

**MILTON PUBLIC SCHOOLS
MILTON, MASSACHUSETTS**

JOB POSTING

POSITION:

Secretary to the Milton School Committee

DUTIES:

Attend School Committee Meetings on the first and third Wednesdays of each month and additional meetings as needed.

Compose accurate minutes of each School Committee meeting. Transcribe minutes and distribute to the Milton School Committee Chair for review and edits.

Provide the Superintendent's Office with final copies of Milton School Committee Meeting minutes and edited agendas.

RESPONSIBILITIES:

Must have accurate computer, typing and grammar skills.

Must be punctual and maintain good attendance at meetings.

Must be familiar with Robert's Rules of Order

Must maintain confidentiality at all times.

SALARY:

Anticipated stipend for FY19 is \$5,845