

TITLE: Board of Education Clerk (Recording Secretary)

**OFFICE OF THE SUPERINTENDENT
JOB DESCRIPTION**

REPORTS TO: Superintendent of Schools through their Executive Assistant

REQUIRED SKILLS:

Ability to attend (physically or virtually) all Regular Board of Education evening meetings, as assigned, for the Boards of Education for Chester, Deep River, Essex, Region 4, their Supervision District Committee, and Joint Board of Education (approx. 30 meetings per year).

RESPONSIBILITIES

- Accurately document motions, amendments, votes, and Board actions to record, prepare, and distribute accurate, concise, and impartial minutes of Board meetings in a timely manner in accordance with applicable state laws and district policies, as directed.

QUALIFICATIONS:

- Previous experience preparing minutes for a public entity in accordance with FOIA requirements preferred