

# **Student Records Supervisor**

## **New Hanover County Schools**

### **Job Description**

**Class:** Administrative  
**Division:** Student Support Services

**TITLE:** Student Records Supervisor

**QUALIFICATIONS:**

1. Bachelor's Degree in Education or an educationally related field with valid North Carolina licensure.
2. Five or more years of experience in student scheduling, student records, and student information systems.
3. Other qualifications as the superintendent or Board of Education may find appropriate and acceptable.

**REPORTS TO:** Director of Student Support Services

**JOB GOAL:** To supervise master scheduling and student records for New Hanover County Schools.

#### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to student support issues.
2. Maintain strict confidentiality for all personnel matters and student records maintained in the division.
3. Work in collaboration with the Student Information Systems Supervisor to provide training for student data managers and registrars.
4. Audit transcripts of students new to the school system.
5. Work in collaboration with the Auditor to identify and solve records errors in schools.
6. Collaborate with schools to develop master schedules.
7. Manage Student Records Manual and update as needed.
8. Provide day-to-day support and training to school registrars.
9. Collaborate with the Enrollment Specialist to implement software to digitize the district's enrollment, transfers and student records requests.
10. Oversee and monitor the contractor responsible for preparing records to microfilming and digitizing computer use.

11. Perform related duties and responsibilities as requested by the Director of Student Support Services.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve month work year/At Will/FLSA Exempt

**Starting Salary and/or Grade:** SA 2

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software and Google Suite.
- Ability to communicate clearly and concisely, both orally and in writing, with school personnel, parents, students and central office staff while complying with the confidentiality requirements of local, state and federal policies and statutes.
- Ability to work independently, meet deadlines and accomplish specific tasks as required.
- Ability to learn, interpret and explain policies, regulations and procedures.
- Strong organizational skills, ability to compile and summarize information.
- Ability to interact and deal with the public in a professional manner.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.