



**Clerk to the School Board
School Board Office
Fairfax County Public Schools
Fairfax, Virginia 22042**

Description:

Performs a wide range of highly responsible and confidential work as principal administrative operations manager and staff assistant for the School Board Office and School Board members, which includes the Board chair; oversees maintenance and assists in preparing official records of the Board; manages all administrative functions of the Board, to include follow through on directives from the Board, support for committees, drafting of business correspondence, and responding to/interacting with internal and external stakeholders; conducts research on complex matters related to administrative/operational aspects of the office to include collecting information and data, completing analysis, and organizing/distributing results to Board; acts in the legal capacity of clerk of the School Board.

Qualifications:

Required

- Bachelor's degree.
- Six (6) years of progressively more responsible experience as a confidential executive assistant, as a chief of staff, or in other senior-level management support role, three (3) years of which shall have required independent judgment, oversight/supervisory responsibilities.
- Experience responding to local or state officials and/or the general public.
- Experience with research, analysis, and writing.
- Must be a Virginia certified notary public OR become a certified notary public within two months of hire.
- Must be available to work evenings when School Board meetings are in session, as required.
- Must become bonded in the amount of \$10,000, to be paid by the School Board, after hire.
- Knowledge of issues and trends affecting current PreK-12 education.
- Familiarity with practices, procedures, and policies of the School Board and its administrative office.
- Ability to respond to and work collaboratively and professionally with all levels of staff, local and state officials, and the general public, handling sensitive and confidential concerns.
- Ability to compile, synthesize, analyze, and interpret data to reach sound conclusions and determine priorities.
- Proficiency in the use of office technology, including spreadsheet, presentation, and desktop publishing software.
- Ability to work independently with effective organizational skills.
- Ability to work under pressure to meet time constraints and deadlines.
- Ability to facilitate communications among the School Board, staff, and the general public.

- Ability to communicate in a manner that is clear, informative, and accessible - both verbally and in writing - to multiple audiences and stakeholders, using correct grammar, punctuation, and content structure.

Preferred

- Master's degree in business, political science, government relations, or public or educational administration.
- Experience with Robert's Rules of Order procedures and Virginia FOIA and Code requirements.
- Experience supporting a private or public governing board or official body.
- Understanding of Robert's Rules of Order.

Interested candidates should apply online:

<https://careers.fcps.edu/gateway.htm?&tg=supp&req=18620BR>

Equal Opportunity Employer