

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Bethlehem, Pennsylvania**

**JOB TITLE:** Board Secretary

**REPORTS TO:** Board of School Directors

**JOB SUMMARY:** To assist the board by handling correspondence, preparing reports, maintaining proper records, and by executing expeditiously the instructions of the board so that the board may devote maximum attention to the central problems of education and policy determination.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Reads and abides by the Pennsylvania School laws and regulations, Federal and State laws, and regulations governing educational and civil rights of students and others, Child Protective Services Act, the policies of the Board of Education, administrative manuals, and the terms of the Collective Bargaining Agreement.
2. Communicates clearly, concisely, and effectively, both orally and in writing, with the administrative staff, professional and support staff, students, parents, and community.
3. Keeps full and accurate minutes of all board meetings. After minutes have been transcribed, presents to the board for approval. Maintains approved minutes in a manner that will allow for them to be maintained as a permanent record of board meetings.
4. Gives public notice of all meetings of the board.
5. Handles all official board correspondence.
6. Signs all reports as required by the Pennsylvania School Code that cannot be delegated to others.
7. Publishes all legal notices concerning school district business.
8. Assists the superintendent in the preparation of the agenda and related materials.
9. Prepares and presents reports as requested to the board at convened board meetings.
10. Maintains a current record of tax collections.
11. Handles reservations and communications for board members.
12. Serves as a custodian of the official seal of the school district.
13. Attest to the execution of all deeds, contracts, reports, and other documents as authorized by the School Code.
14. Attends all board meetings.

15. Maintains a collection of current literature on topics relating to school district governance such as legislation and school board practices.
16. Advises the board and superintendent immediately of any problems deemed to warrant prompt attention.
17. Responsible for compliance with the Pennsylvania Right To Know law.
18. Performs any other duties that may be assigned.

**QUALIFICATIONS:** Qualifications as the board may find appropriate and acceptable. Performance of this job will be evaluated annually by the board.

**REQUIREMENTS:** Valid Pennsylvania driver's license. Qualified medical examination as per Pennsylvania law. Valid criminal history check, child abuse clearance. Federal Bureau of Investigation criminal history investigation (if necessary).

**PHYSICAL DEMANDS:** Frequent travel to school district offices, classrooms, and regional office. Ability to reach above and below the waist. Ability to use fingers to pick, feel and grasp objects. Some stooping, bending, kneeling, and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 10 lbs. Ability to mostly sit with some walking and standing or moving throughout the work environment.

**SENSORY ABILITIES:** Visual acuity and auditory acuity.

**WORK ENVIRONMENT:** Typical office/classroom environment. Subject to inside and outside environmental conditions

**TEMPERAMENT:** Must possess excellent interpersonal skills. Must be able to work in an environment with frequent interruptions. Ability to make judgments and work under high level of stress.

**COGNITIVE ABILITY:** Ability to communicate effectively. Ability to organize tasks. Ability to handle multiple tasks. Ability to exercise good judgment.

**SPECIFIC SKILLS:** Must possess leadership skills. Must possess supervisory skills. Must possess computer skills. Ability to operate various office equipment. Must possess active listening skills. Must possess conflict mediation skills

**CLASSIFICATION:** Professional staff; 12 month classification. Cabinet Code – G.

**EVALUATION:** Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*