

## HCPSS POSITION DESCRIPTION FORM

**Requestor to Complete:**

<b>Reason for Submittal:</b> <input type="checkbox"/> Creation of New Position <input checked="" type="checkbox"/> Vacancy <input checked="" type="checkbox"/> Classification Review	<b>Date:</b> 4/25/2022
	<b>Position Supervisor's Name:</b> Kelly Denison
	<b>Position Supervisor's Title:</b> Coordinator, School Counseling
<b>Current Position Title:</b> Specialist, Student Records	
<b>Proposed Position Title:</b>	
<b>Employee's Name:</b> <input checked="" type="checkbox"/> Vacant	<b>Department:</b> Program Innovation and Student Well-Being
<b>Division:</b> Academics	<b>Work Location:</b> ARL

**Job Summary:** Using 5-6 statements, describe the general purpose, focus and overall responsibilities of the position. How does this position align to the support the Strategic Call to Action? (Typically used for recruiting and job announcement.)

Under the direction of the Coordinator of School Counseling, the Specialist Student Records is responsible for ensuring compliance with HCPSS Policy 9050 – Student Records, Federal Family Educational Rights and Privacy Act (FERPA) and other state and federal regulations/guidance on the creation, retention, transfer and disposal of student records. The Specialist, Student Records serves as an expert resource to data clerks, registrars, and school-based secretaries and provides professional development and training related to student registration, record transfers, and student data privacy.

**Primary Responsibilities:** Describe below the work the position is responsible for completing daily or weekly. Make your description definite and clear enough that persons who are not familiar with the work will understand the position responsibilities. List the duties and tasks the position is responsible for performing starting with the most important and finish with those that are routine or occasional in nature. Start each sentence with an action word (e.g. prepares, assists, organizes, provides, observes, ensures, guides, leads, monitors, develops, implements, conducts, etc.).

In the column on the left, indicate the percent of time that is spent on each of the duties listed. The total percent of time should add up to 100% (*% of time column total should equal 100% and duty statements should not be smaller than 5% or larger than 50%*). Be as brief as possible, but do not leave out important information.

% of Time (Required)	Primary Responsibilities/ Key Functions/ Tasks
	<ul style="list-style-type: none"> <li>Serves as the school system’s representative for providing expert knowledge and technical assistance to school-based teams on student registration, records transfer, attendance, and student data privacy.</li> </ul>
	<ul style="list-style-type: none"> <li>Creates guidelines, processes, and procedures to ensure compliance with HCPSS Policy 9050 – Student Records, Federal Family Educational Rights and Privacy Act (FERPA), Policy 9010-Attendance and other state and federal regulations/guidance on the creation, retention, transfer, and disposal of student records.</li> </ul>
	<ul style="list-style-type: none"> <li>Develops a Howard County Public School System Records Manual and implements a records retention schedule.</li> <li>Collaborates with Secondary School Counseling to ensure courses are recorded correctly and online college support products are leveraged effectively to support counselors and registrars.</li> </ul>
	<ul style="list-style-type: none"> <li>Develops, evaluates, and conducts professional learning related to student records and attendance to registrars, data clerks, secretaries, administrators, school counselors, and other student services staff.</li> <li>Provides consultation and expertise to staff to resolve escalated issues related to student records.</li> </ul>
	<ul style="list-style-type: none"> <li>Oversees the implementation and continuous improvement of HCPSS student records, creation, retention and transfers. Conducting student record audits to ensure accuracy and to identify areas of needed improvement, including assembling a review of the findings for school-based staff and following up to ensure actions are taken.</li> <li>Collects, analyzes, and distributes documentation for student data relating to HCPSS, state, and federal regulations.</li> </ul>
	<ul style="list-style-type: none"> <li>Serves as the Program Innovation and Student Well-Begin representative on workgroups and advisory committees related to student records, student data, attendance and student data privacy.</li> <li>Provides appropriate and effective communication to ensure the highest level of customer service for internal and external HCPSS stakeholder groups.</li> </ul>
100%	<i>Total</i>

**Required Education and Experience (Minimum):**

**Education:**

Bachelor's degree from an accredited college or university in education, business, or a related field.

