USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **CLERK - OF THE BOARD**

SUPERVISOR: Superintendent and Board of Education

PAYMENT RATE: Established by Board of Education

QUALIFICATIONS:

1. High School diploma or equivalent. Bachelor's Degree preferred.
2. Computer skills.
3. Ability to organize materials and maintain accurate records.
4. Conflict management skills.
5. Excellent written and verbal communication skills.
6. Detail oriented.
7. Maintain current TB testing as required by Health Department regulations (after an employment offer is made).

ESSENTIAL FUNCTIONS:

1. Manage administrative support and correspondence for the purpose of maintaining efficient operations for the Board of Education.
2. Prepare materials and information for regularly scheduled and called meetings, arrange travel schedule and reservations for the Board of Education members to ease coordination of meetings and to provide travel arrangements for the Board of Education members.
3. Record and publish minutes of Board of Education meetings and other meetings as required for the purpose of providing information to the public and the district.
4. Maintain Board of Education policies for the purpose of ensuring that the most current information is available for the Board of Education members.
5. Promote excellent customer relations for the Board of Education for the purpose of providing a good work environment.
6. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment
7. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 07/21/2008