

DIRECTOR OF STUDENT RECORDS AND DATA MANAGEMENT

DEFINITION

Directs the operations of the Student Records Branch in the Office of Data and Accountability related to the retrieval, request, collection, and archiving of student records.

TYPICAL DUTIES

- Directs the operations of the Student Records Branch including the retrieval of student transcripts, collection and archiving of student records from school sites, closed charter schools, non-public school sites, and archiving new and existing student records.
- Directs the development and implementation of the District-wide electronic cumulative record system and assures the adherence of all legal and instructional record management requirements.
- Directs the research, planning, and execution of converting the District's microfilm records and digital media.
- Creates policy guidelines regarding procedures for archiving and maintaining student records.
- Ensures that legal mandates are adhered to and that stringent timelines are met in the scanning and verification of district applications.
- Directs the scanning operations for district applications related to eligibility applications for various district programs.
- Directs the development and implementation of documentation needed for Deferred Action for Childhood Arrivals (DACA) and designs guidelines and instructions for schools regarding DACA processes.
- Develops, plans, and administers the branch's budget and control expenditures.
- Coordinates with the Office of Curriculum Instruction and Student Support (OCISS) on the analysis of student transcripts and when necessary the reconstruction of student records.
- Represents the Executive Director in meetings with board members, senior staff, and other division heads in the development or revision of policies and procedures related to the verification of student and school-level data or student records.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Student Records and Data Management directs, plans, develops, and implements essential components of the Student Records Branch in the Office of Data and Accountability related to the retrieval, request, collection, and archiving of student records.

The Executive Director, Office of Data and Accountability directs the Office of Data and Accountability.

SUPERVISION

General direction is received from the Executive Director, Office of Data and Accountability. General supervision is exercised over lower-level managers and other classified personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Organization, staffing, functions, and goals of the District, including its educational programs, policies, and procedures
- Project management concepts including the development of budgets, timelines, and allocation of resources
- Characteristics and capabilities of the Student Data Warehouse and other related data systems
- Management, supervisory, and training principles and techniques
- Customer service practices and public relations concepts
- Scanning, archiving, and data management techniques

Ability to:

- Plan, schedule, and direct multiple projects, delegate to subordinates, and evaluate operational effectiveness
- Explain and implement policies, procedures, and goals
- Estimate project requirements and organize resources to meet established deadlines and goals
- Communicate effectively both orally and in writing
- Prepare clear and concise reports and presentations
- Analyze business processes and determine technology use to increase efficiencies
- Evaluate procedures and problems and develop and implement improvements
- Direct, evaluate, and train staff
- Exercise independent judgment and initiative
- Synthesize facts, concepts, and influences that affect systems and procedures
- Analyze laws, regulations, and interpretations

ENTRANCE QUALIFICATIONS

Education:

Graduation from recognized college or university with a bachelor's degree preferably in public policy, education policy, public administration, business administration, or related field.

Experience:

Five years of management experience in managing the collecting, processing, and reporting of at least 100,000 records within a public or educational institution.

Special:

- A valid California Driver License.
- Use of an automobile.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.