



Job Title: Clerk of the Board of Education  
Department: Tribal Government – Tribal Education Agency  
Reports To: Executive Director  
FLSA Status: Non-Exempt  
Prepared By: Executive Director  
Revised Date: 07/15/2021  
Approved By: BOE President  
Approved:

### **JOB SUMMARY**

The Clerk of the Board provides care and custody of the records, books, and documents of the Board of Education to ensure efficient and lawful operation of the Tribal Education Agency. To accomplish these tasks, the Clerk of the Board must work closely with the Board of Education, Executive Director, and staff and administration of the Blue Lake Rancheria.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Perform highly responsible and confidential work as the principal assistant to the Executive Director and Board of Education.
- Provide care and custody of the records, books and documents of the Board of Education to ensure efficient and lawful operation of the Tribal Education Agency.
- Attend Board of Education regular meetings, special meetings, public hearings, and subcommittee work sessions, as required, documenting actions and discussions, publishing meeting minutes. Must be available to work evening to accommodate the meeting schedule.
- Monitor and reply to emails for the Tribal Education Agency, personally handling oral or written inquiries, including substantive or sensitive questions requiring research, technical knowledge.
- Provides oral or written responses on behalf of, or for signature by, the Executive Director or BOE members, as necessary and directed by the Executive Director or the BOE President.
- Schedule, attend, and provide essential administrative support for closed session meetings, ensuring confidentiality of materials and compliance with legal requirements.
- Develop the annual calendar with the BOE and Executive Director, determining necessary schedule changes throughout the year.
- Publishing updates to the frontend of the TEA website including uploading documents to various TEA webpages, inserting photos, editing text, maintaining events calendar, etc. This *does not* include the backend functionality of TEA websites or duties associated with those of the webmaster.
- Assist TEA staff with social media website monitoring, moderation, and posting.

- Research, document, and collaborate on the creation of TEA documents working to organize and improve the efficiency of the TEA office to better provide services to the BOE members and the public.
- Ensure that all activities conform to organization guidelines, policies, procedures.
- Communicate with program partners and participants – by telephone or email.
- Honor all commitments made to the Tribal Education Agency & partners.
- Perform other duties as assigned.

**Promotes the following within the department and among all Team Members:**

- Creates a collaborative, inclusive, and culturally responsive atmosphere
- Encourages mutual respect, dignity and integrity with all Team Members, by setting positive examples at all times.
- Maintains a professional departmental, company, and community reputation.

**Blue Lake Rancheria requires Team Members, on a continual basis...**

- To provide a safe work environment for Team Members, through compliance with established safety guidelines, identifying potential safety hazards, and reporting same to the appropriate person for proper resolution.
- To maintain a professional departmental, company and community reputation.
- To enforce performance standards, policies and procedures as they relate to the department.
- To maintain a consistent, regular attendance record.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative 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**

Minimum requirement: Any combination of education and experience equivalent to a bachelor’s degree, plus five years of progressively more responsible experience working in an office in a supporting role (assistant, technician, specialist), two years of which shall have required some degree of independent judgement and oversight responsibilities.

Preferred: Bachelors level degree in Education, Public Administration, or Marketing & Communications related fields. Knowledge of practices, procedures, and policies of a Board of Education or non-profit Board.

**COMPUTER SKILLS**

Must be knowledgeable and proficient working with the Microsoft Office Suite, possessing a minimum of intermediate skills using Microsoft Word, Excel, and PowerPoint. Ability to understand and use various Google Services, Adobe Acrobat, and similar calendar, search engine, and software platforms. Understanding of use and management of social media platforms including page moderation and management. A basic understanding of Wordpress or the capacity to learn how to operate the content

management system is required. On-line virtual collaborative work and/or educational environments (i.e. Zoom, Go to Meeting, etc.) a must.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret accreditation standards, technical procedures, or government regulations. Ability to write reports, business correspondence, and Professional Growth Plans (PGPs). Ability to effectively present information and respond to questions from co-workers, community partners, program participants, students, parents, and the general public.

- Prepare clear and concise reports, correspondence and other written materials.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

### **REASONING ABILITY**

Ability to solve simple and practical problems, dealing with a variety of concrete or unknown variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Analytical skills for evaluating the effectiveness of workflow, policies, and procedures, suggesting necessary changes and improvements.
- Exercising sound independent judgment within established guidelines when called upon.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Possession of a valid California driver's license

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by a Team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Team Member is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The Team Member frequently is required to reach with hands and arms. The Team Member is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The Team Member must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. Must pass a criminal background check and drug test.

### **WORK ENVIRONMENT**

The work environment characteristics describe here are representative of those a Team Member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the Team Member is frequently exposed to general office environment including the use of standard office machinery. Job duties may extend outside the office to meetings locally and abroad.