



LOWELL PUBLIC SCHOOLS
Henry J. Mroz Central Administration Offices
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To: Superintendent
From: Chief Operations Officer
Date: December 2, 2019

There is a stipend of \$20,000 for the Recording Secretary for the School Committee that has been in effect for several years. It is recommended that a job description be adopted to clarify the duties and expectations for this position.

It is understood that this stipend provides compensation for duties at school committee meetings and for subcommittee meetings. However, the Recording Secretary has also been recently used to take minutes at other meetings, including but not limited to executive sessions.

I have enclosed a draft job description for the current stipend for the Committee's consideration or amendment.

LOWELL PUBLIC SCHOOLS
LOWELL, MASSACHUSETTS

**Confidential Recording Secretary for the
Lowell School Committee (Stipend)**

QUALIFICATIONS:

1. A general understanding of Massachusetts' Open Meeting Laws;
2. Excellent organizational, interpersonal skills, typing, and communication skills;
3. Excellent attention to detail and demonstrated past success in meeting deadlines;
4. Demonstrated computer proficiency.
5. Ten years of successful administrative support to senior executives is preferred.

PERFORMANCE RESPONSIBILITIES:

1. Attendance is required at all Committee meetings and subcommittee meetings with only 48-hours-notice;
2. Transcribe minutes of meetings in a timely and accurate manner in compliance with the Massachusetts Open Meeting Laws;
3. Utilize advanced technology skills;
4. Work independently and use proper grammar and vocabulary to produce draft minutes and approved minutes for each discussion item;
5. Maintain accurate files and records;
6. Respond to members' requests for information;
7. Manage signatures for required documents, including but not limited to permissions to enter and contracts;
8. Deliver necessary correspondence to members at meetings as needed;
9. Post meetings and produce agenda in the absence of the Confidential Secretary to the Superintendent;
10. Assist in producing copies of minutes in response to public record requests;
11. Coordinate with City Clerk's office as needed to ensure compliance with the Massachusetts Open Meeting Laws and posting requirements.
12. Maintain highest standards of confidentiality in performing duties.

REPORTS TO: Superintendent of Schools

STIPEND: \$20,000.00

WORK YEAR: Non-Affiliated 12-Month position