



SUPPORT SPECIALIST

DATA AND RECORDS COMPLIANCE

JOB DESCRIPTION

JOB TITLE: Support Specialist - Data and Records Compliance
REPORTS TO: Coordinator of Student Information System
LOCATION: Education Support Services

FLSA STATUS: Exempt
PAY GRADE: SAT 07
DAYS: 260
JOB ID & DATE: SAT-24, May 2023

JOB PURPOSE SUMMARY

Serve as district data specialist. Coordinate the collection of district public information for the purpose of District, State, Federal, Grant and CORA reporting.

REQUIREMENTS

Education Level Details

Bachelor's degree in general education, School Administration, Communications, Human Resources, Business or related field or equivalent experience.

License / Certification / Language Required

Notary Certification preferred.

Work Experience Required

Three years working with student and/or district level data systems and records

Other Skills and Abilities Required.

- Strong organizational, communication, and interpersonal skills
- Proficient keyboarding and file maintenance skills
- Ability to use personal computer and software to develop databases and do word processing
- Ability to communicate effectively (verbal and written)
- Ability to operate personal computer to develop databases and do word processing

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Coordinate the collection, integration and formatting of all data required for submission to all State and Federal agencies.
- Work cooperatively with campus and central office office staff to collect, organize and format the required data in a timely manner.

CORA Related

- Review and interpret requests for records, data and information to provide an appropriate response in a timely manner. This duty is not limited to communicating with external customers to adequately define the scope of the request. Response to requests are timely, organized, complete and thorough. This position works with staff to gather and review response materials to the request so that the response contains all appropriate, responsive, non-privileged materials.
- Review materials provided by staff for responsiveness and determine whether materials are privileged or exempt from CORA. Work with other departments and the Attorney General Office (AGO) when requests are of a sensitive nature.
- Stay current on policies, procedures, CORA and Freedom of Information developments and litigations, current news and trends so that job knowledge keeps pace with changing needs.
- Coordinate with other divisions to share knowledge.

Records Management Operations

- Develop and administer processes, policies and procedures pertaining to all aspects of the records life cycle.
- Coordinates with other programs to develop workflows for business processes and document management. Contributes to the development of policies and procedures pertaining to all aspects of document management, from receipt to final disposition.
- Provides quality assurance and control feedback on the management of hard copy and digital files.
- Arranges training for staff in best practices for document management, processes, submittals, retention and disposition of records and materials the Division creates, receives or holds.
- Understand data storage, extractions and manipulation so that data is managed in accordance with records standards and practices.

Database Entry, Maintenance & Development

- Coordinates with staff to upload documents, perform data entry and track digital records in the records management database.
- Consults with database admins in best practices and development in the electronic content management database.
- Upload materials as part of regular business process and ad hoc requests
- Respond to special request in database entry and maintenance

Reports and Training

- Run edits, reports and verification checks on data to ensure the accuracy of information.
- Distribute edits and reports to the appropriate staff for analysis
- Maintain the student management system parameters for the District
- Provide employee and administrative level support for Infinite Campus
- Implement and comply with policies established by federal and state laws, State Board of Education rule, and local board policy in the area of student attendance; comply with all district and campus routines and regulations

Documentation

- Maintain accurate documentation.

Other

- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Clerical and other office staff as necessary.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in office locations. The Employee may be required to temporarily work from a remote location in the event of a district shut-down or other event.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____ Employee ID Number: _____
Signature: _____ Date: _____