



# Lansing Unified School District 469

200 East Mary Street  
Lansing, Kansas 66043  
913-727-1100  
www.usd469.net

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**Job Title:** Clerk of the Board

**Reports to:** Superintendent

**Purposes and Objectives of the Position:**

The Clerk of the Board shall attend all school board meetings to keep an accurate and permanent record of all the proceedings of each meeting. The Clerk of the Board is also the custodian of all documents, records, and reports of the Trustees including responsibility for all financial transactions of the District.

**Qualifications:**

- High School Diploma
- Minimum three years successful experience in the clerical field OR graduate of a recognized school of secretarial training.
- Minimum three years successful experience working with spreadsheets and word processing software.

**Duties and Requirements:**

- Secures and maintains board records, minutes, and other office files.
- Keeps all information concerning the Superintendent, the Board of Education, and the Superintendent's office in strict confidence.
- Maintains and organizes district permanent records such as tort claims, grievances, judgments, complaints, agreements, public notices, election documentation, contracts, and leases as directed by the Superintendent.
- Maintain district/schools address and statistical information on state and public websites.
- Maintain records of meetings, conferences and correspondence that pertain to the Superintendent and/or the Board of Trustees.
- Collects enrollment and attendance reports during the year, compiles them in meaningful form and distributes them for administrative use.
- Creates annual draft of school district calendar to submit to calendar committee for review, completes final calendar based on committee recommendations and prepares for board approval.
- Collects instructional "hours" information from all schools and prepares instructional calendars required by the State Department of Education itemizing all instructional hours per grade level.
- Prepares, distributes, and posts board meeting agendas, board packets, and other material for Board meetings as directed and approved by the Superintendent and as required by Kansas Code.
- Takes minutes at board meetings as required by Kansas Code and other meetings as directed by the Superintendent.
- Works with County Clerk to post and publish necessary election notices as per Kansas Code.
- Gather information from registrars and counselors to report Adequate Yearly Progress (AYP) Graduation rates to the State Department of Education.

- Work independently and with a team to maintain a clean, appropriate, and friendly work environment.
- Interact with students, parents, staff, faculty, and administration effectively and professionally.
- Respect and practice confidentiality both in and out of school with regard to records, activities, and communications relating to all students, parents/guardians, and staff.

*The district reserves the right to modify job duties or job descriptions at any time.*

### **USD 469 Board of Education Policies**

#### **Knowledge, Skills, and Abilities Required:**

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.