



# NEWFANE CENTRAL SCHOOL DISTRICT

6273 Charlotteville Road, Newfane, NY 14108

716.778.6850 Phone / 716.778.6852 Fax

www.newfane.wnyric.org

## Job Vacancy Announcement

### #2122-58

<b>Job Title/ Classification</b>	DISTRICT CLERK (CIVIL SERVICE EXEMPT; CONFIDENTIAL)
<b>Location</b>	Newfane Early Childhood Center – District Office
<b>Job Description</b>	The Board Clerk is responsible for providing administrative and clerical support for the members of the Board of Education; working with the Superintendent of Schools to prepare board meeting agendas; prepare and post meeting notices and minutes; prepare for and supervise district elections and budget votes; facilitate board communications with the public; prepare and publish all public/legal notices; maintain and update the District Policy manual; serve as the district records retention officer; be or become a notary public; and other clerical support tasks as identified by the Superintendent of Schools. The Board Clerk attends all Board of Education meetings.
<b>Requirements/ Preferred Qualifications</b>	The successful candidate will have a demonstrated ability to provide consistent, accurate clerical support and be proficient in using the Microsoft suite of programs and Adobe; be detail oriented; have excellent communication skills; show flexibility and initiative; and be able to maintain strict confidentiality. High School diploma required; college or relevant work experience preferred. Fingerprint clearance through NYS Education Department required.
<b>Reports to</b>	Michael Baumann, Superintendent of Schools Margaux Lingle - President, Newfane Board of Education
<b>Start Date</b>	ASAP upon Board appointment
<b>Salary</b>	Negotiable based on knowledge and experience
<b>Required to Apply</b>	<ul style="list-style-type: none"> <li>▪ Cover Letter</li> <li>▪ Resume with references</li> </ul>
<b>Apply To</b>	Mr. Michael Baumann, Superintendent of Schools Newfane Early Childhood Center 6048 Godfrey Road Burt, NY 14028
<b>Deadline:</b>	Friday, 4/15/2022

The Newfane Central School District does not discriminate against any employee, student, applicant for employment or candidate for enrollment on the basis of gender (including gender identity, or transgendered status), race, color, religion or creed, age, national origin, marital status, disability, sexual orientation or any other classification protected by law (including, with respect to employees and applicants for employment, genetic predisposition or carrier status), unless based upon a bona fide occupational qualification or otherwise provided for by law. Any person wishing to obtain information about the District's procedures for grieving alleged civil rights violations may obtain information by contacting Jennifer Bower, Civil Rights Compliance Officer, One Panther Drive, Newfane, NY 14108, telephone number 716.778.6468.