

**DISTRICT CLERK PRO TEM**

*Job Description*

The district clerk pro tem is appointed each year by the Board of Education at the re-organizational meeting. The salary of the district clerk pro tem is fixed annually at the re-organizational meeting.

The district clerk pro tem fulfills the responsibilities of the district clerk in his/her absence.

*References:*

§306, 902, 2121, 2122, 2130, Education Law  
Policy 2230 – Job Description, District Clerk

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

**WAYNE CENTRAL SCHOOL DISTRICT**  
Ontario Center, New York 14520