

## **CLERK OF THE BOARD**

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**QUALIFICATIONS:**

1. Associates degree or higher.
2. Knowledge of modern office procedures.
3. Demonstrate keyboarding ability with basic computer skills.
4. General understanding of education and educational administration.
5. Ability and understanding necessary to maintain records and reports of the Board.

**REPORTS TO:** Superintendent of Schools

**JOB GOAL:** To assist the Board of Education in maintaining an efficient, legal, and organized school system.

**FULL/PART-TIME** Full-time

**FLSA:** Non-exempt from overtime

**BOE APPROVAL:** 6/27/2022

### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Regular attendance and punctuality are essential functions of the job.
2. Assists the Superintendent with budget preparation.
3. Assists the Superintendent with preparation of board meeting agendas.
4. Manages correspondence, etc. for the Superintendent as needed.
5. Assists the Superintendent with the completion of forms, surveys, etc.
6. Assists with uploading Kansas Individual Data on Students (KIDS), Kansas Course Code Management Schools (KCCMS), Educator Data Collection System (EDCS), and other Kansas State Department of Education (KSDE) required information.
7. Assists technology personnel with uploading student usernames and passwords for the various programs and curriculum used by the district.
8. Keeps staff changes updated in the district's Evaluation System and Power Walkthrough.
9. Assists the schools with PowerSchool, including but not limited to, end-of-year process; start-of-year setup; creating forms and letters that automatically pull information out of PowerSchool; troubleshooting attendance, fees, lunch balances, etc.
10. Assist the technology personnel with general troubleshooting of PowerSchool issues that arise by making use of the PowerSchool Community and PowerSchool support.
11. Ability to use technology (hardware and software) with ability to adapt to upgrades.
12. Must be detail oriented in record keeping.
13. Must possess basic bookkeeping skills.
14. Ability to write correspondence fluently.
15. Ability to use office equipment (copier, adding machine, printers, etc.).
16. Ability to record and relay messages.
17. Ability to work with others or independently without supervision.
18. Maintains confidentiality of classroom, student, and employee information.
19. Other duties as assigned by the Superintendent and Board of Education.

### **BOARD CLERK PERFORMANCE RESPONSIBILITIES:**

1. Regular attendance and punctuality are essential functions of the job.
2. Submits advance notices of the monthly Board meeting in accordance with the Open Meeting Law.

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3. Prepares Board packets prior to the Board meeting showing date, time and place of the meeting, together with an agenda and applicable materials.
4. Mails or delivers Board packets according to Board of Education Policy.
5. Mails copies of the agenda to the appropriate persons, businesses, newspapers, etc.
6. Prepares the agenda one week prior to Board meeting with the approval and input of the Superintendent.
7. Prepares Superintendent's memo.
8. Arranges name plates and readies materials necessary for note taking prior to the Board meeting.
9. Records minutes of Board meetings. (Items should be numbered in the notes to correspond with agenda item numbers.)
10. Records all motions and seconds of motions by name, including all amendments to motions. Records votes according to the Kansas Open Meeting Act (KOMA) which states, "in all meetings of public bodies, the vote of each member must be publicly cast and recorded".
11. Certifies the minutes by signing the minutes when they have been approved.
12. Obtains copies, immediately, of all papers read or discussed at the meetings that were not available prior to the meeting.
13. Transcribes board meeting minutes as soon as possible after the meeting and has the Superintendent and Board president review the first writing.
14. Confers with the presiding officer about what materials will be needed at the meeting and provides them.
15. Updates Board of Education Policy Handbook as policies are added or amended; copies change and distributes to members, administrators and attendance centers.
16. Provides extra copies of the agenda at the Board meeting.
17. Demonstrates ability to work with others in a positive, productive manner.
18. Completes assignments promptly and thoroughly and attends to details accurately and efficiently.
19. Maintains a courteous attitude, dresses appropriately and conducts himself/herself in a professional manner.
20. Follows the building dress code while being a good role model for students.
21. Must maintain a valid Kansas driver's license.

