

## **Killeen Independent School District Job Description**

**Job Title:** Board Clerk  
**Reports To:** Superintendent of Schools  
**FLSA Status:** Exempt

### **SUMMARY**

Provides secretarial and administrative services to the District's Board of Trustees and Superintendent of Schools.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Prepares and publishes board agenda packets and notices concerning all meetings of the board. Attends and records minutes for all meetings of the Board.

Arranges meetings and receptions for the Superintendent's office and the Board, including space and contacting those who need to attend, and assembles pertinent material.

Prepares and/or oversees distribution of board meeting minutes, certified agendas, weekly board newsletters, and correspondence.

Monitors state school board training requirements, coordinates board training sessions, and tracks compliance for each board member.

Coordinates requests from board members regarding their correspondence, travel, and circulation of information between board and staff.

Manages the Board budget, procurement cards, travel reimbursements, purchase orders, and invoices.

Tracks all district expenditures for each Board member, and documents supporting records for the report of the Financial Integrity Rating System of Texas.

Coordinates invitations for the Board to district events and external events.

Tracks Board information requests in compliance with the Texas Education Code, and for State reporting requirements.

Performs notary public function for the Board and district needs, as necessary.

Routes incoming mail and directs tasks from TEA, state and federal government to appropriate staff on behalf of the superintendent.

Determines priorities and initiates routine reports and projects based on established procedures to ensure accomplishment of tasks.

Oversees accountability for office inventory, petty cash, and the office procurement card.

Advises the Superintendent and/or Director of District Operations immediately of the existence of any problem deemed to warrant prompt attention and advice.

Responds to telephone calls and correspondence for the Superintendent and Board.

Formats, proofs, and publishes digital administrative procedures, maintains record of changes, and maintains current and historical hardcopies.

Maintains printed Board Policy Manual, integrates periodic policy updates, and maintains historical hardcopies.

Keeps superintendent's calendar and schedules appointments in absence of superintendent's secretary.

Establishes and maintains files for reference and control purposes and searches files for the Board and Office of the Superintendent.

Utilizes office technology and automation to complete tasks and projects, operates office machines such as computer, digital tape recorder, printer, calculator, etc.

Utilizes data reports.

Conducts research and gathers information.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION and/or EXPERIENCE**

High school diploma or hold a general education degree (GED) certificate. Bachelor's degree or associate's degree, preferred.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from administrators, board members, employees or visitors to the school district.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS**

**Tools/Equipment Used:** Standard office equipment including personal computer (PC), peripherals and video/instructional equipment

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Work schedule extends to evening and weekends, frequently

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

**Date:** June 14 2022

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.