

**School Administrative Unit #33
Job Description**

TITLE: School Board Clerk

REPORTS TO: Superintendent/School Board Chair

SUPERVISES: N/A

GENERAL SUMMARY: The School Board Clerk is responsible for attending Board meetings and generating meeting minutes, which serve as the official record of the meeting. Regular board meetings take place the first and third Wednesday of the month, 6:00 PM, September – June, plus additional meeting dates as necessary. Meetings during July and August are as scheduled, but usually average 2-4 evening meetings each month. Meetings generally last three or more hours.

QUALIFICATIONS (SKILLS/EXPERIENCE/TRAINING REQUIRED):

- High School Diploma or equivalent
- Experience in minute taking for public agencies is helpful
- Strong notetaking/minutes skills
- Familiarity with Google Workspace (Docs, Meets, Slideshow) and Microsoft Office
- Familiarity with public meeting structure and procedures
- Excellent organizational skills; capacity to listen, perform in a professional manner, and exercise discretion

ESSENTIAL JOB FUNCTIONS:

- **ATTEND MEETINGS:** Arrive early to the Board meeting and set up Google Livestream and recording. Be prepared with suitable materials/equipment to take minutes. Monitor Google Meet remote attendance, when necessary. Close out the Livestream, recording, and Google Meet at the end of the meeting.
- **SUBMIT DRAFT MINUTES:** After each meeting, a set of draft minutes should be forwarded to the Administrative Assistant to the Superintendent by the Tuesday after each meeting.
- **SUBMIT FINAL MINUTES:** If the Board votes to accept the minutes with specified changes, those changes should be made and the accepted minutes, with changes incorporated, should be emailed to the Administrative Assistant to the Superintendent.

OTHER DUTIES AND RESPONSIBILITIES:

- Track School Board Member attendance at meetings.
- Monitor time for end of public input.
- Other as assigned by School Board Chair or Superintendent.

PHYSICAL ACTIVITY REQUIREMENTS

Lift up to 10 lb.	N	R	O	<u>F</u>	C	Twisting	N	R	O	<u>F</u>	C
Lift 11 to 25 lb.	N	R	<u>O</u>	F	C	Bending	N	R	<u>O</u>	F	C
Lift 26 to 50 lb.	N	<u>R</u>	O	F	C	Crawling	N	<u>R</u>	O	F	C
Lift over 50 lb.	N	<u>R</u>	O	F	C	Squatting	N	R	<u>O</u>	F	C

Carry up to 10 lb. N R O **F** C
 Carry 11 to 25 lb. N R **O** F C
 Carry 26 to 50 lb. N **R** O F C
 Carry over 50 lb. N **R** O F C

Kneeling N R **O** F C
Crouching N **R** O F C
Climbing N **R** **O** F C
Balancing N R **O** F C

Work Surface(s)

Reach above shoulder height N R **O** F C
Reach at shoulder height N R **O** **F** C
Reach below shoulder height N R O **F** C
Push/Pull N R O **F** C

KEY
 N = not required
 R = rarely
 O = occasionally
 F = frequently
 C = constantly

Hand Manipulation

Grasping N R O **F** C
Handling N R O **F** C
Torquing N R **O** F C
Fingering N R O F **C**

Controls and Equipment:

Office equipment: Computer, calculator, telephone, copier, scanner, fax, postage meter

During an 8 hour day, employee is required to:

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Stand	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Walk	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8

Cognitive And Sensory Requirements:

Talking: Necessary for communicating with others
 Hearing: Necessary for receiving instructions and queries
 Sight: Necessary for doing job effectively and correctly
 Tasting & Smelling: Not required

Employer Expectation for the amount of lapsed time required by a typical worker to learn the skills of this job description (Specific Vocational Preparation Requirement)

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days.
- 3. 30-90 days.
- 4. 91-180 days.
- 5. 181 days to 1 year.
- 6. 1 to 2 years.
- 7. 2 to 4 years.
- 8. 4-10 years.
- 9. Over 10 years.

Summary Of Occupational Exposures: May be exposed to cleaning fluids and copier toner

Other Items to consider

Environment: Inside: 95% Outside: 5%

Work Surfaces: carpet and tile floors, chair and standard desk

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Classification:
Draft for School Board Approval: 1.3.24

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