



Lakeland Joint School District #272  
15506 N. Washington Street,  
Rathdrum, ID 83858

**TITLE:**

Clerk of the Board

**JOB SUMMARY:**

Attend Board meetings; prepare and record board agendas, board minutes, board packets, and other information and reports; maintain public records; receive subpoenas, tort claims, etc.; and fulfill other requests made by the Board and Superintendent.

**QUALIFICATIONS:**

1. Must possess at least an associate degree (AA) or equivalent college credits.
2. Administrative Assistant experience, in general or school office work
3. High level of competence in organization, attention to detail and oversight capacity
4. Ability to communicate effectively, both verbally and in writing
5. Excellent relationship skills; ability to work well with students, staff, and the public
6. Works well under pressure and deadlines
7. Maintain confidentiality of staff and students
8. Growth mindset
9. Models integrity, authenticity, and transparency(Qualification)

**REPORTS TO:**

School Board and Superintendent

**PERFORMANCE RESPONSIBILITIES:**

*(not limited to, but may include)*

1. Attend all meetings of the Board and keep a record of the proceedings or appoint a temporary clerk to keep a record for any meeting he or she is unable to attend;
2. Assist in preparation of agendas, setting forth all known items of business to be considered at Board meetings. Ensure agendas are consistent with Idaho Open Meeting Laws;
3. Keep full and accurate minutes of all meetings of the Board and send a copy of the minutes to each member of the Board prior to the next regular meeting.
4. Safeguard and maintain all records and papers of the Board according to Idaho Public Records Law;
5. Maintain a system of acceptable filing to guarantee the safety and availability of all reports, minutes of meetings, contracts, communications, and publications, and such other documents as the Board may place in the clerk's custody;

**Initial & Date**

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6. Work with the Board and the Superintendent in keeping the District policy manual up-to-date and current and assist the Superintendent and the Board in developing and updating policies for all aspects of the school business operation;
7. Oversee the election process for all trustee elections.
8. Responsible, under the direction of the Superintendent, for the preparation and execution of correspondence, reports, and contracts pertaining to school Board business.
9. Responsible for the filing of office correspondence and documents for the Board.

**Board Relations**

1. Post and notify all Board members of regular and special meetings;
2. Call special meetings in conformance with the open meeting laws whenever requested by the Board President/Chair or by a petition signed by a majority of the Board
3. Schedule appointments, meetings, and conferences as requested by the Board;
4. Make reservations for travel, catering, and accommodations as needed for Board Members; and
5. Administer the oath of office to newly elected Board Members

**Records and Reports**

1. Assist in compiling data and preparing reports required by federal and state law, administrative rules, and Board policy
2. Assemble confidential material according to instructions, and prepare summaries of confidential documents
3. Type correspondence, notices, and reports, and verify the accuracy of the work done
4. Maintain the confidentiality of sensitive correspondence
5. Maintain highly confidential records and files, ensuring the material is properly marked, secured, and accessible for immediate use by administrators
6. As District Records Custodian, Clerk will be Responsible for all official records of district operations and all public records requests.

**Other**

1. May be placed under a fidelity bond if required by the Board;
2. Must be a Notary Public of the State of Idaho or have the ability to obtain Notary status
3. Represent the School District in a positive manner;

**TERMS OF EMPLOYMENT:**

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

Initial & Date \_\_\_\_\_

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-certificated personnel.

**NOTE:**

All certificated and classified employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

**LEGAL REFERENCE:**

*I.C. § 33-508 Duties of the Clerk*

*I.C. § 33-512 Governance of Schools*

*I.C. § 33-1210 Information on Past Job Performance*

*Board Approval Date: 12/09/2021*

*Last Revision:*

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

Human Resources \_\_\_\_\_