

MODESTO CITY SCHOOLS

JOB DESCRIPTION

PUPIL RECORDS SPECIALIST

DEFINITION:

Under the direction of the assigned Director, perform a variety of complex clerical and analytical tasks to support the establishment, maintenance and destruction of pupil cumulative records in accordance with District policies and federal and state laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform complex technical clerical duties related to the maintenance of pupil permanent records including scanning, storing, duplicating and distributing records in accordance with established policies, regulations and guidelines; provide technical assistance to school sites regarding;
- Respond to requests for pupil cumulative record information from parents, students, employers, law enforcement and appropriate community agency staff; respond to and compose correspondence regarding information related to pupil cumulative records.
- Prepare mandatory permanent pupil cumulative records and Special Education records for duplication and preservation; review documents for completeness and accuracy in accordance with established guidelines; coordinate preparation, pick-up, and drop-off of mandatory permanent records; prepare pupil cumulative records and Special Education records in response to subpoenas or court orders.
- Lead and direct student records clerks; enter pay claims for staff assistants; coordinate training and in-service as necessary for newly hired student records clerks.
- Compose a variety of written materials related to the assignment such as letters, memoranda, bulletins or reports from notes, straight copy or rough draft, and verbal instructions; prepare registration packets for District students, including folders, access log, health folder, enrollment card, transfer sheet, immunization records, labels and disability prevention forms.
- Develop, maintain and produce numerous reports including unrequested pupil cumulative record lists and year-end pupil record reports; distribute unrequested pupil cumulative record lists to various school sites.
- Purge pupil cumulative records for extraneous and/or duplicate materials; maintain mandatory pupil information and destroy interim records according to State and Federal guidelines.
- Respond to requests for transcripts during summer months when high school registrars are not available; forward schoolwork, testing records, forms, personal belongings, and related documents for relocated students from the District.
- Prepare and submit proposed annual pupil records budget, obtain estimates for mandatory permanent record preservation and office equipment maintenance agreements.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and one year of experience in accounting, bookkeeping, clerical and secretarial performing general work tasks.

Licenses and other Requirements

- Typing certificate evidencing an ability to keyboard at a net rate of 45 words per minute.

DESIRED QUALIFICATIONS:

- One year college course work or training in secretarial, clerical, bookkeeping, accounting, or general office procedures skills, including computer data entry.
- Two years accounting, bookkeeping, clerical, secretarial experience performing general work tasks.

Knowledge of:

- Course descriptions and articulation agreements.
- Policies and procedures relating to organizational grading practices.
- Organizational admissions policies and procedures.
- Graduation and transfer requirements for various four-year colleges and universities.
- Terminology, practices and procedures of assigned office.
- Record-keeping and filing techniques.
- Business letter and report writing, editing and proofreading.
- Telephone techniques and etiquette.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Data control procedures and data entry operations.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Methods of collecting and organizing data and information.
- Mathematic calculations.

Ability to:

- Perform a variety of complex technical tasks relative to the daily activities of the Admissions and Records Office.
- Provide information about the College to faculty, staff, students and the general public
- Maintain accurate student attendance and transcript records.
- Respond to requests and inquiries from faculty, staff and students.
- Evaluate student records for graduation and transfer requirements.
- Calculate grade point averages quickly and accurately.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Compose correspondence and written materials independently or from oral instructions.
- Perform a variety of clerical accounting duties in support of assigned department or program.
- Answer telephones and greet the public courteously.
- Complete work with many interruptions.
- Compile and verify data and prepare reports.
- Maintain a variety of records, logs and files.
- Utilize a computer to input data, maintain automated records and generate computerized reports.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Add, subtract, multiply and divide with speed and accuracy.

WORKING CONDITIONS:**Work Environment:**

- Office Environment
- Constant Interruptions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information in person or on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Bending the waist, kneeling or crouching to file and retrieve materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 2/18/2003

Unit Approved: 3/10/2003

Board Approved: 3/24/2003

FLSA Status: Non Exempt

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