SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA
Position/Job Description

CLERK TO THE SCHOOL BOARD

QUALIFICATIONS

• High School Diploma or equivalence or Florida Special Diploma.
• Minimum of four (4) years secretarial experience with extensive public contact work.

KNOWLEDGE, SKILLS, ABILITIES

• Proficient in typing, knowledgeable in administration and office procedures.
• The ability to communicate effectively and under pressure with people. The ability to plan, coordinate and work with individuals and groups.
• Ability to assume responsibility without direct supervision, exercise judgment and make decisions within the scope of authority.
• Knowledge of technology as related to specific job functions.
• Knowledge of computer applications as related to department job functions.
• Acquire a Notary Public Commission.

SUPERVISION

REPORTS TO Superintendent
SUPERVISES No supervisory duties

POSITION GOAL

To provide general executive confidential support to the School Board and oversee and manage the agenda process.

PERFORMANCE RESPONSIBILITIES

1. * Develop the draft agenda for all regular and special Board meetings.
2. * Review and finalize the agenda and completed Board book with Superintendent and School Board Chairman for all Board meetings.
4. * Coordinate School Board work sessions.
5. * Notify press and other interested persons and organizations of all School Board meetings, work sessions and public hearings.
6. * Attend Board meetings official work sessions and public hearings of the School Board.
7. * Manage all Board request items from School Board meetings, work sessions, and public hearings.
8. * Monitor, track and maintain all contracts/agreements approved by the School Board for the district; notarize documents when needed.
9. * Ensure all meeting information and policy changes are publicly noticed in order to be compliant with Government-in-the-Sunshine Law.
10. * Record minutes of School Board meetings, work sessions and public hearings. Transcribe minutes and present for Board approval; see that all work session and public hearing meeting materials are posted to the district web-site; see that School Board meeting minutes are properly stored according to the Florida Department of State Records Management Program.
11. * Schedule key personnel to attend meetings.
12. * Develop annual calendars/schedule for the School Board to include School Board meetings, work sessions, public hearings and student discipline hearings.
13. * Schedule Board meetings and work sessions in Board Room and training rooms annually. Manage the Board Room calendar.
14. * Serve as the district’s electronic agenda software administrator and provide necessary training to staff.
15. * Research minutes, School Board Policy, State Statutes and other regulations when necessary.
16. * Assist in developing and maintaining a good communication system between the Superintendent, Administrative Staff and School Board members.
17. * Meet daily with the Superintendent.
18. * Assist in handling mail, answering phone calls, and scheduling appointments for the School Board members.
20. * Handle oaths of office, bonds, insurance, and signature forms for the School Board members and the Superintendent.
23. * Serve as inventory control designee for the School Board office.
24. * Coordinate and handle School Board members’ travel and conference details.
27. Perform other duties as assigned by the Superintendent and/or the School Board.

* Denotes essential job function/ADA

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**EQUIPMENT / MATERIALS**

Standard Office Equipment

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**PHYSICAL REQUIREMENTS**

**Sedentary Work** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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**PHYSICAL ACTIVITIES**

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Repetitive Motions Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

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**WORKING CONDITIONS**

None The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work.)

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**TERMS OF EMPLOYMENT**

**PAY GRADE** AS-D $43,085 - $76,513

**POSITION CODES**

- PeopleSoft Position TBD
- Personnel Category 16
- EEO-5 Line 51
- Function 7100
- Job Code 1655
- Survey Code 72090

**FLSA** ☑ Applicable ☐ Not applicable

**District Salary Schedule**

- Previous Board Approval July 2, 1980
- Board Approved December 10, 2013

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ADA Information Provided by John Reichert
Position Description Prepared by John Reichert