

**JOB TITLE: SBDM SECRETARY**

REPORTS TO: SCHOOL PRINCIPAL

SALARY SCHEDULE: CLASSIFIED SALARY SCHEDULE (\$25 PER MEETING)

LENGTH OF WORK YEAR: PARTICIPATION IN ALL SCHOOL YEAR SBDM MEETINGS

**SCOPE OF RESPONSIBILITIES**

Assumes direct responsibility and provides administrative assistance to the Site-Based Decision Making Council.

**PERFORMANCE RESPONSABILITIES**

1. Performs confidential administrative secretarial duties to support the Site-Based Decision Making Council.
2. Attends all Site-Based Decision Making Council meetings, keeping appropriate documentation of meeting attendance and meeting business; prepares and maintains meeting minutes.

**Minimum Qualifications**

1. High School Diploma or G.E.D.

**PHYSICAL DEMANDS**

Job responsibilities are primarily sedentary. Must be able to communicate effectively using speech, vision and hearing. Work requires the use of hands for simple grasping and fine manipulations. Work also at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.