



TRITON REGIONAL SCHOOL DISTRICT

Respect, Integrity, and Excellence for All

POSITION: *Committee Recording Secretary*

PURPOSE OF POSITION: To prepare minutes of the meetings of the School Committee and designated subcommittees

REPORTS TO: *Superintendent of Schools*

PERFORMANCE RESPONSIBILITIES:

1. To attend meetings of the School Committee and designated subcommittees for the purpose of preparing minutes of the meetings
2. To provide to the appropriate Committee or Subcommittee Secretary draft electronic minutes, normally within forty-eight (48) hours of the conclusion of the meeting
3. To provide to the Executive Assistant to the Superintendent with finalized minutes of the meeting recorded within forty-eight (48) hours of the appropriate secretary approving them
4. To undertake such other duties as may be required that fall within the general scope of the position's responsibilities

QUALIFICATIONS:

1. A minimum of High School Diploma, with advanced training or Associate's Degree preferred, or equivalent experience
2. Familiarity with relevant technology
3. Ability to write succinct, accurate summary (rather than verbatim) minutes in formal language
4. Able to undertake a mix of mostly evening and some day time work

ATTRIBUTES:

- Committed to the core values of the district
- High level communication and interpersonal skills
- A commitment to collaborative practice within a professional learning community
- Detail oriented
- Able to multi-task

TERMS OF EMPLOYMENT:

- Annual Work Schedule: Per Meeting – As Needed

HIRING RANGE: Flat Rate - \$150 per meeting recorded

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on Evaluation of Non Instructional School Support Personnel