

JOB TITLE
ASSISTANT SECRETARY
TO THE BOARD

DIVISION
ADMINISTRATION

REPORTS TO
SUPERINTENDENT

SALARY SCHEDULE & GRADE
IA, GRADE 11

LENGTH OF WORK YEAR
260 DAYS

DATE
JUNE 13, 2011

SCOPE OF RESPONSIBILITIES

Prepares printed materials related to Board meetings and maintains official records of all Board meetings; is supervised by the Superintendent..

PERFORMANCE RESPONSIBILITIES

1. Attends and records the minutes for all school Board meetings.
2. Prepares Board meeting agenda materials for Superintendent's cabinet meeting and Board meetings.
3. Prepares agenda topics to be considered at each Board meeting for the year.
4. Prepares rough draft of Board minutes for Superintendent's approval and proofreads final form of Board minutes, prepares index document and document detailing actions and motions on each item acted on by the Board.
5. Notarizes legal documents and requests for leaves of absence from official minutes.
6. Types and maintains electronic database of business transactions at Board meetings and locates daily requests for information from past Board meetings.
7. Makes necessary preparations for Executive Session meetings.
8. Prepares correspondence for signature of Superintendent and prepares invoices for per diem for Board members.
9. Ensures that all technical requirements are available to support Board reports and necessary communication, both public and internal, for all work sessions and Board meetings, both regular and special called meetings.
10. Performs other duties as assigned by the Superintendent.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. General overall knowledge of school system
3. Typing/transcription skills (50 w.p.m.)

DESIRABLE QUALIFICATIONS

1. Ability to work well with the public
2. Five (5) years successful experience working with official records of public boards
3. Ability to work independently and with minimum supervision

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