

## Oneida Special School District

### Job Description

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<b>Position Title:</b>	<b>Board Secretary</b>
<b>Reports To:</b>	<b>Director of Schools</b>
<b>Job Goal:</b>	<b>To ensure the quality of services provided to students with IEP's and 504 plans.</b>
<b>Term of Employment:</b>	<b>12 Months</b>

**Responsibilities: (Include but are not limited to)**

- Know and follow all school board policies.
- Ensure that all duties are completed in an accurate and timely manner.
- Perform any and all other duties as assigned by the Director of Schools

Duties for Board of Education

- Prepare & distribute press releases for Board workshops, meetings, etc.
- Prepare & distribute Board agenda and packets
- Attend all Board workshops and meetings; prepare minutes
- Maintain file of Board meeting documentation
- Maintain approved Board of Education minutes in official Minute Book.
- Maintain Board of Education Policy Book and distribute new policies as needed.
- Ensure each Board member has knowledge of all local and state meetings.
- Ensure that all duties are completed in an accurate and timely manner.
- Any other duty/responsibility as assigned by the Director of Schools or his/her designee.

**Qualifications:**

- High School Diploma or GED.
- Ability to interpret policies as related to job functions.
- Possess good oral and written communication skills.
- Demonstrated competence in the use of business machines.
- Ability to establish and maintain an effective working relationship with the public and other employees.
- Ability to perform any physical duties associated with this position (e.g., lifting up to 50 pounds on a regular basis, sitting for long periods of time, walking, seeing, standing for extended periods of time, etc.).
- Ability to perform basic physical duties associated with the position