

Durham Public Schools

Job Description

Position: Manager, Records Center (12-Month Position)

Reports To: Director of Student Assignment

Salary: North Carolina Salary Scale

Status: Permanent, 12-Month

Student Support Services

RECORDS CENTER MANAGER

Qualifications:

1. Bachelor Degree from an accredited university or college preferred or equivalent experience
2. Minimum of five years of successful professional experience in Student Records preferred
3. Excellent interpersonal skills, including the ability to develop effective relationships with internal/external stakeholders providing a customer-focused approach, and excellent service delivery
4. Excellent verbal and written expression
5. Literacy in Information Technologies with particular expertise in electronic document management and conversion of documents to electronic formats
6. Or any equivalent combination of training and experience which provides the required knowledge, skills and abilities

Responsibilities:

1. Leadership
 - a. Monitor adherence to Board policies, state *and* national laws regulating student and public records, including the Family Educational Rights and Privacy Act of 1974 and the Records Retention and Disposition Schedule published NC Archives. Request amendments to the schedule as needed
 - b. Maintain security of all records with a solid plan for records retrieval in the event of disaster
 - c. Provide effective leadership of the ongoing programs
 - d.) Develop long-and short-range goals and objectives for the improvement of system-wide instruction and training, standard operating procedures, efficient

processes, etc.

- e. Maintain current knowledge of best practices by attending conferences and reading/viewing professional material.
- f. Maintain knowledge of current legal requirements, board policies, and best practices for high quality record management practices and technologies
- g. Establish written standard operating procedures for the student records system within Durham Public Schools.
- h. Perform other duties as assigned

2. Strategic Development

- a. Provide leadership in developing and implementing an annual and long-range record management plans in accordance with DPS mission and vision
- b. Provide training and monitoring for high school records specialists to adhere to the Standard Operating Procedures for student withdrawals records in accordance with NCDPI Cohort Graduation Guidelines
- c. Work strategically with vendors for innovative opportunities partnerships for continual improvement

3. Program Management

With regard to DPS student cumulative education records:

- a. Establish system-wide procedures for managing student records, including converting records to digital images for electronic document management (SCRIBS)
- b. Provide ongoing training for school base records specialists
- c. Design and implement structures for professional development through innovation cross training, webinars, outreach and collaboration with neighboring counties, (training, website and databases) in support of DPS user information
- d. Continually monitor, evaluate and define work processes for maximum efficiencies and outcomes
- e. Audit compliance with system-wide procedures and processes
- f. Microfilm and scan student cumulative records to meet the standards of North Carolina Division of Archives and History
- g. Coordinate and oversee responses to requests for certified records and information
- h. Act as the school district liaison, providing support and guidance to internal staff in regards to certified records, FERPA, subpoenas, court orders, journalist, university

researchers, etc.

- i. Prepare and oversee the preparation of records and reports as required by federal, state and local policies

With regard to *DPS student active records*:

- a. Advise department heads of the retention period for records in their custody based on the North Carolina Department of Records Retention and Disposition Schedule
- b. Identify VITAL records to be created and maintained in the event of a disaster based on the department's Business Continuity of Operations Planning (COOP)
- c. Provide district-wide best practices for creating, storing, transferring, retrieving, releasing, safeguarding and disposing of records
- d. Provide records management training for department and school-based staff members
- e. Report non-compliance and corrective action of procedures and legal requirements

With regard to *inactive correspondence, financial and all other records transferred to the Record Center for storage*:

- a. Coordinate inventory, storage and retrieval as requested
- b. Provide Notice of Intent to Destroy Records annually and destroy records in compliance with Records Retention and Disposition Schedule (RRDS), ID Theft Protection Act, NC General Statutes and Board Policies
- c. Identify transferred materials that are of obvious historical value and maintain them as archival records

With regard to *archival records of DPS*:

- a. Work with school media coordinators to inventory and preserve documents of obvious historical value, using the School History Materials List developed by the Interagency School History Project

4. Human Resources

- a. Assist in the recruitment, selection and hiring of staff/Supervise all Records Center staff, to accomplish Records Center objectives
- b. Evaluate staff and build goals that align with the mission, vision and strategic plan of the school district

5. Budget Development

- a. Prepare, and administer the departmental budget in accordance with short and long term program goals, internal accounting protocols, and local policies
- b. Coordinate with other departments or agencies to ensure that funds are used for maximum services and efficiencies
- c. Oversee the maintenance and inventory of all equipment, materials, and supplies in accordance with federal, state and local policies