### *Board Clerk's Statutory Duties*

- **APPOINTMENT AND DUTIES (K.S.A. 72-1135) - Keeps accurate minutes and has care and custody of records.**
  1. Keep accurate minutes of Board meetings.
  2. Care and custody of the records, books, and documents of the Board and by law.
- **BONDS - Attests bonds, prepares statement of indebtedness, and prepares statement of bonds issued by district.**
  1. Attested by the clerk. (K.S.A. 10-105)
  2. Furnish to the County Clerk a statement of the indebtedness of the school district, including: (K.S.A. 10-1112)
    - a) Bonded indebtedness,
    - b) Temporary notes outstanding,
    - c) Amount of no-fund warrants outstanding and date of maturity, on or before July 5, of each year.
  3. The Clerk shall file with the state treasurer a statement of bonds issued by the district. (K.S.A.10-109)
- **BUDGET - Certifies budget prior to August 25, certifies annual budget and tax levy, delivers**

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### **budget forms to the County Clerk, certifies the adopted budget and financial statement to State Director of Accounts and Reports.**

1. On or before August 25, of each year, the Clerk of the District shall certify to the State Board a copy of the budget adopted by the District. (K.S.A. 72-6419)
2. Certify to the County Clerk of the home county of the school district the annual budget and tax levy. (K.S.A. 72-1162, 79-1801, 79-2930)
3. Budget forms delivered by director of accounts and reports to the Clerk of the Board. (K.S.A. 79-2926)
4. Certify copy of adopted budget and financial statements to the State Director of Accounts and Reports. (K.S.A. 79-2930)
5. The clerk shall open and keep an account of the expenditures from each fund for which moneys have been appropriated in the budget. The Clerk shall charge the appropriate fund with the amount of any indebtedness created at the time the indebtedness is incurred. (K.S.A.79-2934)

- **CASH-BASIS LAW**

Unlawful for Clerk to knowingly issue, attest, sign or countersign any order, warrant, check or other evidence of indebtedness in payment of any indebtedness of the district created by the Board in excess of the amount of funds actually on hand in the treasury of the District. (K.S.A. 10-1114)

- **CERTIFICATION OF ENROLLMENT (K.S.A. 72-5137) - Certifies district's enrollment as of September 20, by October 10 of each year.**

On or before October 10, of each year the Clerk or Superintendent shall certify under oath to the State Board the total enrollment by grades in the schools of the district on September 20, of the current school year and such other reports as the State Board may require. The report shall include:

- a) Vocational Education enrollment;
- b) Special Education enrollment;
- c) A post-secondary education enrollment.

- **CONVEYANCES**

Attested by the Clerk. (K.S.A. 72-3216)

- **ELECTIONS - By May 1 of odd numbered years, notifies the County Election Office of offices to be voted on, boundary changes of member districts, and voting plans to be used; and notifies the Governor when Board membership drops to less than four members.**

1. The Clerk shall certify to the County Election Office of the home county of the school district a list of all school offices to be voted upon at each school election, any boundary changes of member districts since the last preceding election and the voting plan to be used (K.S.A. 25-2017A), NOT LATER THAN MAY 1, of each odd-numbered year. A copy of the above shall be furnished to the County Election Officer of each county in which a part of the territory of the school district is located. (K.S.A. 25-2017a)
2. Where the membership of the Board of Education is reduced by death, removal or resignation to a number less than four (4), the Clerk of the Board shall certify such vacancies to the Governor, who will then appoint a sufficient number of members to restore the membership to four (4).

- **REVENUES (K.S.A.10-1117) - Does school treasury accounting by fund and keeps a record of indebtedness.**

1. The Clerk shall keep a record of the amount of money in the treasury and each particular fund.
2. Keep a record of all indebtedness.

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- **TAX LEVY - Certifies the district tax levied to County Clerk of the home county.**  
Certify to the County Clerk of the home county of the school district the tax levy.
  
- **WARRANTS - Prepares and signs warrants of the district.**
  1. Prepared by the Clerk. (K.S.A. 10-801)
  2. Signed by official of district AND by Clerk. (K.S.A. 10-803)
  3. Keep a record of all warrants and warrant checks issued showing the number, date and amount thereof, on what fund drawn, and the name of the person or party to whom the same are made payable.

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, and responsibilities not listed herein. The District reserves the right to add, modify, or exclude any essential or nonessential requirement at any time with or without notice.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions in the Board policy *GCI - Evaluation of All Classified Personnel*.

**PHYSICAL REQUIREMENTS OF THE JOB:** An X indicates it is a requirement.

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy\* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: \* "heavy" means not over 50 pounds*

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Signature

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Date

**An Equal Employment/Educational Opportunity Agency**

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.