

WARREN COUNTY PUBLIC SCHOOLS

JOB TITLE: Deputy Clerk of the Board **LOCATION:** Central Office
JOB CATEGORY: Supplemental Part-time **PAY GRADE:** Grade 31-Supplement
FSLA: Exempt **IMMEDIATE SUPERVISOR:**
Superintendent

GENERAL DEFINITION AND CONDITIONS OF WORK

Assist Clerk of Board to perform highly responsible and confidential work as principal staff assistant for the Chairman of the School Board and School Board members; acts in the legal capacity of clerk of the School Board; and performs related duties as required or assigned.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following actions:

Assist Clerk of Board in the following Clerk duties:

- Attends School Board regular meetings, special meetings, public hearings, and work sessions, as required, documenting actions and discussions;
- Creates and edits minutes of School Board meetings and maintains approved legal records of all School Board actions, as required by Code of Virginia;
- Signs all legal and official documents requiring the signature of the School Board Clerk;
- Oversees all activities related to School Board meetings to include assistance in developing the agenda, preparing and distributing board packets and all required information prior to meetings, preparing meeting room arrangements;
- Notifies internal and external stakeholders of any regular and special meetings of the Board;
- Develops the annual School Board meeting calendar, determining necessary schedule changes throughout the year;
- Works to improve the efficiency of the School Board office and to better provide services to the School Board members and the public;
- When directed by the Superintendent or School Board, acts as liaison with the School Board attorney; monitors activities to ensure that School Board actions are disseminated in a complete, accurate, and appropriate manner;
- Drafts School Board correspondence as requested by the School Board Chairman and Superintendent;
- Records and maintains official records of all actions of the School Board, including property bids submitted or projects that lead to contracts by the School Board, receipts and disbursements, vouchers, contracts and other official papers;
- Supervises and assists in the arrangement for registration, accommodations and associated travel for Board members to local, state and national meetings including collecting receipts and submitting them for travel reimbursement;
- Prepares expense reports/reimbursements for individual School Board Members;
- Assists in the preparation of News Releases, Public Service Announcements;
- Prepares general correspondence, memorandum, reports, contracts, purchase orders,

- and other materials from rough draft, copy, marginal notes, or verbal instruction;
- Communicates orally and in writing effectively with school personnel, parents and the general public;
 - Maintains appointment calendar, schedules appointments, conferences and meetings;
 - Performs multi-pragmatic tasks successfully;
 - Attends meetings and takes notes of minutes; processes documents and other materials as needed;
 - Maintains knowledge of county policies/procedures affecting the office or school division;
 - Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
 - Models non-discriminatory practices in all activities;
 - Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;
 - Provides a good role model in appearance, demeanor, dress and behavior for the students served;
 - Fills in for Clerk of Board during his/her absence;
 - Performs related duties as assigned in accordance with the school/system policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of standard office practices, procedures, equipment and secretarial techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of agency programs and policies; ability to keyboard or word process accurately and at a reasonable rate of speed; ability to make arithmetical calculations; ability to meet the public effectively; ability to operate a variety of office equipment; skill in the use of data and word processing equipment; ability to establish and maintain effective working relationships with others; ability to follow oral and written instructions.

EDUCATION AND EXPERIENCE

Candidate must possess any combination of education and experience equivalent to graduation from high school including or supplemented by courses in office practices/procedures and extensive clerical and secretarial experience.

SPECIAL REQUIREMENTS

Candidate must possess good moral character and is expected to be a role model, in and out of the school.

PHYSICAL DEMANDS/REQUIREMENTS

This is sedentary work requiring stooping, kneeling, crouching, reaching, pulling, routine lifting up to 20 pounds, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing

and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work.

EVALUATION

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities by the Division Superintendent.