

**SAN JOSE UNIFIED SCHOOL DISTRICT**  
**San Jose, California**

**Title:**            **Secretary to the Board, Confidential**

**Reports to:**    Superintendent and Board of Education

**Job Goal:**     To assist the Superintendent and Board of Education in conforming with all legal regulations pertaining to governing board meetings, documentation of official public records, and board policies.

**Performance Responsibilities:**

1.    Compile, organize and prepare Board of Education Meeting Agenda related documents, and supervise public postings;
2.    Attend Board of Education meetings as recording secretary;
3.    Compose and prepare Board Agenda recommendations;
4.    Assist Superintendent and Board of Education in complying with the legal requirements of the Brown Act regulations relating to all Governing Board meetings;
5.    Prepare legal notices of Closed and Special Sessions, in accordance with Brown Act regulations;
6.    Coordinate arrangements for presentations at Board meetings;
7.    Maintain and update Board Policies, Regulations and Bylaws;
8.    Research Board Policies to assist the Superintendent, Board of Education, staff, and the public;
9.    Research education, government codes, and federal and state regulations to assist the Superintendent, Board of Education, staff, and the public;
10.   Serve as liaison for the Board of Education and Superintendent with attorneys for clarification on legal issues;
11.   Supervise the maintenance of necessary files and records for the Board of Education
12.   Prepare and monitor Budget for the Board of Education and Superintendent's office and participate in Budget Development process;
13.   Assist staff and parents in the resolution of complaints or concerns directed to the Superintendent's Office or to the Board of Education;
14.   Assist and respond to public inquiries regarding official Board minutes and public documents;
15.   Perform notarial services for Board of Education, Superintendent and District employees as required for District business.
16.   Assist the Board of Education as requested;
17.   Prepare/set up Board room for Board meetings, including the catering of snacks/dinner for Superintendent and Board members.

18. Perform other duties as assigned by the Superintendent.

**Qualifications:**

1. Two year degree desirable and/or comparable experience
2. Minimum five years experience in administrative aide capacity
3. Spanish/Bilingual preferred
4. Knowledge of computer and/or word processing equipment and applications
5. Proficiency in English grammar, usage, and accuracy in writing and editing materials
6. Ability to work independently and make independent decisions
7. Possess a high level of organizational skills
8. Ability to operate electronic recording equipment
9. Knowledge of legal requirements of the Brown Act regulations relating to Governing Board meetings
10. Knowledge with California Code of Regulations
11. Demonstrate a high degree of confidentiality, skill in diplomacy, and a sense of humor
12. Physical and mental ability to work under pressure
13. Ability to evaluate situations and recommend or implement suitable courses of action
14. Notary Public License or willingness to take and pass Notary exam
15. Valid California Driver's License

**Terms of Employment:**

Salary Placement: Appropriate level and step of Confidential Salary Schedule  
Work Year: 261 days including 2-4 weeks vacation

**Evaluation:** Performance of evaluation will be in accordance with provisions of the Administrator Evaluation Process.

12/21/94/ updated 5/5/04 cp

3/18/11