

SCHOOL BOARD CLERK AND DEPUTY CLERK

On recommendation of the Superintendent, the Clerk and a Deputy Clerk shall be appointed annually at the January organizational meeting of the School Board. Any change to the Clerk's job description must be approved by the School Board.

The Clerk and Deputy Clerk shall each be bonded in an amount no less than ten thousand dollars (\$10,000), and the School Board shall pay the premiums for each bond. The Clerk and Deputy Clerk shall discharge under the general direction of the Division Superintendent all duties as required by law and such other duties as required by the School Board or the State Board of Education. The Clerk and Deputy Clerk must take an oath of office as prescribed for state officers.

The Deputy Clerk shall be empowered to act in all matters in case of the absence or inability to act on the part of the Clerk, or otherwise as provided by resolution of the School Board and under the direction of the Superintendent.

Adopted: July 1, 1993
 Amended: March 24, 1997
 Reviewed: December 11, 2003

Legal Refs: Code of Virginia, 1950, as amended, [Sections 2.1-639.14, 2.1-342, 2.1-344, 2.1-344.1, 22.1-72, §§22.1-72, 74, 22.1-76, 22.1-77, 22.1-122, 22.1-123, 22.1-128, 22.1-161.2, and 22.1-161.3](#),
[Regulations of the Board of Education of the Commonwealth of Virginia](#)

Cross Refs.: BCA, *School Board Organizational Meeting*
 BCC-E, *School Board and Deputy Clerk (Exhibit)*
 BDDA, *Notification of School Board Meetings*
 BDDC, *Agenda Preparation and Dissemination*
 BDDG, *Minutes*
 BHB, *School Board Member Development Opportunities*

~~COUNTY OF ALBEMARLE
POSITION DESCRIPTION~~

~~JOB TITLE~~ _____ ~~LOCATION~~ _____

~~Clerk, Albemarle County School Board~~ _____ ~~County School Board~~

~~IMMEDIATE SUPERVISOR~~ _____ ~~JOB CLASS CODE~~

~~School Board Chairman/Superintendent~~ _____ ~~2C71~~ _____

~~PAY GRADE~~ _____ ~~FLSA~~

~~STATUS~~

~~12~~ _____ ~~Non-~~
~~exempt~~

GENERAL DEFINITION OF WORK

~~Performs highly responsible work as Clerk to the County School Board. Incumbent has responsibility for the entire administrative function of the School Board and does related work as required. Note: The tasks outlined in the Code of Virginia are the primary responsibilities of the Clerk.~~

TYPICAL TASKS

- ~~~ Makes arrangements for Board meetings to include reserving and preparing appropriate rooms for meeting~~
- ~~~ Notifies Board members, public and media of any regular and special meetings of the Board (Sections 2.1-342, 2.1-344 and 2.1-344.1)~~
- ~~~ Coordinates the agenda for School Board meetings to include gathering agenda items, publishing a calendar of due dates for agenda material, assuring that agenda items are accurately numbered and categorized and distributing Board agenda material~~
- ~~~ Attends meetings of the School Board and records, prepares and distributes minutes in accordance with School Board Policy and the Code of Virginia (Sections 22.1-74, 22.1-77 and 2.1-342)~~
- ~~~ Notifies appropriate parties of Board action to include: Superintendent, parent/guardians, legislators, parties involved in grievance actions before the Board, Board of Supervisors, schools, media, others as applicable~~
- ~~~ Advises the Board Chairman of Board action requiring attention~~

- ~~~ Drafts School Board correspondence as requested by the Chairman~~
- ~~~ Organizes drafts of correspondence addressed to public officials, high level administrators, and citizen groups in reference to School Board policies, meetings, conferences and other department matters~~
- ~~~ Records and maintains official records of all actions of the School Board, including property bids submitted or projects to be let to contracts by the School Board, receipts and disbursements, vouchers, contracts, claims, bonds, warrants and other official papers (Sections 22.1-77 and 22.1-122); petty cash fund (Section 22.1-123); title to School Board real estate, certification of insurance and deed (Section 2.1-128); bonds (22.1-122, 22.1-151, 22.1-161.2 and 22.1-161.3)~~
- ~~~ Maintains historical files and tapes for School Board office and keeps in a separate volume the minutes of the meetings of the School Board (Section 22.1-77)~~
 - ~~~ Signs official documents on behalf of the Board~~
 - ~~~ Notarizes documents for the Board~~
- ~~~ Arranges for registration, accommodations and associated travel for Board members to local, state and national meetings~~
- ~~~ Maintains record of individual School Board members accreditation required and keeps Board members apprised of this status to comply with the Standards of Quality~~
 - ~~~ Serves as division contact to provide information and assistance to the media and public regarding School Board action, inquires of the Superintendent and information regarding the school system~~
- ~~~ Ensures that Disclosure Statements of Economic Interests for Board members are filed annually prior to January 15. Such disclosure forms shall be maintained as public record for five years (Section 2.1-639.14)~~
- ~~~ Researches and writes monthly annual and special reports as requested by the Superintendent or School Board~~
 - ~~~ Supervises and evaluates clerical staff assigned to the Clerk's office~~
 - ~~~ Performs related duties as required (Section 22.1-77)~~

KNOWLEDGE, SKILLS, AND ABILITIES

~~Thorough knowledge of the functions and organization of the school division; thorough knowledge of departmental activities, procedures, and organization; thorough knowledge of modern office practices, procedures, word processing, and equipment, to include keyboarding at 40-50 w.p.m.; ability to synthesize what occurs at a meeting and produce succinct minutes;~~

~~ability to research and prepare reports; ability to communicate complex ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with officials, other employees, and the general public.~~

SPECIAL REQUIREMENTS/RESPONSIBILITIES

- ~~~ Custodian for the seal of the School Board~~
- ~~~ Shall be bonded for \$10,000~~
- ~~~ Certified notary public~~

EDUCATION AND EXPERIENCE

~~Any combination of education and experience equivalent to graduation from a two-year college, supplemented by college-level coursework in business or public administration, and 2-3 years' administrative experience in a school division or related organization.~~

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS

~~Duties are normally performed in an office and meeting setting. Frequent sustained operation of office equipment, to include transcribing and word processing software on office computers, is required. Sitting for extended periods of time during meeting is required. Occasional lifting of office equipment and audio equipment is required. Regular travel throughout the county to attend School Board meetings and to attend to School Board business is necessary. Regular contact with members of the School Board, particularly the Chairman, is necessary. Frequent contact with the Division Superintendent and senior staff is necessary. Occasional contact with senior government officials, on behalf of the School Board Chairman, is necessary. These contacts may require considerable skill in diplomacy, tact, and discretion.~~

EVALUATION

~~Will be evaluated by the Chairman of the School Board and the Superintendent with School Board members' input on the ability and effectiveness to carry out the responsibilities as outlined.~~

Approved: _____ September 14, 1992
 Amended: _____ October 15, 1992; July 1, 1995; June 1, 1996; March 24, 1997
 Reviewed: _____ December 11, 2003