**Experience:**

- Three (3) years of work experience in student records management and/or reviewing student records for compliance with applicable policies.
- Experience developing data driven reports, conducting data analysis, and interpreting policies in a PreK-12 public school system.

**Preferred Education and Experience:**

**Education:**

**Experience:**

- Three (3) years of experience creating and conducting professional development and/or creating training materials.
- Knowledge of HCPSS Policy 9100, 9050, and 9010.
- Knowledge of COMAR and federal regulations on student records creation, retention, attendance, and transfer of data.

**Required Knowledge, Skills, and Abilities:**

*Knowledge* – Thorough knowledge of Policy 9100, 9050, state and federal regulations on student records creation, retention, and transfer; Cultural proficiency awareness, sensitivity, and appreciation.

*Skills* – Demonstration of strong human relations, communication, and organizational skills; Demonstrated leadership skills; Demonstrated excellence in verbal and written communication skills; Demonstrated staff development skills

*Abilities* – Ability to work cooperatively with colleagues; Demonstrated ability and proficiency in technology use; Demonstrated ability to establish rapport with adults and work effectively with teams.

Ability to easily travel to schools.

Please provide the standard work hours of this position: 8:30a-4:30p

Is this position required to work specials hours?  Yes  No

If so, describe (e.g., essential personnel, weekend/evening, shift work).

Is this position accountable for departmental funds/budgets?  Yes  No

If yes, list annual dollar amount and describe "accountability".

Does the position have signature authority?  Yes  No

If yes, describe/ list types of documents.

Describe typical decisions made by this position:

Student Records decisions

Does this position supervise regular HCPSS employees?  Yes  No

Does this position supervise temporary worker?  Yes  No

Does this position have leadership duties?  Yes  No

If yes, note the nature of supervisory and/or leadership duties:

Check (X) all applicable duties	Check (X) in the appropriate columns	Recommend	Approve
<input type="checkbox"/> Assign work to others	Hire new employees	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Distribute work to others	Terminate employees	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Check work of others	Promote/ Demote	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Train subordinate employees	Discipline employees	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Evaluate performance	Authorize leave	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Establish unit policy/ procedures	Authorize pay increase	<input type="checkbox"/>	<input type="checkbox"/>

List the names and titles of employees the position will/currently directly supervises:

Name	Title	FTE	Temporary Employee
		<input type="checkbox"/> FT <input type="checkbox"/> PT	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> FT <input type="checkbox"/> PT	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> FT <input type="checkbox"/> PT	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> FT <input type="checkbox"/> PT	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> FT <input type="checkbox"/> PT	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Scope and Impact of Position:** (Scope refers to the breadth or depth of responsibility; Impact refers to the effect of the position's actions on the division/ department/ school/ school district)

**Scope:**

This role ensure compliance with Policy 9050 and state and federal regulation on creation, maintenance, transfer, and deletion of student records.

**Impact:**

**Contacts:** Identify the position's significant person-to-person work relationship and contacts.

Briefly describe the purpose and frequency of the contacts, internal and external.  
 Kelly Denison, Coordinator of School Counseling and Student Records  
 Paul Linkins, Coordinator of School Counseling, Scheduling, and Data Management  
 Andrea Portnoy, Instructional Facilitator, School Counseling  
 Stephanie Dobbs, Resource Counselor  
 Marian Boring, Specialist, Data Management  
 Lisa Davis, Director, Program Innovation & Student Well-being  
 Caroline Walker, Executive Directors, Program Innovation & Student Well-being  
 School-based administrators (principals and assistant principals)  
 School-based staff (registrars, data clerks, secretaries)  
 Stephen Dolney, Acting Director of Strategy and Data Privacy

I certify that the information provided on this form is accurate and complete.

<b>Employee Signature (If applicable):</b>	<b>Date:</b>
<b>Supervisor's Signature:</b>	<b>Date:</b>