

# BOARD CLERK

**JOB TITLE:** BOARD CLERK

**REPORTS TO:** Superintendent and School Board Chair

**QUALIFICATIONS:**

1. High school diploma; related business experience and/or BS degree in business
2. Must be bondable.
3. Must have working knowledge of computer data input and reporting forms.

**JOB GOAL:**

To assist and administer the business affairs of the district and to provide the best educational services with the financial resources available.

**PERFORMANCE RESPONSIBILITIES:**

1. Acts as secretary/clerk to the board of trustees.
  - A. Gives public notice and attends all trustee meetings.
  - B. Keeps full and accurate minutes of all meetings.
  - C. Assists in agenda preparation for board topics.
  - D. Publishes legal notices concerning district business.
  - E. Makes necessary preparations for school district elections.
  - F. Prepares board packet and publishes monthly newsletter.
  - G. Assist in travel arrangements for training.
2. Performs other duties as may be assigned by the superintendent.