Class Title: STUDENT RECORDS TECHNICIAN

DEFINITION: Under direction, performs a variety of record keeping duties involved in the maintenance of student records.

EXAMPLES OF DUTIES

- Process requests for copies of cumulative files and student records including but not limited to requests from other educational institutions, employment verifications, social security department records, immigration agencies, subpoenas and transcripts. **E**
- Receive and maintain storage of student cumulative records in hard and electronic formats. **E**
- Enter all record movement information into Student Information System. **E**
- Implement district policies and procedures regarding student record maintenance, disposal and procurement. **E**
- Resolve questions with district staff, outside agencies and the public regarding student record maintenance, disposal and procurement. **E**
- Facilitate timely purging of student records within legal timelines. **E**
- Train school site staff regarding document storage in cumulative folders. **E**
- Maintain a database of records requests and file movement within and out of the district. **E**
- Supervising subordinates. **E**
- Preparing accurate financial data and statistical reports. **E**
- Maintain confidentiality in the duplication, storage and distribution of student records and files. **E**
- Collect fees as applicable by law and submit according to accepted protocol. **E**
- Provide periodic summary reports. **E**
- Operate office equipment including computers, copier, scanner and related software. **E**
- Order office supplies. **E**
- Greet and assist clients. **E**
- Initiate and receive telephone calls. **E**

DESIRABLE QUALIFICATIONS

Training and Experience:

- A combination of training and experience equivalent to three years of office

experience, coursework or training related to business or clerical work
- Knowledge of standard clerical operations, responsibilities, policies and regulations regarding students records storage, access, and procurement
- The principles of supervision and training
- Correct english usage, spelling and grammar
- Sound judgement in decision making in accordance with laws, ordinances, regulation, and departmental policies and procedures.

ABILITY TO:
- Operate a computer and related software and standard office equipment
- Physically manipulate files for processing, storage and retrieval
- Establishing and maintaining effective working relationships with others
- Prepare accurate financial reports

LICENSES AND CERTIFICATES
- Valid California driver license

CST Salary Range: 507 MT. DIABLO UNIFIED SCHOOL DISTRICT

Board Approved on February 23, 2022