

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Supervisor, Student Records	REPORTS TO:	Executive Director
DEPARTMENT:	Student Records	CLASSIFICATION:	Supervisory
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	S-37/Supervisory Salary Schedule

BASIC FUNCTION:

Plan, organize and supervise the efficient operation of the Student Records Department; maintain confidential mandatory archived student records; train, supervise, ~~and~~ evaluate and provide clear expectations of assigned staff.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). 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.)

Plan, organize and supervise work activities and functions for the Student Records Department to provide timely delivery of high quality services. *E*

Communicate in a positive and professional manner to provide technical expertise and respond to questions and inquires regarding policy and procedure. *E*

Review materials and data and inform department head of pertinent information. *E*

Assist the Executive Director with the functions of Student Records to ensure timely delivery of high quality services to students, families and the sites. *E*

Communicate with a diverse range of families and various outside agencies confidential information with regards to student records to meet the needs of students and families. *E*

Prepare and maintain accurate and timely records and reports of department operations and activities such as attendance, payroll, inventory and other related documentation as directed. *E*

Research, evaluate and confer with vendors regarding supplies, materials and equipment; order supplies and materials according to established procedures. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate of Arts Degree and three years of responsible technical experience including four years experience working with student records.

LICENSES:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State and District laws, rules, regulations and policies applicable to assigned duties.
Modern office practices, procedures and equipment.
Operation of computer, typewriter, calculator and standard office equipment.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Efficient record-keeping techniques.
Principles and practices of supervising, training and providing work direction.
District organization, operations, policies, objectives and goals.

ABILITY TO:

Plan, organize and oversee and assist with the activities and functions of Student Records.
Train, supervise, evaluate and provide clear expectations to assigned personnel.
Determine appropriate action within clearly defined guidelines.
Plan and organize work to meet schedules and time lines.
Operate a computer to enter data, maintain records and generate reports.
Establish and maintain cooperative, effective and collaborative working relationships with a diverse range of people.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Work confidentially and independently with little direction.
Learn new or updated computer systems/programs or skills to apply to current work.
Communicate, understand, and follow both oral and written directions effectively.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Assist in sustaining and monitoring the financial viability of the district.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; excessive intermittent noise; occasional contact with dissatisfied individuals; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, hearing and speaking to exchange information and train personnel; seeing to read various documents; sitting for extended periods of time; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, kneeling or crouching and bending at the waist to retrieve materials from files or shelves; lifting light objects.

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

E=Essential Functions