

## Board Clerk Job Description

**Purpose:** The Board Clerk provides care and custody of the records, books, and documents of the Board of Education to ensure efficient and lawful operation of the school district. To accomplish these tasks the Board Clerk must work closely with the Board of Education, Superintendent, and staff and administration of Derby Public Schools.

**Responsible to:** Superintendent and Board of Education  
Generally supervised by Superintendent

**Salary:** District Clerical Hourly Rate Schedule, Level 5

**Classification of Employment:** Non-Exempt

**Date:** July 2019

### **Qualifications:**

1. High school diploma or equivalent.
2. Bookkeeping experience.
3. Demonstrated typing and filing skills.
4. Experience in using computers and various computer programs.
5. Desire to continue career improvement.

### **Essential Functions:**

#### **1. Knowledge, Skill and Abilities**

- a. Provide care and custody of the records, books and documents of the Board of Education to ensure efficient and lawful operation of the school district.
- b. Ensure that all activities conform to district guidelines.
- c. Communicate effectively with all members of the Board of Education, Superintendent, all members of the school district and community.
- d. React to change productively and handle other tasks as assigned.
- e. Ensure confidentiality relating to all functions of the position.
- f. Support the value of education.
- g. Support the philosophy and mission of Derby Public Schools.
- h. Comply with all district policies, rules and regulations.

#### **2. Physical Requirements/Environmental Conditions:**

- a. Requires prolonged sitting or standing.
- b. Occasionally requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
- c. Occasionally requires stooping, bending and reaching.
- d. Must be able to work in noisy and crowded environments.
- e. Requires regular attendance and/or physical presence at the job.

### **General Responsibilities:**

1. Attend all meetings of the Board of Education and keep an accurate record of proceedings.
2. Provide care and custody of the records, books and documents of the Board of Education.
3. Notify Board of Education members of upcoming meetings, activities and school functions.
4. Post agenda, approved minutes and meeting information on district web site.
5. Obtain, gather and organize pertinent data as needed.
6. Compose, type, and copy correspondence, records and other material.
7. Countersign all warrants drawn upon the treasurer by order of the Board of Education.
8. Issue, attest, sign or countersign orders, warrants, checks or other evidence of indebtedness only in the amount of funds actually on hand in the treasury of the district.
9. Maintain the Board of Education Policy handbook and notify administrators of any change in board policy.
10. Not later than January 1 of each odd-numbered year, certify to the county election office a list of all school offices to be voted upon at each school election, any boundary changes of member districts since the last preceding election and the voting plan to be used. Furnish a copy of the above to the county election officer of each county in which a part of the territory of the school board is located.
11. On or before October 10 of each year, certify under oath to the State Board of Education the total enrollment by grades as of September 20 of the current school year.
12. Certify a copy of adopted budget and financial statements to the State Director of Accounts and Reports.
13. Certify to the governor vacancies in the membership of the Board of Education caused by death, removal or resignation to a number less than four (4).
14. Receive and appropriately respond to e-mail and voice mail messages.
15. Observe district policies at all times.
16. Keep abreast of new information, innovative ideas and techniques.
17. Adhere to all district health and safety policies.
18. Other duties as assigned by the Superintendent or Board of Education that is consistent with the general requirements and qualifications for the position.