

DISTRICT CLERK

Job Description

The Board of Education shall annually appoint the district clerk. Such appointment shall continue until the next re-organizational meeting. The salary of the district clerk shall also be fixed annually at the re-organizational meeting.

The school district clerk shall:

- (1) have working knowledge of State Education Law concerning the office of district clerk such as procedures for annual and special school elections, candidate petitions and qualifications, teacher tenure hearings
- (2) hold commission as a notary public
- (3) verify and sign official documents
- (4) conduct annual and special elections and special district referenda, oversee absentee balloting
- (5) notify the town clerk in each component town of the results of all elections and school district votes
- (6) officially notify persons duly elected or appointed to office within 24 hours
- (7) notify the county treasurer of persons appointed as district treasurer and school tax collector
- (8) administer the oath of office to new trustees of the Board of Education
- (9) maintain all official records of the school district
- (10) serve as custodian of the records of the school district
- (11) keep the policy manual of the Board of Education and add and distribute material to the Board of Education and administrators after board action
- (12) file all correspondence and records relating to matters of the school district involving the Board of Education
- (13) keep and file all information regarding special committees of the Board of Education
- (14) prepare and arrange for publication of legal notices
- (15) attend and prepare minutes of all public meetings of the Board of Education, both regular and special, as well as public hearings of the Board of Education, and, when requested, handle follow-up correspondence
- (16) prepare board minutes of executive sessions
- (17) prepare the expenses of school elections and the district clerk for the annual budget
- (18) participate in handling of bond sales to ensure successful completion
- (19) receive subpoenas and claims against the school district as well as process appeals to the Commissioner of Education
- (20) perform any other work requested by the Board of Education or Superintendent of Schools

If a vacancy occurs, the Board of Education may appoint a successor. The district clerk may only be removed by the Commissioner of Education, in accordance with State Education Law.

References:

§306, 902, 2121, 2122, 2130, Education Law
Policy 2270.1 – Litigation Procedures)

POLICY ADOPTED: July 24, 1996
REVISED: January 19, 2000

WAYNE CENTRAL SCHOOL DISTRICT
Ontario Center, New York 14520