

## Clerk Position

Amsterdam is seeking a district clerk to serve part-time, approximately 5 hours per month. This role includes but is not limited to preparing and posting the district board meeting agendas, taking meeting minutes, and preparing audio/camera for recording meetings. The clerk prepares policies for review and updates board policy after revisions or additions are considered. Additionally, the clerk coordinates the school election annually. Pay DOE. Classified district application available at [www.amsterdamschool.org](http://www.amsterdamschool.org). Please submit completed application materials to [mschneider@amsterdamschool.org](mailto:mschneider@amsterdamschool.org).