USD 369 Clerk of the Board Job Description

TITLE: Clerk of the Board of Education

REPORTS TO: Superintendent & Board of Education

GENERALL

SUPERVISED BY: Superintendent

EVALUATED BY: Superintendent with input and review of the board of education

QUALIFICATIONS: Minimum of two years of college or business college preferred.

The Salary and terms of employment shall be mutually agreed upon by the Clerk and Board of Education.

Primary Responsibilities

- Prepare documents needed or requested for board meetings
- Help the board and superintendent comply with the Open Meetings Law
- Keep an accurate journal of all regular and special board meetings
- Prepare a draft copy of minutes of each board meeting and distribute to board members as required by policy
- Maintain the permanent minutes and other appropriate board records
- Be aware of, and help the board comply with, all appropriate state and federal laws
- File all reports with appropriate agencies as required by law and/or regulation
- Keep all personnel and financial records secure and up-to-date

Secondary Responsibilities

- Assume the supervision of the central office as office manager
- Assist the superintendent when requested to do so
- Type agendas, letters and other appropriate documents as requested by the board president
- Perform other related duties as assigned by the board or superintendent

Critical Skills/Expertise

- Have the ability to hear sufficiently to use a telephone
- Have the ability to use appropriate computer programs
- Possess skills suitable for using a variety of office equipment
- Have the ability to work well with board members, employees, patrons, and other appropriate individuals or groups
- Have the ability to be away from home one or more nights to attend training sessions as assigned by the board or superintendent
- Have the ability to work one evening a month or sometimes more in order to attend board meetings
- Have the ability to respond to information requests in a courteous, timely and helpful manner

In addition to fulfilling the role of Clerk of the Board as noted above, the person fulfilling this position will also serve as the district's payroll and accounts clerk. Primary responsibilities follow.

Payroll and Accounts

- Edit approved requisitions
- · Maintain accounting program and daily funds
- Process payroll and payables as needed utilizing current software programs
- Manage cash deposits, transfers, and disbursements
- Work closely with the superintendent on budgetary matters
- Ensure financial compliance
- Process all journal entries, budget entries and intra-district expense forms
- Maintain confidential employee files, including...
 - Wage
 - Garnishment
 - Direct deposit information
- Update employee payroll records
- Generate payroll and accounting reports as required by law or requested by the board or the superintendent
- Enter and report employee paid and non paid leaves
- Manage time and attendance program
- Manage accounts and ensure district finances are operating according to law
- Add new staff and keep all payroll accounts up-to-date
- Complete all direct deposit transactions as required

Additional Responsibilities

- Create teacher contracts and classified staff letters of employment as well as supplemental contracts
- Serve as the district's health insurance and KPERS representative and submit all forms as required
- Maintain contractual adjustment as needed
- Assist the superintendent in generating reports as required

Evaluation

Performance of this job will be evaluated in accordance with provisions of the board's policy on Evaluation of Classified Personnel.