



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 4/19/2023

Clerk to the Board

Pay Scale: B

Level: 11

FLSA Status: Non-Exempt

Job Family: Central Office Administration

Primary Location: Administration Building

Department Overview

The Superintendent's Office provides leadership and guidance to all school sites and administrative offices throughout the Division. The Office works closely with the School Board to interpret policy, assure compliance, and provide strategic direction to the Division to meet the needs of students, parents, families, employees and community members. Additionally, the Office is home to the Division's internal audit, communications and community engagement, ombuds, legal counsel, and safety and security operations.

Job Overview

The Clerk to the Board is responsible for the preparation and maintenance of the official records of School Board business and actions, and the signing of various local, State, and Federal documents. The Clerk serves the School Board Chair and board members.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Attends all School Board meetings, work sessions and closed discipline hearings; and creates official minutes
- Prepares any necessary follow up after board meetings and updates to BoardDocs
- Prepares documents for the Chair and Vice Chair for all School Board meetings
- Attends to the Chair's signature on all documents
- Notarizes documents approved by the School Board
- Obtains board member signatures and distributes approved resolutions of the School Board to appropriate staff and maintains files of approved resolutions
- Signs various local, state and federal documents for the Board
- Coordinates preparation and filing of the Statement of Economic Interest by board members in accordance with state law
- Maintains historical files for the School Board
- Works with Executive Assistants to create the agenda for all school board and committee meetings in BoardDocs
- Provides BoardDocs training to Executive Assistants
- Posts all action taken at school board meetings in BoardDocs
- Collaborates with the School Board Chair, Vice Chair, Superintendent, Chief of Staff, and staff liaisons to finalize the school board agenda
- Works with the Executive Assistants and the Communications & Community Engagement Office to ensure that School Board meetings are properly posted, and the public is notified of meetings in accordance with the Freedom of Information Act

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- Works with the Communications & Community Engagement Office to notify the public regarding speaking at School Board meetings
- Creates all public comment forms and links for posting on the LCPS web page for registration for public comment
- Serves as the liaison between the public and board members
- Works with School Board Assistants to handle the needs of the Board
- Manages the School Board budget
- Performs bookkeeping using the P-Card and Oracle for direct pays, purchase orders, and travel reimbursement
- Works with the Chair to coordinate board governance training, new board member training, and board travel training

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

High School Diploma or GED

Experience

Five (5) years of experience providing executive or senior management support, including supporting a board or other governing or executive body

Licenses and Certifications

Commonwealth of Virginia Notary Public commission

Knowledge, Skills and Abilities

- Ability to work with a high level of initiative
- Ability to manage time and organize work independently
- Ability to work effectively under pressure, time constraints and deadlines
- Ability to communicate effectively, both orally and in writing
- Ability to establish and maintain successful working relationships with board members, administrators, families, the community and the general public
- Ability to maintain confidentiality and handle sensitive information with discretion
- Ability to learn and apply knowledge of the functions of the school division, its operating procedures, and regulations
- Proficiency in the use of personal computer and related hardware and software
- Proficiency in the use of the Microsoft Office suite of products
- Proficiency in the use of modern office technology

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.