



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

STUDENT RECORDS SPECIALIST

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, perform a variety of clerical functions concerning the maintenance of former student's records; prepare student records for scanning; store, duplicate and distribute scanned records as requested; prepare and maintain personnel, fiscal, and risk management Class I records; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Perform a variety of student record clerical tasks, including file purging, preparing files and records for digital storage, typing, proofreading, filing, and recording of data.
- Provide trainings and technical support to school sites and departments.
- Perform audits for quality control of the District's digital records storage system.
- Compile information and prepare reports and summaries.
- Answer the telephone and provide caller with routine information and data.
- Respond to written requests from appropriate agencies and persons regarding the public school records of former students.
- Receive scanned records, review and compare them with the originals to ensure accuracy and completeness.
- Prepare routine correspondence in response to informational requests.
- Organize, develop, and maintain a data storage and retrieval system.
- Maintain a variety of alphabetical, numerical, and subject-matter files and records.
- Perform data entry functions using a computer.
- Process student transcripts for distribution.
- Analyze, proof and record date of the preparation of student and District records.
- Receive and comply with record subpoenas.
- Use a variety of record management system equipment including computers, FAX machines, /printers, and scanners.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office procedures, methods, strategies and techniques, particularly regarding student record management.
- English usage, spelling, grammar, punctuation and mathematical concepts.
- Standard office machines and equipment, record storage, retrieval and management systems.

ABILITY TO:

- Operate a computer using related software applications effectively and efficiently.
- Perform general clerical work with speed and accuracy.
- Make simple mathematical calculations accurately.
- Communicate effectively, both orally and in writing.

- Understand and follow oral and written directions.
- Establish and maintain cooperative working relationships.

Bilingual/Biliterate positions require proficiency in both oral and written Spanish and may require translating from English to Spanish and from Spanish to English.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree

EXPERIENCE:

Two years of experience performing varied general office or clerical functions involving student and District record management. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

Verification of a valid California Motor Vehicle Operator's license.
Insurability by the District's liability insurance carrier may be required.

PREFERRED QUALIFICATIONS:

Course work in typing, record management, and general office practices is preferred, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office work environment.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that persons within this position classification must perform in carrying out essential job functions.

- Will frequently exert 10 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Will sit most of the time, but will walk or stand for brief periods; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend or descend a step stool or step ladder.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

N/A

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