

Secretary, Board of Education

School District Job Description

Position Title: Secretary, Board of Education
Department: Central Office
Reports To: Superintendent/Board of Education

SUMMARY:

Assists Superintendent, Board of Education Members, and District administrators by performing secretarial duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned.

- Responsible for upkeep of board policy books and procedures and forms books throughout the District.
- Provides secretarial support to Board of Education Members such as making reservations for workshops and stays, including typing purchase orders for such events.
- Posts and distributes meeting agendas.
- Publicly post the tax levy, audit, and Board member election
- Copies and assembles board packets as prepared by Superintendent.
- Takes minutes of all special, regular, and closed Board meetings.

SUPERVISORY RESPONSIBILITIES:

None.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); and one to three months related experience and/or training.

EVALUATION:

Board self-study survey

TERMS OF EMPLOYMENT:

Twelve-month employee. Salary to be established by Board of Education.

Acknowledged _____

Date _____



Acknowledged _____

Date _____