

**PUEBLO SCHOOL DISTRICT 60**  
**CLASSIFIED JOB DESCRIPTION**

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

**Job Title:** Student Records File Assistant  
**Prepared Date:** 4/9/2024  
**Revised Date:**  
**Work Year:** 213 days  
**Department:** Student Records and Reporting  
**Reports To:** Supervisor of Student Enrollment and Data  
**Salary Range:** Miscellaneous Salary Schedule – Non-Exempt  
**Benefits:** Fringe Benefits based on Schedule B Benefits  
**Status:** FLSA Status: Non-Exempt

**SUMMARY OF FUNCTIONS:**

The primary responsibility of the Student Records File Assistant is to fulfil validated requests for student records and information, maintaining the organization and availability of these files, keeping file inventory and tracking information updated in computer-based systems, and assisting in ensuring the quality and completeness of student cumulative files for Office of Civil Rights compliance. This position assists in archiving, indexing, maintaining and retrieving information related to student enrollment.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully

perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REQUIRED:**

- High School Diploma or equivalent
- Two (2) years of record keeping, filing, database, or related experience
- Prior experience with Microsoft Office Suite
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- College Degree from accredited college or university
- Previous experience in public sector records management, i.e. a registrar's office setting
- Previous experience with Infinite Campus
- Spanish speaking skills

**SKILLS AND KNOWLEDGE:**

- Ability to consistently demonstrate close attention to detail while completing tasks in a timely manner.
- Work with minimal supervision in a multi-task environment of frequent interruptions and changes in task priority without making significant errors;
- Ability to prioritize, plan, organize, and work effectively, using independent judgment to complete assignments and meet timelines
- Ability to relate well with District staff and the public and to understand their requests and needs and to respond to such requests in a professional and timely manner
- Ability to follow complicated procedures in accordance with established policies, identify possible issues and discuss concerns with the supervisor.
- Ability to monitor and use a system for managing and maintaining large amounts of complex information
- Knowledge of Windows-based computer systems, Infinite Campus, electronic mail,
- Knowledge of federal and state laws that apply to student records and records retention
- Knowledge of Pueblo School District 60 policy related to handling and maintaining confidentiality of student records
- Superior telephone skills/etiquette with a strong customer orientation toward staff, students, parents, outside agencies, and the community.
- Ability to establish and maintain a professional/effective working relationship with a variety of stakeholders including but not limited to department coworkers, other Pueblo School District 60 staff and administrators, parents/guardians, students, city/county

officials, and other community members

- Possess an excellent work attitude and the ability and willingness to take ownership/responsibility for project completion
- Ability to maintain strict confidentiality and ensure the safety and security of confidential information and documents.
- Ability to be flexible and adaptable in a variety of situations
- Ability to remain calm under trying circumstances

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Respond to, fulfill and document student record requests (from schools, law firms, agencies, etc), for enrollment confirmations, graduation verifications, transcripts, etc.
- Update and correct the content and organization of student file documents in compliance with Office of Civil Rights (OCR) guidelines. Assist with the internal transfer and archiving of student files. Assist in training district staff on student record management and legal and district requirements.
- Maintain the integrity of the student records system by merging duplicate records and using Data Integrity and AdHoc Reports to identify and correct errors and ensure data is consistent with records.
- Purge student records and prepare the file for permanent storage in digital archives, according to the records retention schedule
- Research and recover missing files and documents by working with D60 school registrars or reviewing microfilmed documents
- Organize and gather state assessment results and other required documents from schools and file in students' cumulative record
- Maintain and adapt file distribution in file room cabinets, moving and reorganizing files as needed to make space available for incoming files.
- Maintain and update data in the online central records inventory system.
- Serve as backup to school secretaries for printing official transcripts and releasing confidential information
- Help prepare for and participate in the annual district-wide student cumulative file exchange

**OTHER DUTIES:**

- Perform any and all other duties as assigned by the Supervisor of Student enrollment and Data

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 6 hrs per day)

C – Continually (6 – 9 hrs per day)

NA – Not Applicable

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting					<b>X</b>
Stationary Sitting			<b>X</b>		
Walking (level surface)				<b>X</b>	
Walking (uneven surface)			<b>X</b>		
Crawling	<b>X</b>				
Crouching (bend at knees)			<b>X</b>		
Stooping (bend at waist)			<b>X</b>		
Twisting (knees/waist/neck)			<b>X</b>		
Turn/Pivot			<b>X</b>		
Climbing (stairs)		<b>X</b>			
Climbing (ladder)		<b>X</b>			
Reaching overhead				<b>X</b>	
Reaching extension				<b>X</b>	
Repetitive use arms				<b>X</b>	
Repetitive use wrists				<b>X</b>	
Repetitive use hands grasping				<b>X</b>	
Repetitive use hands squeezing			<b>X</b>		
Fine manipulation					<b>X</b>
Using foot control	<b>X</b>				
*Pushing/Pulling Maximum weight: <b>50 lbs.</b>			<b>X</b>		
Lifting Maximum weight: <b>50 lbs.</b>			<b>X</b>		
Carrying			<b>X</b>		

Maximum weight: <b>50</b> lbs.					
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**WORKING CONDITIONS:**

The noise level in the work environment is usually moderate. The work is performed in a typical office environment.