RECORDS CLERK

QUALIFICATIONS

High school diploma and two years of business college preferred
Proficiency in oral and written communication
Proficiency in computer skills (word processing, spreadsheet, and SAM)
Loyalty and discretion

REPORTS TO

Director of Research and Enrollment Services

SUPERVISES

N/A

JOB GOAL

To contribute to the efficiency for maintaining student academic records and data entry as relevant to the essential functions and duties of said position

ESSENTIAL FUNCTIONS

RECORDS FUNCTIONS

Ensures that students’ academic records – cumulative folders and permanent records – are properly maintained according to district and state guidelines.

Ensures that a cumulative folder and permanent record is on file within the school of attendance for each student on the school’s official roster in the district’s student information system.

Regularly evaluates students’ cumulative folders and permanent records to ensure that proper data are recorded to provide a consistent narrative so that it can be used to analyze students’ school history, test scores, and rate growth.

Ensures that proper documentation as deemed significant and required by district and state is enclosed in the students’ cumulative folder.

Makes Official Record Requests for new enrollees from other schools, districts and other relevant educational agencies.

Effectively updates and prepares records for transfer to other schools, districts, and other relevant educational agencies upon formal, written requests.

Ensures that notification of Family Education Rights and Privacy Act (FERPA) accompanies each cumulative folder and permanent record when being prepared for delivery to schools, districts and other relevant educational agencies.

Maintains a tracking system as students’ records – cumulative folders and permanent records – are removed from secure location by appropriate school and district personnel.

Understands that the cumulative folder and permanent records are confidential documents and are to be treated and maintained as such.

Maintains a current list of employees by name and position who are authorized to have access to cumulative folders and permanent records.

Understands that the data recorded on the cumulative folder and permanent records MUST match
Prepares records for final transfer for central depository when students graduate and/or if a school closes.

Understands that permanent records are kept in perpetuity for every person who has enrolled or is enrolled in a school.

Understands the permanent record is a legal school record for the student and must be kept, while it is active, in the attendance center office in a secure, fire-resistant container or location.

Understands that in the event a student transfers to another school district, the permanent record shall be kept permanently by the school district from which the student has transferred.

Completes and maintains accurate records and reports; compiles and updates a variety of periodic reports and information as deemed pertinent to essential functions.

Operates a variety of office equipment including photocopiers, facsimile machines, and computers; inputs and retrieves data and text.

Performs other related duties as requested or assigned.

**EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

**SALARY INFORMATION**

- Classification: Records Clerk
- Scale: Classified
- Grade: A
- Days Employed: 214 per school year
- Range: $8.25-$14.55
- Overtime: Non-exempt

**CODES**

- MS Personnel/Accreditation Data: 751016 (Secretary/Clerical)
- JPSD Job Position Title: N5082