

## Leon County Public Schools Classification Specification

Salary Grade 28

### Summary Information:

<b>Classification Title:</b>	Manager, Student Records	<b>Date Prepared:</b>	04/2003
<b>FLSA Status:</b>	Non-Exempt	<b>Authorized Location:</b>	District Level Only

### Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

### Activity Identification

#### Activity Name

505	Records Management/Maintenance	Maintain large numbers of records or files in storage. May involve establishing mechanisms for retrieval and documenting destruction. This activity does <u>not</u> include normal record keeping or filing associated with clerical or similar support positions.
716	Student Records	Compile, maintain and interpret records of individual students. Monitor access to and provide security for confidential records.
725	Custodian of Records	Required to attend Court Hearings when subpoenaed, give depositions, and maintain all records.
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district.
022	Filing	Set up and organize files and manuals; count and alphabetize Reception records; keep files up-to-date; distribute as needed.
502	Microfilming	Microfilm and file records. Copy and distribute microfilm records. Verify information on microfilm.
025	Photocopying	Make photocopies.
024	Mail Processing	Sorting, stamping, and all other activities associated with mail processing.
646	Data Inquiry/Access	Use computer terminals to access data.
999	Assigned Duties	Perform other duties as assigned.

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**General Classification Specification Factors:**

**Education/Experience:** B.A. Degree or B.S. Degree with three years related experience;  
or  
A.A. Degree with five years related experience; or  
High School diploma or equivalent with seven years related  
experience

**Supervisory Responsibility:** Yes

**Type of Supervision:** Supervision typically takes substantial time with respect to  
assigning, reviewing, and checking work. This position is  
responsible for addressing business and personnel difficulties  
under standard procedures.

**Effective Date:** 07/01/2003