

**MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT  
JOB DESCRIPTION  
DISTRICT CLERK**

**Summary:** The District Clerk is a School District officer, appointed annually by the Board of Education for a one-year term, and serves at the pleasure of the Board. The duties and powers are specified in New York State Education Law §2121, and includes a variety of administrative, financial and clerical duties in connection with the District's and the Board of Education's business management activities. This position includes the duties and responsibilities below and other functions as assigned by the Board of Education through the Board President. The salary of the District Clerk shall also be fixed annually at the Board Organizational Meeting.

**Recommended  
Qualifications:**

Since the position of School District Clerk is in the exempt class, there are no minimum requirements; however, it is recommended that appointees meet the following requirements: Graduation from an NYS-registered or regionally accredited two-year college or business school, with a degree in Secretarial Science or closely related field with similar course curriculum and two years of secretarial experience, which should have included public contact. The District Clerk shall possess current knowledge of the New York State Education Law concerning the office of the District Clerk, such as the laws governing procedures for annual district meetings and elections, candidates' petitions and qualifications, and district policies and regulations. Must possess a license as Notary Public in New York State.

**I. Board of Education Meetings - Organization and Management:**

- Organize and attend all school board meetings (regular, special and public hearings) for the purposes of providing information, agenda, recording minutes, coordinating materials distributed and/or supporting the needs of the attendees.
- Organize and supervise the Annual School District Budget Vote and Election, consisting of, but not limited to, establishing timeline in accordance with legal requirements, publishing legal notices, preparing petition packets for candidates, scheduling staffing, corresponding and coordinating with Suffolk County Board of Elections, utilizing the BOLD election management system, organizing student voter registration, maintain voter registration, list and books. Prepare and maintain permanently disabled and absentee voter mailing list. Notify personnel, newspapers and community of election, potential candidates and budget vote and elections results. Maintain all records of election data and results. Assist in the orientation of new school board member(s).
- Prepare public notices for dissemination, posting and publishing in newspapers.
- Prepare and coordinate items for the Annual Organizational Meeting of the Board. Call the Annual District Meeting to order and serve as Chair of the meeting (if not done so by the previous Board president). Administer the Oath of Office to new trustees of the Board and appointed officers.

II. **Public Information Access Officer:**

- As the school district's Public Information Access Officer, receive all FOIL (Freedom of Information) inquiries. Maintain and manage all requests. Request records from appropriate department and compile data for response within required timeline and maintain completed record as prescribed by law.
- Be the receiver of all legal documents (confidential and non-confidential) served upon the school district (e.g. Notice of Claims, Summons and Complaints, Judicial Subpoenas), and promptly process and disseminate accordingly. Seek guidance from attorneys prior to responding. Request records from appropriate department or personnel, and compile records for response within required timeline; maintain completed record and report as prescribed by law and for purposes of providing up-to-date references.
- Prepare and file 3020-a documents with NYSED when charges are filed by Board of Education.
- Be the sole custodian of the school district seal. Verify, sign and seal various official documents (e.g. Incumbency Certificates, Salary Notices to attest to conformance with Board of Education salary determinations, and Affidavits). Notarize documents as required/requested by school district and community members.

III. **Board Committees:**

- Fulfill requests as assigned. This may include the preparation of agenda, minutes, meeting notices, along with research, compiling, photocopying and dissemination of information.

**Policy:**

- Prepare agendas and minutes
- Attend all meetings
- Research and gather information from a variety of sources, as requested
- Prepare and distribute policies for Board agenda/meetings
- Input new or revised policies and regulations on to BoardDocs
- Disseminate Board approved policies to all employees, Board of Education and legal counsel
- Maintain the official on-line policy manual of the Board.

IV. **Other Essential Duties and Responsibilities:**

- Serve as a liaison to the Board of Education. Provide support to the Board, Superintendent and other district personnel for the purposes of achieving the district's mission and goals.
- Communicate regularly with Board of Education. Notify and remind Board members of all meetings, conferences and workshops. Provide correspondence and calendar to Board

regularly. Secure reservations, prepare purchase orders and submit receipts for payment or reimbursements.

- Receive, review and disseminate incoming mail and emails sent to the Board of Education. Respond to a wide variety of inquiries, requests, and concerns. Compose written materials (i.e. draft and final correspondence, agendas, minutes, reports) on behalf of Board.
- Maintain and update Board of Education webpage (e.g. public notices, agenda, minutes, policies, biographies, meeting dates, etc.).
- When required, request legal opinion from attorney. Maintain district's legal opinion file.
- Monitor budgets for Board of Education, District Clerk and annual District Meeting codes.
- Organize, manage and maintain Board of Education and District Clerk files and file list for archives.

**Reports to:** Board of Education  
**Prepared by:** James Donovan  
**Approved by:** Dr. Roberta Gerold, Superintendent of Schools  
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