



**Job Title: BOARD OF EDUCATION SECRETARY**

**Job Purpose**

**GC SCHOOL BOARD**

- Provides high-level administrative support to the Board of Education and Superintendent.
- Serves as the official custodian of district records and ensures accuracy and integrity of board documentation.
- Ensures all board activities comply with the Mississippi Open Meetings Act and Public Records Act.
- Facilitates effective communication between the Board, district leadership, and the community while maintaining transparency and legal compliance.

**Knowledge, Skills, and Abilities**

- Demonstrates knowledge of Mississippi laws governing public meetings, executive sessions, and school board governance.
- Strong record-keeping skills, including accurate minute-taking, archiving, and maintenance of official records.
- Excellent written and verbal communication skills with the ability to interact professionally with board members, administrators, legal counsel, and the public.
- Proficiency in board management software (e.g., BoardDocs, Simbli) and general office technology systems.
- Ability to maintain confidentiality and exercise discretion with sensitive information.
- Strong organizational and time-management skills with the ability to manage multiple deadlines and priorities.
- Ability to coordinate schedules, meetings, and official correspondence efficiently.

**Minimum Qualifications**

- Associate's Degree in Business Administration, Legal Assisting, or a related field (Bachelor's Degree preferred).
- Minimum of five (5) years of administrative or clerical experience, preferably in a public sector or legal setting preferred.
- Ability to obtain and maintain a Notary Public commission in the State of Mississippi.
- Must pass a criminal background check as required by state law.

**Duties and Responsibilities**

- Demonstrates prompt and regular attendance.
- Prepares and distributes agendas, board packets, and supporting documents for all regular, special, and emergency board meetings.
- Attends all board meetings and executive sessions; records, transcribes, and maintains official minutes as the permanent legal record.
- Ensures public notice of meetings is posted in compliance with Mississippi Open Meetings Act requirements.
- Maintains and updates the district's official policy manual, including coding, distribution, and record retention.
- Coordinates administrative processes related to board member elections, appointments, and oath of office procedures.

- Serves as the point of contact for Public Records Act requests and coordinates responses with legal counsel.
- Acts as liaison between the Board of Education and district administration to ensure effective communication.
- Coordinates travel, training, and professional development arrangements for board members.
- Assists in managing the Board of Education budget and related expenditures.
- Monitors and ensures compliance with board member ethics requirements, including financial disclosures and required training.
- Maintains accurate and secure filing systems for all board-related documents and records.
- Performs other duties as assigned by the Superintendent or designee.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

**Reports To:** Superintendent and Board of Education

**Supervises:** N/A

**Terms of Employment:** 240 Days

**FLSA Status:** Non-Exempt

**DISCLAIMER:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	Employee's Printed Name
	Employee's Signature
	Date
	Supervisor's Signature
	Date