

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: SPECIALIST FOR STUDENT RECORDS STUDENT SERVICES DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of clerical and technical office assistance duties in the Student Services Department. Employee is responsible for processing forms and records in accordance with established procedures, and operating microfilm equipment as needed; maintaining complex files and records; and answering incoming calls and routing them to the proper person or department. Employee is also responsible for manipulating data through various computer-driven programs, including word processing, spreadsheet and file maintenance programs. Reports to the Supervisor of Counseling Services.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Scans and processes graduate, inactive and transfer student records.

Processes requests for old school cumulative records (i.e. electronic and paper transcript requests, verification of birth date, name, immunizations, etc.) after prepping the records, scanning documents and checking to make sure that all components of the cumulative records are secured.

Sequences and schedules cumulative records to be scanned; handles scanning process and procedures for old school cumulative records as well as transfer records; handles archived microfilm records.

Maintains files of records, correspondence, forms, index file cards, reports, and other materials; files material; posts information to departmental records according to standard procedures; provides secure storage for records; maintains confidentiality of records in accordance with applicable federal, state and or local laws.

Verifies data and indexes records; develops and maintains comprehensive databases to facilitate record retrieval.

Arranges for shredding of records after scanned documents have been processed and checked for accuracy; works with microfilm products.

Orders and keeps inventory of forms, parts and supplies for student records office; corresponds with schools and other agencies, as required.

Disseminates student record procedures to schools throughout the year.

SPECIALIST FOR STUDENT RECORDS

Provides annual training, along with Supervisor of Counseling Services, to student records contact persons from each of schools.

Provides direction for temporary workers employed, as needed, during busiest times.

Processes, sorts, and files purchase requisitions, equipment service contracts, printing requisitions and incoming/outgoing mail.

Advises Supervisor of Counseling Services about storage needs and inventory of student records documents.

Operates and trains others to operate reader-printers, cameras, splicers, calculators, copiers, and computer programs.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

Other duties as assigned by the Supervisor of Counseling and Director of Student Support.

MINIMUM TRAINING AND EXPERIENCE

Associate's degree in micrographics, computers, or a related field, and 1 to 2 years of student records experience and a thorough understanding of how to handle scanning and other processing equipment; or an equivalent combination of experience and training.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, copiers, typewriters, audiovisual equipment etc. Must be able to exert up to 20 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. Physical requirements are consistent with those for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, journals, etc. Requires the ability to prepare correspondence, forms, records, etc., using prescribed format.

SPECIALIST FOR STUDENT RECORDS

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear : (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of office procedures and department rules and regulations.

General knowledge of the operation and routine maintenance needs of microfilm/scanning, recording, developing and viewing equipment.

Ability to use common and unique office machines, including popular computer-driven word processing, spreadsheet and file maintenance software.

General knowledge of operations of the department and the established programs, policies and regulations, including applicable confidentiality laws.

Ability to process forms and records according to office standards.

Ability to maintain complex files and records.

SPECIALIST FOR STUDENT RECORDS

Ability to maintain confidentiality of sensitive information.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.