

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: SBDM Secretary
Job Class Code: 5165 or 7771
Pay Scale: per salary schedule

Reports to: Principal
Work Schedule: per salary table
Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Gives public notices of and attends all meetings of the SBDM Council.
- Keeps full and accurate minutes of all meetings of the SBDM Council and sends a copy of such minutes to each member of the council.
- Assists in the preparation of agendas setting forth all known items of business to be considered at meetings.
- Publishes all legal notices concerning council business.
- Performs such other tasks as may be assigned by the Principal.

MINIMUM QUALIFICATIONS

Education: GED or High School Diploma
Certification/Licensure: N/A

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.

CUMBERLAND COUNTY
PANTHERS