



## Backup Board Secretary

**FLSA Status:**

Non Exempt

**Qualifications:**

High School Diploma (required)  
Additional preparation and/or college work related to educational office training preferred

**Experience:**

Should be a self-starter, able to work independently  
Relevant and effective work experience preferred  
Effective interpersonal & organizational skills

**Clearances:**

Criminal Justice  
Fingerprint/Background Clearance

**Extra Duty Schedule:**

Miscellaneous Salary Schedule

**Reports to**

Superintendent and Board of Education

**Terms of Employment**

Stipend

**Purpose Statement**

Serves as a backup to the Board of Education Secretary to provide smooth and efficient services to ensure school district meetings and duties will continue.

**Essential Job Functions**

- Operate personal computer and peripheral equipment, photocopier, 10-key calculator, and other office equipment with high degree of skill.
- Performs secretarial and office management tasks.
- Maintains files and records.
- Independently, or as assigned, composes confidential and general correspondence, reports, memorandums, forms, statistical data, etc. that may commit a unit to a course of action.
- Has a diversity of duties and responsibilities involving knowledge and application of district policies and procedures that require considerable independent judgment in the determination of actions to be taken.
- Preparing for and setting up meetings, upon request.
- Greets visitors and clients in a pleasant respectful manner and responds to inquiries in a timely manner.
- Provides phone coverage as needed and answers phone in a pleasant respectful manner and routes calls to appropriate personnel.
- Efficiently responds to questions of staff and community patrons.
- May be called upon to make travel arrangements for administrators, Board members and/or staff.
- Backup Board of Education Secretary. Attends Board functions, events, and meetings, as needed.
  - Is present at all regular and special meetings of the Board, and special Board committee meetings as requested by the committee chairman, in order to keep an accurate record of the proceedings. To keep record of board member attendance at Board of Education meetings.
  - Assist with board election candidate process.
  - Refer to Board Policy BCC Critical for additional duties.

- Maintains files and records, custodian of records, when appropriate.
- Efficiently responds to questions of staff and community patrons.
- Handles Sunshine Requests submitted by members of the public or media, when appropriate.
- Consistent and regular attendance is an essential function of this position.
- Required to use time clocking system for clocking in and out each day scheduled to work. Clocking must reflect true time worked.
- Ability to work to implement the vision and mission of the district.

### **Other Job Functions**

- Be able to understand and submit online reports to state and federal agencies.
- Have the ability to learn new systems and software.
- Assist with mail distribution as needed.
- Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Maintain strict confidentiality.
- Attend meetings and training as directed.
- Adhere to good safety practices.
- Adhere to all district rules, regulations, and policies.
- Perform all other duties as required or assigned.

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications; preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent's, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: school law; parliamentary procedures; accounting/bookkeeping principles; business telephone etiquette; common office machines; concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with frequent interruptions; using independent judgment on matters of significance under limited supervision following standardized practices and/or methods.

### **Physical Demands**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. The employee must have the ability to lift to 20 pounds to shoulder height occasionally. Generally, the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.