



Job Title: Clerk of the Board

Department: Superintendent's Office

Reports To: Board of Education, Superintendent

Grade: BG-08

Number of Days: 12 Months

Security Access: ESC

Current Date: January 13, 2015

Overtime Status: Exempt

Position Summary: Provide administrative support and assistance to the Board of Education by performing clerical duties related to the functions and operations of the Board.

Minimum Qualifications:

- Associate's degree or equivalent experience. College degree preferred.
- 5 years of executive level office/administrative experience.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Attend all Board of Education meetings, taking minutes and transcribing
- Coordinate all regular and special meetings of the Board of Education, which includes making necessary notifications (such as Board, attorney, County Clerk, etc.), preparing the agenda and complying with the Open Meeting Laws for the delivery and posting of all meeting notices and agendas.
- Ensure that reports and supporting documents prepared by staff for School Board members and/or Board meetings are ready for distribution.
- Record and maintain official records of all actions of the Board of Education, including minute books with historical documents and official minutes.
- Responsible for checking and finalizing the Board Meeting Agendas with the Superintendent and Board.
- Provide clerical support and facilitate board communication.
- Serve as the interface between Board members and the Superintendent on correspondence, inquiries, and requests for information.
- Maintain a file on all Board member elections. Distribute contribution and expenditure forms to all candidates and maintain record of completed, returned forms.
- Maintain record of Board members' continuing education points.
- Annually obtain conflict of interest statements from members of the Board to be sent to the District's purchasing department and attorney's office.

- Interacts and communicates with legal counsel to ensure Board of Education operations comply with all applicable laws and regulations.
- Process Tort claims.
- Serve as signatory for the attestation of contracts and other legal documents as required.
- Process hearing requests, which includes grievances, contract nonrenewals, terminations, and student/employee suspension hearings.
- Produce and maintain a wide variety of Board of Education documents, files and records for the purpose of providing up-to-date reference and audit trail for compliance with District, local, state and federal regulations.
- Communicate with the various local, state and national organizations regarding Board membership.
- Support the operations of the office of the Superintendent operations and works with staff to ensure organizational effectiveness and efficiency.
- Respond to calls, concerns and/or complaints from a wide variety of sources (i.e. staff, administration, students, parents, community organizations, law enforcement agencies, etc.) for the purpose of resolving problems, providing information, and/or referring to the appropriate office for resolutions.
- Other duties as assigned.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Thorough knowledge of the functions and organization of the school district.
- Proficient in MS Windows, Word, Excel, PowerPoint, and internet.
- Ability to research and prepare reports.
- Experience with NOVUS and MUNIS systems preferred.
- Excellent communication, organizational and administrative skills required.
- Excellent customer service skills required
- Ability to make decisions and judgments when necessary.
- Ability to work under pressure and meet deadlines
- Knowledge of the Oklahoma Open Meetings Act
- Required to work irregular hours
- Ability to work under limited supervision using standardized practices and/or methods

Supervisory Responsibility:

- None

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Standard office environment.

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