WINOOSKI SCHOOL DISTRICT Job Description: Board Recorder

Page 1

Date Approved/Updated: October 19, 2016

Location: District Wide

Job Group: Support Staff, Non Union

Reports To: Superintendent of Schools

Summary of Position Responsibilities: To be able to take minutes and put them in a format that the public can understand what went on in a school board meeting.

Essential Duties and Responsibilities:

- 1. Attend school board meetings as required.
- 2. Work the number of hours needed to attend board meetings and complete minutes, between 5-10 hours per month.
- 3. Minutes must be prepared and available within 5 calendar days of each meeting, correctly formatted and checked for composition and spelling.

Supervisory Responsibilities include:

None.

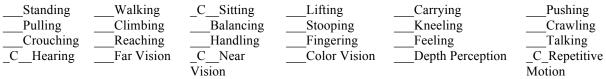
Qualification Requirements:

The requirements listed below are typical 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: Must have experience using Microsoft Word. Certificates, Licenses, Registrations: Language Skills: Mathematical Skills: Reasoning Ability: Other Skills and Abilities:

Physical Demands:

The physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:



___ Eye/Hand/Foot Coordination

Physical Effort: Please indicate on the continuum the requirements of this position:

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and 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.

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Page 2

Sedentary Work XX	Light Work	Medium Work	Heavy Work	Very Heavy Work
Lifts up to 30 lbs	Frequently lifts up to	Frequently lift/carry u	Frequently lift/carry up	Frequently lift/carry up
Walks/stands	10 lbs. Frequently	to 25 lbs.	to 50 lbs.	to 50 lbs or more.
occasionally	walks/stands.			

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. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:

_NExposure to	_NExtreme	_NExtreme	_CNoise	_NDust, vapors,
weather	heat	cold		fumes
_CTime constraints	_CPublic contact	_CDeadlines	_NTravel	_C_Inside work

Terms of Employment: As negotiated with the Superintendent.

Compensation: As negotiated with the Superintendent.

Evaluation: Done annually by the Superintendent.