

FAYETTE COUNTY PUBLIC SCHOOLS

Specialist II, Enrollment and Records Center Position Description

The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.

WORK LOCATION:	Enrollment and Records	FLSA STATUS:	Non-Exempt
REPORTS TO:	Enrollment/Records Management Officer	WORK CALENDAR:	240 Days
SALARY SCHEDULE:	Classified Salary Schedule	APPROVED (Board):	July 2018
PAY GRADE:	4080	REVISED:	September 2023; September 2022

SUMMARY: Under the general supervision of Enrollment/Records Management Officer, perform diverse and complex administrative support duties

ESSENTIAL FUNCTIONS:

1. Demonstrate regular and prompt attendance
2. Perform usual office routines and practices associated with a busy and efficient office
3. Ensure the smooth and efficient operation of the Enrollment and Records Center office for maximum positive impact for students and families in Fayette County Public Schools
4. Answer questions on records storage, scanning and destruction, rules and schedules, Family Educational Rights and Privacy Act (FERPA) and State Retention Schedule
5. Scan and verify sensitive and confidential information including Board minutes, payroll records, personnel records and student permanent records
6. Maintain day-to-day operation of the Enrollment and Records Center, including transfer of records from school to school; school to other counties, and to the Enrollment and Records Center to be scanned, stored, or destroyed
7. Draft correspondence and data from a variety of sources
8. Assist the Records Management Officer in working with schools and departments to establish records retention and destruction schedule
9. Assist in providing up-to-date retention schedules and records procedure manuals for all school clerks and school system office clerks
10. Work with the public to retrieve and forward records requests to colleges, military and courts, as well as answer directory information requested by employment facilities, police, etc.
11. Maintain inventory of records accumulations
12. Design or update forms for use in the Records Management program
13. Process transcripts and/or student information K-12
14. Collect information mandated by the state on students from Fayette County enrolled in any private school
15. Maintain private school database of collected information and submit report to the state
16. Ensure confidentiality and security of all student information maintained in the Enrollment and Records Center (attendance, residency and enrollment) and the student information system
17. Answer questions on student enrollment as per State Board of Education rule 160-5-1-28 and Fayette County Board of Education policy JBC
18. Answer questions on assignment of students to schools per Fayette County Board of Education policy JBCCA.
19. Stay abreast of regulations regarding attendance and residency issues
20. Obtain specialized training in areas relevant to enrollment and records and redeliver training to school-based personnel
21. Document residency concerns and maintain affidavit data base and run required reports
22. Scan and upload all documents pertaining to enrollment of all new and returning students as well as address changes

23. Maintain various reports such as boundary report and IQ report for the department
24. Perform other duties as assigned and allowable by intended program

REQUIRED QUALIFICATIONS:

High school diploma or state approved high school equivalent
 Keyboarding, telephone and filing skills
 Proficiency in administrative technology
 Excellent problem-solving skills
 Ability to establish priorities, work independently with limited direct supervision, simultaneously manage multiple tasks, and deliver a quality work product by a designated deadline
 Excellent oral, written and interpersonal communication skills
 Ability to work cooperatively with school and department staff

PHYSICAL DEMANDS:

Routine physical activities that are required to fulfill job responsibilities. Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and/or up to 10 pounds of force constantly to move objects. Frequent bending, lifting, pushing, pulling, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Prolonged periods of standing, walking and sitting. Vision, hearing and verbal communications are essential functions of this position.

PREFERRED QUALIFICATIONS:

Experience in data entry
 Experience in an office setting as a secretary, administrative assistant, office manager, or comparable position
 Experience in a school setting
 Knowledge of records retention guidelines
 Knowledge of enrollment guidelines
 Knowledge of provisions of Georgia Open Records Act and state mandated standards for microfilming/scanning public records

REQUIRED DUTIES & RESPONSIBILITIES:

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission’s Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.