Columbia Public Schools

Excellence in Education for *All* Students

Job Description

POSITION PROPERTIES

Position Title: Board Administrator
Schedule / Grade: Salaried Support / 5
Job Code: 94ADSUP597
FLSA: Exempt
Calendar: ADSUP-S
Benefits: Eligible (Retirees not Eligible)
Contract Type: Notification
Bargaining Unit: None
Revised Date: 07/02/2025

PURPOSE

To support the effective functioning of the Board of Education by coordinating all aspects of board meetings, ensuring compliance with legal and procedural requirements, and serving as a key liaison between the Board and the Superintendent. This position also performs a variety of administrative and governance-related duties that contribute to the smooth operation of the district's leadership team.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Facilitate and organize meetings of the Board of Education which include coordination of multiple departments, before, during, and after each event.
- Set (with the Superintendent) & Manage deadlines for District staff when submitted documents for approval are due for Board of Education meetings.
- Facilitate monthly check-in meetings with Superintendent on upcoming Board of Education meeting agendas.
- Facilitate monthly board agenda setting meetings with board leadership, Superintendent and Chief Financial Officer for upcoming meetings.
- Create & coordinate agenda building including workflow management of submissions for Board of Education meetings. Responsible for management of contracts processing post meeting.
- Publish agendas internally/externally and give public notice of Board of Education meetings & events.

- Administer minutes of all Board of Education meetings and serve as Custodian of Records for the Board.
- Sign and/or notarize documents as Board of Education Secretary as required
- Manage communication between district attorneys and administration regarding legal document workflow.
- Arrange & coordinate with staff for signatures from Superintendent and cabinet members on Board approved documents as required.
- Communicate & coordinate with Board President, Board Vice President, Board members and Superintendent on Board initiatives. Assist with Board communications.
- Coordinate and administer Board of Education candidate filings for elections and serve as office Election Clerk for Columbia Public Schools. Administer all Board of Director's elections with the County Clerk's office.
- Prepare ballot language for Board of Director's election.
- Coordinate Board of Education reorganization annually.
- Maintain Board of Education calendar & manage event correspondence.
- Arrange and maintain memberships, conference registrations, travel arrangements & external events for Board of Education members.
- Coordinate annual Board of Education and Administration photos.
- Build & maintain communication, assist with claims, relationships and workflow involved with district insurance brokers and policies in partnership with CFO.
- Administer, maintain, organize & accurately execute Board process for Public Comment and community involvement at Board of Education meetings, including communication with patrons and stakeholders.
- Responsible for onboarding new Board of Education members including training, issue district items & devices, provide an overview of Board of Education Handbook, and be a welcoming representative of the district.
- Administrator of Simbli, online platform for Board of Education processes. Provide training, implementation and support to all district users including secretaries, board members, leadership and executive leadership. Field questions/troubleshooting/workflow issues.
- Work with Simbli to upgrade and enhance the usability of services with ongoing feedback sessions throughout the year.
- Administrator and point of contact with Missouri Ethics Commission to ensure yearly district compliance.
- Attend external events for/with Board of Education & internal District leadership events. Serve as the face of the Board of Education.
- Coordinate regularly with every department in the district to build relationships and ensure we are meeting state statute 162.511 which requires all items of business to be

presented for approval to the Board of Education. This includes individual and group training for district contract processes.

- Provide Certificates of Insurance (COI) for district stakeholders.
- Intake and maintain district incident reports for students and volunteers districtwide.
- Assist in coordinating and organizing workflow regarding legal matters that are directly involved with litigation as well as legal items that pertain to Board of Education meetings.
- Maintain Legal Files.
- Maintain high levels of confidential documents and information.
- Manage invoices for legal and insurance claims and services.
- Maintain Secretary and Treasurer Bonds for the district.
- Manage facsimile/e-signatures for Board leadership for distribution to multiple departments annually.

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on polices, regulations and values, visit http://www.cpsk12.org.

REPORTING RELATIONSHIPS

Reports To: Board of Education and Superintendent

Supervises: None

QUALIFICATIONS

Minimum: Candidates must hold a bachelor's degree in public administration, education, business, or a related field, along with at least three years of professional experience in administrative support, public governance, school district operations, or a similar setting. The role requires demonstrated experience managing complex schedules, official documentation, and meeting logistics within a fast-paced, confidential environment. Strong written and verbal communication skills, attention to detail, and proficiency with Microsoft Office and/or Google Workspace are essential. Candidates must be able to handle sensitive information with discretion and maintain confidentiality at all times. Availability to attend evening board meetings and related events is required.

Preferred: An ideal candidate will hold a master's degree in public administration, educational leadership, organizational management, or a related discipline. Experience working directly with an elected board, governing body, or executive-level leadership in a public or educational institution is strongly preferred. Familiarity with board policies, open meeting laws such as the Missouri Sunshine Law, and parliamentary procedures like Robert's Rules of Order are advantageous. Additional preferred qualifications include experience drafting board agendas, preparing meeting packets, and recording official meeting minutes. Strong interpersonal and communication skills with the ability to work effectively with board members, district leadership, staff, and the public are essential. Certification as a Board Secretary (e.g., through the Missouri School Boards' Association) or a willingness to obtain certification is also preferred.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Present information including formal presentations. Respond to questions, concerns, and complaints and respond appropriately. Read, analyze, and interpret complex documents. Write business correspondence, including staff memoranda and articles. Keep information confidential as required by law, policy, or the nature of a particular situation

Computation: Apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning: Define problems, collect data, establish facts, and draw valid conclusions. Interpret instructions furnished in written, oral, diagram or schedule form. Interpret instructions presented in written, oral, diagram or schedule form. Demonstrate executive functions such as planning, organizing, remembering, and regulating information and behavior as they pertain to student performance and achievement

Technology: Demonstrate strong computer skills including word processing and working with spreadsheets and databases; understand and submit online reports; Learn new systems and software.

Other Skills: Demonstrate excellent listening, interpersonal, and non-verbal communication skills. Demonstrate excellent written and oral communication skills. Manage multiple tasks simultaneously. Maintain collegial working relationships with staff. Maintain a positive relationship with members of the community. Effectively manage conflict.

Physical Demands: While performing the duties of this position, an employee is regularly required to move about, talk, and hear; Close vision ability to look at a computer screen for

long periods of time is required. Travel between district facilities. Moderate amount of travel, both in and out of state.

Attendance: Consistent and regular attendance is an essential function of this position. Expected to attend Board meetings and other District events throughout the community.

Conditions and Environment: The work environment is consistent with a typical office environment; at times, many staff members may be present and speaking simultaneously. Frequently required to work irregular or extended hours, including evenings and weekends.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer