

WINDBER AREA SCHOOL DISTRICT
JOB DESCRIPTION

Department: Administrative Support

Standard Title: School Solicitor

Primary Function:

The School Solicitor will execute all duties required for an effective school program.

Supervision Received:

The School Solicitor is directly responsible to the Board of Directors and/or thier designee(s).

Direction Exercised:

None.

Essential Duties:

1. Prepare simple administrative resolutions and contracts.
2. Communicate with the Superintendent of Schools at least two days prior to any Board Meeting to review the Board Agenda.
3. Answer any questions by Board Members, the Superintendent of Schools, Board Secretary or Director of Finance.
4. Prepare all sabbatical leave contracts.
5. Will attend the twelve (12) regular monthly meetings of the School Board.

The following items will not be covered by the retainer, but will be based on an hourly charge:

1. Unusual resolutions, such as a resolution imposing special taxes pursuant to the Home Rule Statute, such as Act 515 of 1965, or contracts requiring special research and preparation for litigations, Court appearances, negotiations, or other extraordinary matters.
2. Participate in all hearings for dismissal and demotion of a teacher or a member of the staff or expulsion of a student.
3. Will supervise the purchase of condemnation of any real estate.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. Appropriate certification from an accredited institution.
2. Knowledge of State and Federal regulations relative to elementary and/or secondary education.
3. Excellent communication and organizational skills.

Salary:

The salary shall be covered by the retainer, which will be set by the Board of School Directors to be paid in equal monthly installments.