

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Student Records Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Prevention & Intervention	CLASSIFICATION:	Classified
FLSA:	Non-exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-34/CSEA 125 Salary Schedule

(Former Classification: Program Technician (assigned to P& I))

BASIC FUNCTION:

Under the general direction of an assigned supervisor, perform a variety of complex technical and clerical duties requiring specialized knowledge and independent judgment involving frequent and responsible public contact to provide reasonable, timely delivery of professional services; assist administrators and site personnel in the preparation and maintenance of confidential mandatory archived student records.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Coordinate clear communication between site personnel and/or district offices regarding the maintenance of confidential, mandatory archived student records; review records and cum folders and provide clear direction to assigned sites as needed to ensure accuracy of student information. *E*

Provide technical expertise and respond to questions and inquiries regarding policy and procedures on the maintenance of student records. *E*

Provide individual instruction to site personnel on the use of legal record keeping policies and procedures. *E*

Drive to school sites to assist with legal records and cum folders as needed; review records and cum folders to ensure accuracy of student information. *E*

Serve as student records liaison with multiple departments in the development of electronic transcripts; receive and route calls to ensure reasonable, timely delivery of communication to appropriate staff. *E*

Assist the Student Records Supervisor with the functions of Student Records; compose correspondence independently or from oral instructions; prepare letters, memoranda and forms. *E*

Prepare and assemble materials and information for in-service training; assist with in-services to District personnel as needed to ensure understanding of District's procedures on the maintenance of student records. *E*

Make decisions related to procedural matters according to established guidelines or refer to the appropriate staff to ensure compliance. *E*

Operate a variety of office equipment including but not limited to copiers, typewriters, fax machines, computers and assigned software. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college-level course work in business administration or related field with two years of increasingly responsible technical office and record keeping experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current office terminologies, practices, procedures and equipment.
Principles and procedures of student record-keeping.
Applicable codes, laws, District policies and procedures related to assigned duties.
Current computer systems and software programs including but not limited to word processing, spreadsheets and email as related to assigned duties.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Maintain accurate records and prepare reports.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Understand, apply and explain student records policies, rules and objectives.
Operate a computer to enter data, maintain records and generate reports.
Train and provide direction to others.
Understand and resolve issues, complaints or problems.
Plan, organize and prioritize work to meet schedules and timelines.
Understand and work within scope of authority.
Type at 40 words net per minute.
Communicate, understand and follow both oral and written directions effectively.
Compose correspondence and written materials independently.
Learn new or updated computer systems/software programs to apply to current position.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting district goals and outcomes.
Apply integrity and trust in all situations.
Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; contact with dissatisfied individuals.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting, standing or walking for extended periods of time; dexterity to operate a computer and other office equipment; hearing and speaking to exchange information; seeing to prepare folders; reaching overhead, above the shoulders and horizontally, bending at the waist, or kneeling or crouching to retrieve files and other materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

E= Essential Functions