

South Burlington School District Position Description

Job Title: Board Minute Taker
Location: District Office
Job Group: Non-Union Support Staff
Pay Level: Non-exempt, Grade 5
Reports To: Superintendent

Summary: Attends Board meetings and takes minutes. Ensures the accurate and timely record of all Board actions are made and submitted to the Superintendent. Maintains confidentiality of all Board matters.

Essential Duties and Responsibilities: *(Other duties may be assigned)*

1. Attends all board meetings when required.
2. Records all salient discussions, decisions and board actions.
3. Provides drafts of board minutes for review within five (5) days of the meeting.
4. Coordinates with the Executive Assistant to the Superintendent for the completion of the minutes, documentation and dissemination of accurate related board records; makes corrections as necessary.
5. Maintains confidentiality of all items discussed in board meetings.
6. Remains current on software, board operations, and required paperwork and procedures. Participates in training, as needed.
7. May perform other duties as assigned.

General Responsibilities: The ability to work in a collaborative team environment is essential to the employee's successful job performance. Carries out responsibilities in accordance with the District's policies and applicable laws. Regular attendance in accordance with established scheduled days/hours.

Qualification Requirements: *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience: High school graduate or equivalent, Associate's Degree preferred. Two or more years clerical experience desired. Knowledge of Robert's Rules of Order, meeting protocols preferred.

Language Skills: Ability to read and interpret documents such as safety rules, procedure manuals, operating and maintenance instructions. Ability to develop and write formal minutes. Ability to speak effectively before others.

Mathematical Skills: Ability to apply basic math to calculate figures, amounts, develop percentages and statistical information. Ability to apply concepts of basic algebra.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to maintain confidentiality of information presented in various forms (written/oral).

Other Skills and Abilities: Must have effective oral and written communication skills. The ability to establish and maintain positive working relationships with others. Must be successful working in a fast-paced environment, demonstrate flexibility and multi-tasking. Position requires a calm and friendly approach to manage a constant flow of information. Personal computer and spreadsheet experience, teleconferencing and the ability to learn and utilize new software programs is necessary. Must be able to keep high levels of confidentiality in all aspects of job performance. Ability to perform duties with awareness of all District requirements and School Board policies. Demonstrated ongoing commitment to workplace diversity, inclusion and sustainability.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations as defined by the District may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, see and hear. The employee is frequently required to demonstrate manual dexterity to write, operate computers and office machinery/equipment. The employee will occasionally speak, walk, and stand and lift up to 40 pounds. Travel to various work sites may be required. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet to loud environments.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually quiet.

Terms of Employment: As specified on the Memorandum of Agreement

Evaluation: Performance will be evaluated at least annually by the Superintendent

Date Approved: 1/27/21 DY

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and the ADA Amendments Act of 2008 (P.L. 110-325), which became effective on January 1, 2009 is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description. Job Description Acknowledgement I have received, reviewed and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____

Employee Signature _____ Date _____