

# SCHOOL DISTRICT OF DESOTO COUNTY

## STUDENT RECORDS SPECIALIST

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Two (2) years experience in student records management.
- (3) Above average knowledge of MS applications Word and Excel.
- (4) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of all statutes, regulations, and policies governing the proper care, retention, and processing of records. Ability to perform typing and word processing functions. Ability to image and catalog documents. Ability to lift heavy objects (over 15 pounds) and climb stairs or ladders. Ability to store and file correspondence and data in an organized manner. Ability to adapt to a variety of tasks, timelines, and priorities. Ability to maintain and report information within established deadlines. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

#### REPORTS TO:

Database Manager, Executive Director of Business Services

#### JOB GOAL

To maintain knowledge of all statutes, regulations, and policies governing the proper care retention and processes of district records.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \*(1) Manage the district's student records retention system including receiving, preparing, filing, storing, imaging and verifying records as required by federal and state statutes, state board regulations, and school board policies and procedures.
- \*(2) Log, date, and file all student records received from schools.
- \*(3) Coordinate the imaging of student records.
- \*(4) Update and distribute the District's Student Records Policies and Procedures Manual.
- \*(5) Maintain and update related forms for district student records.
- \*(6) Research, copy, and respond to legitimate requests for student records in a timely and accurate manner.
- \*(7) Attend state/regional/consortium records management meetings as necessary.

*May 28, 2024*  
*Effective: July 1, 2024*

## STUDENT RECORDS SPECIALIST (Continued)

- \* (8) Follow records retention schedule and destruction procedures established by the Florida Department of State, Division of Library and Information Services.
- \* (9) Coordinate each school's annual list of "Access to Student Records without Signing the Access Log" and revise those lists as frequently as necessary.
- \* (10) Institute and maintain a training and information program in all phases of records and information management for all sites in the district.
- \* (11) Prepare annual Records Management Compliance Statement to be submitted to Department of State, Division of Library and Information services.
- \* (12) Oversee administration and security of imaging system.
- \* (13) Demonstrate initiative in the performance of assigned responsibilities.

### Employee Qualities/Responsibilities

- \* (14) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- \* (15) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \* (16) Ensure adherence to good safety standards.
- \* (17) Maintain confidentiality regarding school/workplace matters.
- \* (18) Model and maintain high ethical standards.
- \* (19) Maintain confidentiality in processing all student records.
- \* (20) Maintain expertise in assigned area to fulfill position goals and objectives.
- \* (21) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

### Inter/Intra-Agency Communication and Delivery

- \* (22) Serve as liaison with the Division of Library and Information Services for assigned areas of responsibility.
- \* (23) Serve as a resource for all District staff in the area of student records.
- \* (24) Exercise service orientation when working with others.
- \* (25) Keep supervisor informed of potential problems or unusual events.
- \* (26) Use effective, positive interpersonal communication skills.
- \* (27) Respond to inquiries and concerns in a timely manner.
- \* (28) Serve on school/district committees as required or appropriate.
- \* (29) Serve on local records consortium committees.

### System Support

- \* (30) Exhibit interpersonal skills to work as an effective team member.
- \* (31) Follow federal and state laws as well as School Board policies, rules and regulations.
- \* (32) Demonstrate support for the school district and its goals and priorities.
- \* (33) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \* (34) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \* (35) Participate in cross-training activities as required.  
Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

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**STUDENT RECORDS SPECIALIST (Continued)**

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

**COMPENSATION:**

Compensation for this position is Pay Lane **E06**

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.