



Secretary to the Board of Trustees

JOB DESCRIPTION

The Secretary to the Board of Trustees ensures the efficient operation of the Superintendent's office and provides clerical services to the Board of Trustees. This position works under the supervision of the Superintendent and reports to the Executive Assistant to the Superintendent. Also handles confidential information and has frequent contact with all levels of District employees, outside agencies, and the general public.

EDUCATIONAL AND CERTIFICATION REQUIREMENTS

- High School Diploma or GED
- Minimum five (5) years of advanced secretarial experience with extensive contact with people
- Prior experience in executive office of public school district or comparable entity preferred

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficient keyboarding, word processing, and file maintenance skills
- Knowledge of school district organization, operations, and administrative policies
- Excellent organization, communication, and interpersonal skills
- Ability to use personal computer and software to develop spreadsheets, databases, and word processing

DUTIES AND RESPONSIBILITIES

1. Respects confidentiality of the position
2. Serves as secretary and records minutes for the Board of Trustees at all meetings
3. Retypes approved minutes for the official file and maintains file of official minutes with all necessary attachments
4. Prepares, collects, and assembles board agenda items online for use at board meetings
5. Coordinates all Board activities
6. Performs duties of early voting clerk for all elections
7. Maintains an individual file on each board member, keeping records of the number of training hours each board member receives during the year, as required by board policy
8. Assists in the development of board policies and administrative procedures and keeps a policy book up to date for the Superintendent's office
9. Prepares appropriate letters of appreciation from the Board of Trustees
10. Assists with travel arrangements for board members as needed, including making hotel reservations and submitting conference registration forms
11. Assures that Board members receive all mail addressed to them at the District Office
12. Receives calls and responds with appropriate information requested from the Board of Trustees
13. Prepares and distributes weekly board newsletter
14. Originates and maintains files for various information required for use by the Board of Trustees
15. Facilitates the District site based decision making process
16. Assists in preparation of Board policy updates, revisions, and secures internet update
17. Performs other duties as assigned

MENTAL DEMANDS

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel infrequently within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

Secretary to the Board of Trustees
Page Two

PAY SCALE: PO2

NUMBER OF DAYS: 226

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

*Revised
8/08/2008*