

PUEBLO SCHOOL DISTRICT 60
CLASSIFIED JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title: Student Records Support Technician
Prepared Date: 02/12/2016
Revised Date: 9/15/2023
Work Year: 213 days
Department: Student Enrollment and Data
Reports To: Supervisor of Student Enrollment and Data
Salary Range: Miscellaneous Salary Schedule – Non-Exempt
Benefits: Fringe Benefits based on Schedule B Benefits
Status: FLSA Status: Non-Exempt

SUMMARY OF FUNCTIONS:

The primary responsibility of the Student Records Support Technician is to organize and ensure the accuracy of the Student Records System. This position assists in archiving, indexing, maintaining and retrieving information related to student enrollment.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- High School Diploma or equivalent
- Five (5) years of record keeping, filing, database experience
- Prior experience with Microsoft Office Suite
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- College Degree from accredited college or university
- Previous experience in public sector records management, i.e. a registrar's office setting
- Previous experience with Infinite Campus
- Spanish speaking skills

SKILLS AND KNOWLEDGE:

- Knowledge of Windows-based computer systems, Infinite Campus, electronic mail, requisitioning, purchase orders, service requests, and other computerized processes
- Knowledge of federal and state laws that apply to student records and records retention
- Ability to work under high pressure with a multitude of on-going tasks and last-minute deadlines and changes with minimal errors
- Knowledge of standard office practices and procedures
- Ability to prioritize, plan, organize, and work effectively, using independent judgment to complete assignments and meet timelines
- Ability to relate well with District staff and the public and to understand their requests and needs and to respond to such requests in a professional and timely manner
- Ability to make independent decisions in accordance with established policies and procedures
- Ability to create and maintain a system for managing and maintaining large amounts of complex information
- Superior telephone skills/etiquette with a strong customer orientation toward staff, students, parents, outside agencies, and the community.
- Ability to establish and maintain a professional/effective working relationship with building staff, administrators, parents, students, city/county officials, and other community members
- Possess an excellent work attitude and the ability and willingness to take ownership/responsibility for project completion; demonstrated ability to provide initiative in reaching organizational goals
- Ability to maintain strict confidentiality in all aspects of assignments
- Ability to coordinate daily activities and schedule with little supervision

- Ability to be flexible and adaptable in a variety of situations
- Ability to remain calm under trying circumstances
- Ability to work with frequent interruptions
- Excellent proofing skills; knowledge of English, proper grammar, style, syntax, spelling, and punctuation
- Certified Notary or willingness to become certified as a public notary
- Ability to set up and coordinate conferences, training sessions, workshops, and meetings

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Enter basic information and maintain current data on all students
- Initiate, respond to, and document student record requests (districts, legal firms, DSS, health agencies, etc), confirmation of enrollment, graduation verifications, transcripts, etc.
- Evaluate academic records received from other educational institutions to ensure District and state requirements are met for all students; researches and determines applicability of appropriate transfer courses.
- Determine the content and organization of student file documents. Manage the internal transfer and archiving of student files. Train district staff on student record management.
- Organize and gather state assessment results from schools and file in student's cumulative record
- Update Home School Guide and documents annually. Maintain current list of home school students in Infinite Campus
- Update Warm Body Count Guide and related forms annually
- Update Cumulative File Management Guide as needed
- Serves as contact for state auditors and other outside agencies; gather requested documentation and explain office policies and procedures
- Work with team to gather, interpret, and correct information related to student count in October and at the end of year
- Complete Impact Aid Section 8003 application annually

- Identify and implement process changes to streamline efforts and improve quality.
- Maintains the integrity of the student records system by merging duplicate records and using Data Integrity and AdHoc Reports to identify errors and ensure data accuracy
- Purges student records and prepares the file for transfer to the central office for permanent storage according to the records retention schedule
- Supports building registrars when school is in session for the purpose of accurate input and reporting of student information following the established District guidelines.
- Serve as backup to school secretaries for printing official transcripts and releasing confidential information
- Responsible for maintenance and documentation of existing system and for the purpose of ensuring the security and reliable operation of district databases.
- Assist in planning and organizing school secretary trainings
- Attend all meetings and trainings pertaining to Student Records

OTHER DUTIES:

- Perform any and all other duties as assigned by the Supervisor of Student Enrollment and Data

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 6 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (6 – 9 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Sitting			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		

Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 50 lbs.			X		
Lifting Maximum weight: 50 lbs.			X		
Carrying Maximum weight: 50 lbs.			X		

WORKING CONDITIONS:

The noise level in the work environment is usually moderate. The work is performed in a typical office environment.