

WINOOSKI SCHOOL DISTRICT
Job Description: Board Recorder

Date Approved/Updated: October 19, 2016

Location: District Wide

Job Group: Support Staff, Non Union

Reports To: Superintendent of Schools

Summary of Position Responsibilities: To be able to take minutes and put them in a format that the public can understand what went on in a school board meeting.

Essential Duties and Responsibilities:

1. Attend school board meetings as required.
2. Work the number of hours needed to attend board meetings and complete minutes, between 5-10 hours per month.
3. Minutes must be prepared and available within 5 calendar days of each meeting, correctly formatted and checked for composition and spelling.

Supervisory Responsibilities include:

None.

Qualification Requirements:

The requirements listed below are typical 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: Must have experience using Microsoft Word.

Certificates, Licenses, Registrations:

Language Skills:

Mathematical Skills:

Reasoning Ability:

Other Skills and Abilities:

Physical Demands:

The physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:

<input type="checkbox"/> Standing	<input type="checkbox"/> Walking	<input checked="" type="checkbox"/> Sitting	<input type="checkbox"/> Lifting	<input type="checkbox"/> Carrying	<input type="checkbox"/> Pushing
<input type="checkbox"/> Pulling	<input type="checkbox"/> Climbing	<input type="checkbox"/> Balancing	<input type="checkbox"/> Stooping	<input type="checkbox"/> Kneeling	<input type="checkbox"/> Crawling
<input type="checkbox"/> Crouching	<input type="checkbox"/> Reaching	<input type="checkbox"/> Handling	<input type="checkbox"/> Fingering	<input type="checkbox"/> Feeling	<input type="checkbox"/> Talking
<input checked="" type="checkbox"/> Hearing	<input type="checkbox"/> Far Vision	<input checked="" type="checkbox"/> Near Vision	<input type="checkbox"/> Color Vision	<input type="checkbox"/> Depth Perception	<input checked="" type="checkbox"/> Repetitive Motion
<input type="checkbox"/> Eye/Hand/Foot Coordination					

Physical Effort: Please indicate on the continuum the requirements of this position:

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

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<i>Sedentary Work XX</i>	<i>Light Work</i>	<i>Medium Work</i>	<i>Heavy Work</i>	<i>Very Heavy Work</i>
Lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 10 lbs. Frequently walks/stands.	Frequently lift/carry up to 25 lbs.	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:

N Exposure to weather
 N Extreme heat
 N Extreme cold
 C Noise
 N Dust, vapors, fumes
C Time constraints
 C Public contact
 C Deadlines
 N Travel
 C Inside work

Terms of Employment: As negotiated with the Superintendent.

Compensation: As negotiated with the Superintendent.

Evaluation: Done annually by the Superintendent.

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