

TITLE: CLERK OF THE BOARD

QUALIFICATIONS

1. High school diploma
2. Post high school training in business, accounting, or secretarial skills preferred
3. Must be eligible to be placed under a fidelity bond
4. Previous experience as determined by the Board
5. Strong background in budgeting preferred, including an understanding of the principles and practices of financial accounting and reporting procedures consistent with Generally Accepted Accounting Principles (GAAP), federal and state law, administrative rules, and Board policy
6. Knowledge of accepted business practices, federal and state law, administrative rules, and Board policy governing school districts, including those related to administration, risk management, purchasing, transportation, food services, school plant operations, and facility planning
7. Ability to maintain accurate and precise records according to federal and state law, administrative rules, and Board policy
8. Knowledgeable with computers, including word processing, data bases, spread sheets, and reports
9. Organizational, communication, and interpersonal skills
10. Self-motivated
11. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO Superintendent and School Board

JOB SUMMARY

To maintain district financial records according to federal and state law, administrative rules, and Board policy. To act in the position of clerk of the Board in all respects such as attending Board meetings, recording Board minutes, preparing information and reports, and meeting other requests made by the Board.

MAJOR DUTIES AND RESPONSIBILITIES

1. Maintain the financial and employee management systems currently in place and update software and hardware as needed
2. Monitor all purchase orders to determine accuracy of information, including pricing and coding, and that money is budgeted in the correct category
3. Assure that any fiscal year-end and calendar year-end file maintenance is completed

Manage Financial Transactions

1. Serve as the official purchasing agent of the Board and be responsible for establishing procedures for the acquisition of supplies and equipment for the district in accordance with federal and state law, administrative rules, and Board policy
2. Be responsible for implementing hospitalization, major medical, and other types of Boardapproved employee benefit plans

3. Assist the superintendent with the purchase of items of supply, equipment, maintenance, and construction necessary for the operation of the district using competitive bidding, informal quotations, estimates, and negotiation of price for services to be provided

Facilities/Operations

1. Ensure that all local, state, and federal standards for the health and safety of students and staff are maintained and that required reports are maintained
2. Assist the superintendent in the development and implementation of a multi-year (three to five year) comprehensive maintenance plan and the district's long-range facilities master plan
3. Assist the superintendent in projection of facility needs and oversee all construction programs
4. Help develop educational standards for sites, buildings, and equipment
5. Act as the agent of the Board in site acquisitions and in the sale/lease of property
6. Be responsible for scheduling the use of school buildings and grounds by authorized groups in accordance with Board policies

Board Record Keeping

1. Assist in preparation of agendas, setting forth all known items of business to be considered at Board meetings
2. Attend all meetings of the Board and keep a record of the proceedings or appoint a temporary clerk to keep a record for any meeting he or she is unable to attend
3. Keep full and accurate minutes of all meetings of the Board and send a copy of such minutes to each Board member prior to the next regular Board meeting
4. Safeguard and maintain all records and papers of the Board
5. Devise a system of acceptable filing to guarantee the safety and availability of all reports, minutes of meetings, contracts, communications, and publications, and such other documents as the Board may place in the secretary's custody
6. Be responsible for the retention and destruction of public documents in accordance with federal and state law, administrative rules, and Board policy, and serve as the records management officer
7. Post and publish all legal notices
8. Work with the Board and the superintendent in keeping the district policy manual up-to-date and current and assist the superintendent and the Board in developing and updating policies for all aspects of the school business operation
9. Submit paperwork and reports as directed by the Board
10. Attend meetings and training sessions, representing the district and accurately recording items that must be handled by the district
11. Prepare and update the annual list of the school officials, by office and position, whose responsibilities require the filing of the Financial and Personal/Relative Disclosure Statements

Board Relations/Elections

1. Notify all Board members of regular and special meetings
2. Call special meetings in conformance with the open meetings law whenever requested by the Board President or by a petition signed by a majority of the Board
3. Prepare the official meeting minutes and complete clerical duties including typing, filing, copying, and distributing of correspondence, reports, and memorandums

4. Schedule appointments, meetings, and conferences as requested by the Board
5. Administer the oath of office to newly elected Board Members
- 6.

Other

1. May be placed under a fidelity bond if required by the Board
2. Receive of and process any Tort Claim Notices or lawsuits filed against the District
3. Keep the Board informed of activities and any issues that may arise
4. When assigned, attend district Board meetings and speak on assigned topics
5. Assure that district office personnel are cross-trained to fill in as the business manager in the absence of the business manager
6. Respond to common inquiries or complaints from patrons, regulatory agencies, or members of the business community
7. Schedule meetings with staff when needed
8. Assume responsibility for his or her continuing professional growth and development by such efforts as attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
9. Seek assistance should emergencies arise
10. Represent the school district in a positive manner
11. Know and follow school district policy and chain of command
12. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated periodically by the superintendent and/or School Board in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-508	Duties of the Clerk
	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

Printed Name

Date

Signature _____