Poudre School District

HUMAN RESOURCES DEPARTMENT

# JOB DESCRIPTION

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|---|---|---|---|
| Job Title: | **Records Compliance Specialist** | FLSA Status: | **Non-Exempt** |
| Job Family: | **Support Services Administrative** | Pay Range: | **SS39H** |
| Prepared/Revised Date: | **August 1, 2025** | Job Code: | **51509** |

**SUMMARY:** Responsible for managing the lifecycle of student education records, including special education records, and employee records, while ensuring compliance with federal, state, and district policies. Create, organize, retrieve, maintain, and safeguard records. Provide guidance on records compliance, retention schedules, and legal disclosures across the district, ensuring the district is compliant with all governmental regulations regarding legal disclosure of records and document management.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Manage all student and employee records, ensuring their confidentiality, security, and legal compliance. Coordinate and process requests, transfers, and storage of active/inactive records in accordance with Family Education Rights Privacy Act (FERPA), Individuals with Disability Education Act (IDEA), other applicable laws, district school board policies and department procedures/guidelines. Tasks include creating new files, processing withdrawals, securely transferring records between schools and districts, fulfilling employee record requests, and logging all record interactions for auditing purposes. Assist Records Manager in processing other confidential forms and letters for subpoenas, educational and employment agencies, armed forces, and legal requests.
2. Oversee the management of special education records, including retrieval of missing documents and compliance auditing. Work with schools, Integrated Services staff, and external agencies to resolve discrepancies. Provide detailed reports on compliance gaps and collaborate to address deficiencies. Implement regular audits of special education documentation to ensure accuracy and completeness.
3. Create and maintain centralized electronic databases and physical filing systems. Implement consistent indexing and cataloging for records accessibility and retention. Ensure that systems are optimized for easy retrieval and long-term storage. Perform standard quality assurance and quality control processes for image scanning and indexing. Enforce policies, procedures, and laws affecting records.
4. Serve as the primary point of contact for record inquiries, providing technical expertise on records handling, confidentiality laws, and district policies. Educate staff and external stakeholders as needed. Respond promptly to inquiries from parents, staff, and third-party agencies, providing clear instructions on records access procedures. Document and resolve complex records-related issues, escalating when necessary. Prepare weekly cash deposits and enter all deposits into district financial system.

5. Collaborate with department leaders, including HR and Integrated Services, to ensure seamless integration of records management practices. Assist in designing workflows that support efficient record-keeping and compliance, aligning departmental practices with district-wide policies.
6. Develop and implement procedures for secure destruction of records in alignment with district retention schedules and legal requirements. Receive, log, and facilitate inventory identification and safeguard all student and employee records sent and housed at the Records Center for storage. Oversee shredding, digital purging, and other destruction processes, ensuring proper documentation and adherence to regulations. Coordinate with external vendors as needed for bulk destruction projects.
7. In collaboration with the Records Manager, mentor staff in proper records handling, focusing on legal compliance and privacy laws. Conduct ongoing cross-training with Records Center staff. Create and distribute Record Center resources. Facilitate training sessions to ensure consistent understanding across departments.
8. Monitor and process special projects such as compliance audits, record digitization initiatives, and long-term archival projects. Coordinate resources and timelines, ensuring projects are completed on schedule. Provide detailed progress reports to stakeholders and recommend improvements based on project outcomes.
9. Perform other duties as assigned.

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent with specialized training or vocational courses beyond high school
- Two years of experience in records management, including scanning, imaging and indexing, or a directly related field in the performance of similar duties and responsibilities
- Experience with special education records preferred
- Familiarity with legal and regulatory frameworks governing records management preferred
- Equivalent combination of education and experience acceptable
- Bilingual oral and written communication skills preferred
- Notary public preferred

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills; including editing, proofreading, punctuation and spelling skills
- Interpersonal relations skills
- Strong attention to detail
- Ability to provide a high level of customer service
- Ability to lead a project team and communicate project status effectively
- Organizational and time management skills
- Mathematical skills including basic calculations and application of basic math concepts

- Knowledge of statutes, regulations and policies governing the proper care, retention and processing of records
- Knowledge of federal and state privacy and record retention laws (FERPA, IDEA)
- Ability to maintain confidentiality in all aspects of the job
- Ability to participate and work in a team environment
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Basic operating knowledge of and experience with personal computers, peripherals and media equipment
- Basic operating knowledge of and experience with office software
- Operating knowledge of and experience with typical office equipment, such as telephones, scanner, copier, fax machine, Email, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

| | POSITION TITLE | # of EMPLOYEES |
|---|---|---|
| **Reports to:** | Records Manager | |
| **Direct reports:** | This job has no direct supervisory responsibilities. | |

- Responsible for cross-training Records Center staff on legal disclosure, proper handling of Special Education records, and assisting the manager in educating staff on records retention schedules and the processing of student records.

**STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS:** *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

| PHYSICAL ACTIVITIES: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand | | | X | |
| Walk | | | X | |
| Sit | | | X | |
| Use hands to finger, handle or feed | | | | X |
| Reach with hands and arms | | | | X |
| Climb or balance | | X | | |
| Stoop, kneel, crouch, or crawl | | | X | |
| Talk | | | | X |
| Hear | | | | X |
| Taste | X | | | |
| Smell | X | | | |

| WEIGHT and FORCE DEMANDS: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds | | | | X |
| Up to 25 pounds | | | X | |
| Up to 50 pounds | | X | | |
| Up to 100 pounds | X | | | |
| More than 100 pounds | X | | | |

| MENTAL FUNCTIONS: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare | | | | X |
| Analyze | | | | X |
| Communicate | | | | X |
| Copy | | | | X |
| Coordinate | | | X | |
| Instruct | | | X | |
| Compute | | X | | |
| Synthesize | | X | | |
| Evaluate | | | X | |
| Interpersonal Skills | | | | X |

| MENTAL FUNCTIONS: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compile | | | | X |
| Negotiate | | X | | |

| WORK ENVIRONMENT: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | X | | | |
| Work near moving mechanical parts | X | | | |
| Work in high, precarious places | X | | | |
| Fumes or airborne particles | X | | | |
| Toxic or caustic chemicals | X | | | |
| Outdoor weather conditions | X | | | |
| Extreme cold (non-weather) | X | | | |
| Extreme heat (non-weather) | X | | | |
| Risk of electrical shock | X | | | |
| Work with explosives | X | | | |
| Risk of radiation | X | | | |
| Vibration | X | | | |

| VISION DEMANDS: | Required |
|---|---|
| No special vision requirements. | |
| Close vision (clear vision at 20 inches or less) | X |
| Distance vision (clear vision at 20 feet or more) | |
| Color vision (ability to identify and distinguish colors) | |
| Peripheral vision | |
| Depth perception | |
| Ability to adjust focus | X |

| NOISE LEVEL: | Exposure Level |
|---|---|
| Very quiet | |
| Quiet | |
| Moderate | X |
| Loud | |
| Very Loud | |