a CSBO endorsement.**

WHAT ARE THE SALARY RANGES FOR SCHOOL BUSINESS OFFICIALS?

Based on the 2025 Employment Information System (EIS) data and job categories, the annual salary ranges based on title only are:



ASSISTANT SUPERINTENDENT

	Low	High	Average
Zone 1	\$103,483	\$278,191	\$172,597
Zone 2	\$94,656	\$289,818	\$137,190
Zone 3	\$83,869	\$168,572	\$133,767
Zone 4	\$104,354	\$193,565	\$130,360
Zone 5	\$80,000	\$178,817	\$126,993
Zone 6	\$80,750	\$250,000	\$131,759

CHIEF SCHOOL BUSINESS OFFICIAL

	Low	High	Average
Zone 1	\$53,904	\$276,842	\$163,909
Zone 2	\$65,253	\$188,381	\$138,543
Zone 3	\$73,000	\$177,117	\$130,000
Zone 4	\$90,915	\$179,477	\$120,914
Zone 5	\$83,200	\$152,276	\$128,211
Zone 6	\$67,384	\$154,000	\$91,341

STEP THREE: CREATE A JOB DESCRIPTION

To help you get started in creating a job description that aligns with the role you envision for your SBO, we offer sample descriptions for titles including:

- Assistant Superintendent for Business
- Business Manager/Director
- CFO/Comptroller

You can download these sample descriptions at www.iasbo.org/recruitment-guide under Step Three.

STEP FOUR: FIND A QUALIFIED CANDIDATE

Once you have decided the role of your SBO and selected your desired qualifications, you have many options to find the best possible candidate for the position.

Option 1: Recruiting and Posting the Position Online

A great place to start is by using the job banks that are available through associations in Illinois that serve school business administrators:

Illinois ASBO Job Bank — www.iasbo.org/job-bank

Illinois ASBO updates job listings on a regular basis and is a go-to resource for business officials who are in the job market. As the premier association in Illinois for school business management, this is your best place to start.

ILLINOIS ASSOCIATION OF SCHOOL BOARDS (IASB) EXECUTIVE SEARCHES — www.iasb.com/executive

IASB can help you facilitate a search for candidates for assistant superintendent and business manager positions and work with your board throughout the process.

ASBO INTERNATIONAL CAREER CENTRAL — <https://careers.asbointl.org/employers>

For a broader search of candidates from in-state and out-of-state, consider posting through ASBO International's career site.

ILLINOIS EDUCATION JOB BANK — www.illinoiseducationjobbank.org

This more comprehensive education jobs site hosted by the Illinois Association of School Administrators (IASA) allows you to post a position as well as search for candidates who meet all your qualifications.

Option Two: "Growing Your Own" SBO

Do you already have someone on staff that you think could excel in a school business management position?

Statewide, many districts located in areas where SBOs are not as readily available have taken the opportunity to "grow their own" through enrolling them in the School Business Management Master's Degree Program that is offered through a partnership between Northern Illinois University and Illinois ASBO. Those who already possess a master's degree and the required experience can study for their Professional Educator License with Chief School Business Official endorsement.

Learn more about this opportunity at www.iasbo.org/university-programs

STEP FIVE: INTERVIEWING AND SELECTION

Refer to the Sample Interview Questions available online to determine what questions you would like to have answered at different stages in the interview and selection process.

For a link to a version of this document that you can use and manipulate, visit www.iasbo.org/recruitment-guide under Step Five.



After selecting your SBO, **ILLINOIS ASBO'S SCHOOL BUSINESS OFFICIAL CONTRACT CHECKLIST** is a great resource to ensure the contract covers all essential details and accurately reflects their responsibilities within the district. You can find it online at **www.iasbo.org/contractchecklist**.

STEP SIX: COMMIT TO THEIR PROFESSIONAL GROWTH

Once you have invested in an SBO as a member of your administrative team, continue to invest in their success through their development and training. This ensures that your investment will return the highest possible dividends.

NOTES: