



Fremont Union High School District

Position: Student Records Specialist

Department/Site:	Teaching and Learning	Range:	112
Reports to/ Evaluated by:	Director of Educational Services	Work Year:	245
		Months:	12

Summary of Basic Functions & Responsibilities

Under the supervision of the Director of Educational and Special Services, or designee, performs complex clerical and statistical record keeping duties related to the enrollment, graduation or withdrawal of special education students, according to established policies and procedures. Receives, sets up, and evaluates records, updates data and documents to files, and evaluates records for compliance with requirements. Maintains and archives academic records. Understands and works effectively with people of differing cultures.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Prepares and maintains incoming special education students' permanent records. Enters information according to computer-aided student files using preset data entry screens. Receives new data and/or revisions, enters data, and routes updated information to appropriate staff or departments.
- Requests records from other schools, County Office of Education, and non-public schools, for new students transferring into the District and school sites.
- May verify enrollment and attendance records for Social Security, Social Services, Department of Education, auto and medical insurance companies.
- Reviews and evaluates incoming IEP's to determine placement, services, accommodations, and assessment needs that meet all requirements. Ensures the confidentiality and privacy of records and student information.
- Prepares mandated and special statistical reports that require accessing and extracting data from student information systems, and processes information for timely submittal to state and other agencies.
- Encodes student information for data entry into district student information systems and external student databases, including a web-based special education records.
- Prepares and forwards IEP's and other special education files requested by other schools and agencies. Responds to inquiries on special education students from other schools, employers, colleges, parents, and agencies.
- Provides communications to and serves as a liaison from school sites and special education staff on records, required information, and documentation.
- Communicates with site special education departments, particularly the Lead Resource Specialist, parents, and Special Education Secretary, regarding records, timelines and implementation of procedures.
- Maintains current knowledge of Federal, State, and District special education requirements and sets up routines and checklists to ensure up-to-date compliance.
- Maintains a variety of records and files, including those supporting mandated reports.
- Receives visitors and calls for information.

- Operates a variety of office equipment, such as a phone system, computers, printers, copiers, shredders, and calculators.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- The position requires in-depth knowledge of student file requirements, policies, and procedures, including organization and compilation of cumulative student records, and matriculation and graduation requirements.
- Requires a working knowledge of applicable District policies and procedures and State codes.
- Requires knowledge of personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheets, presentation graphics, and database software used in education for data entry and retrieval.
- Requires record keeping, data entry, file management, general office, and clerical skills.
- Requires skill at organizing and developing controls and procedures for the security and privacy of large volumes of alpha and numeric student data.
- Requires sufficient human relations skills to convey a positive image of the District, district performance, programs, policies, and procedures to staff and other agencies.
- Requires sufficient writing skills to prepare routine, yet professional correspondence and reports.
- Requires the ability to carry out the essential functions of the position.
- Requires the ability to maintain complex sets of records and reports consistent and compliant with defined requirements.
- Requires the ability to interpret, apply, and communicate District policies and procedures and State Education Codes covering records, matriculation, and graduation. Must be able to interact with a diverse community in formal and informal contacts with courtesy and patience.
- Requires the ability to maintain the privacy of student records and information.
- Must be able to work independently with little direction.

Physical Abilities:

- Must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to use microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, use a keyboard to operate a computer, and other standardized office equipment requiring some repetitive motions.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- The position typically requires a high school diploma or equivalent, and five years of increasingly responsible clerical experience including administrative support in data entry. College-level course work may substitute for some experience.

Licenses & Certificates:

- May require a valid California Driver's License.
- Fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Work is performed in a District office subject to frequent interruptions.