

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

CLERK TO THE SCHOOL BOARD/AGENCY CLERK

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Minimum of four (4) years' experience in an executive support role 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.
- Ability to prepare and manage department budget.
- General knowledge of overall operation of Seminole County Public Schools.
- Knowledge of Federal, State, Local, and statutory law that govern public School Boards.
- 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 operation of the School Board Office.

PERFORMANCE RESPONSIBILITIES

1. *Serve as the School District Agency Clerk pursuant to the Administrative Procedures Act.
2. *Develop the draft agenda for all regular and special Board meetings.
3. *Prepare and manage all aspects of the agenda book creation for School Board meetings.
4. *Review and finalize the agenda and completed Board book with Superintendent and School Board Chairman for all Board meetings.
5. *Coordinate all aspects of School Board work sessions.
6. *Notify press and other interested persons and organizations of all School Board meetings, work sessions, and public hearings.
7. *Maintain and distribute the Interested Citizens and Media email distribution lists.
8. *Attend Board meetings, official work sessions, and public hearings of the School Board.
9. *Manage all Board request items from School Board meetings, work sessions, and public hearings; maintain and share with the Superintendent and School Board members the Board Request/Follow-Up spreadsheet.
10. *Monitor, track, and maintain all contracts/agreements approved by the School Board for the district; notarize documents when needed.
11. *Ensure all meeting information and policy changes are publicly noticed in order to be compliant with Government-in-the-Sunshine Law.
12. *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 website; and see that School Board meeting minutes are properly stored according to the Florida Department of State Records Management Program.
13. *Schedule key personnel to attend meetings.
14. *Develop and maintain annual calendars/schedule for the School Board to include School Board meetings, work sessions, public hearings, and student discipline hearings.
15. *Schedule Board meetings and work sessions in Board Room and training rooms annually. Manage the Board Room calendar.
16. *Prepare monthly digital signage sheets for all School Board meetings to be displayed on the public information monitors.
17. *Serve as the district's electronic agenda software administrator and provide installation and technical services and necessary training to staff.
18. *Serve as the district's administrator for the software program managing School Board policy.
19. *Research minutes, School Board Policy, State Statutes and other regulations when necessary.

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- 20. *Assist in developing and maintaining a good communication system between the Superintendent, Administrative Staff, and School Board members.
 - 21. *Meet daily with the Superintendent.
 - 22. *Assist in handling mail, answer phone calls, and schedule appointments for the School Board members.
 - 23. *Schedule the Superintendent's Annual Evaluation by School Board members and compile results and post in compliance with Government-in-the-Sunshine Law.
 - 24. *Handle oaths of office, bonds, insurance, and signature forms for the School Board members and the Superintendent.
 - 25. *Perform bookkeeping duties for the School Board office to include processing invoices for the Value Adjustment Board.
 - 26. *Serve as inventory control designee for the School Board office.
 - 27. *Coordinate and handle School Board members' travel and conference details.
 - 28. *Maintain documentation for Seminole School Board Leasing Corporation.
 - 29. *Maintain School Board policy tracking database.
 - 30. *Assist the Superintendent with new Board member orientation according to policy 0142.3-Orientation.
 - 31. *Provide collective assistance to School Board members in the general administration of School Board business.
 - 32. *Serve as the district's liaison with Charter School Applicants.
 - 33. *Serve as the Central Florida Public School Boards Coalition bookkeeper and records keeper according to Coalition bylaws Article XII, Section I.
 - 34. Perform other duties as assigned by the Superintendent and/or the School Board.
- *Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

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.

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.

WORKING CONDITIONS

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

TERMS OF EMPLOYMENT

PAY GRADE AS-E \$53,151 - \$94,388 District Salary Schedule Months 12 Annual Days 258 Weekly Hours 37.5 Annual Hours 1935	POSITION CODES PeopleSoft Position TBD Personnel Category 16 EEO-5 Line 51 Function 7100 Job Code 1655 Survey Code 72090	FLSA <input checked="" type="checkbox"/> Applicable <input type="checkbox"/> Not applicable Previous Board Approval ADA Information Provided by Walt Griffin Position Description Prepared by Walt Griffin	BOARD APPROVED June 1, 2021 December 10, 2013 July 2, 1980
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The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.