



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Special Education/Integrated Services Records Technician** FLSA Status: **Non-Exempt**
 Job Family: **Records** Pay Range: **RC10H**
 Prepared/Revised Date: **December 11, 2018** Job Code: **51502**

SUMMARY: Responsible for creating, updating, maintaining, monitoring and safeguarding all aspects of special education student records and ensuring the District is in compliance with all government regulations regarding records, legal disclosure, destruction and forms management. Enforce policies, procedures and laws affecting special education records.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Manage all student special education records, including maintaining and ensuring the integrity of files including strict confidentiality, security, and legal disposition. Receive, prepare, store, and coordinate requests and transfers of inactive and active student records from students, parents/guardians, internal schools/personnel, outside districts/agencies in a timely and accurate manner. Ensure compliance with Family Education Rights Privacy Act (FERPA), Individuals with Disability Education Act (IDEA), Address Confidentiality Program (ACP), other federal and state statutes, state board regulations, District school board policies, and department procedures/guidelines.	D	50%
2. Identify incomplete records and work with schools, staff, and Integrated Services Department personnel to locate and collect required documents for file compliance.	D	17%
3. Create and maintain physical official filing systems and computerized records indexes and databases for the purpose of tracking all records.	D	14%
4. Request special education student records for new transfer students from outside agencies, districts and providers.	D	8%
5. Answer questions related to special education files, assist visitors viewing special education records, and respond to special education record requests. Educate public, District personnel, parents/guardians, and former students on special education student file requirements and District policies and procedures.	D	3%
6. Communicate with Integrated Services Department regarding issues related to student files.	D	1%
7. Attend work and arrive in a timely manner.	D	1%
8. Collaborate with Records Manager in creating procedures/guidelines for special education student records.	M	2%
9. Cross-train Records Center staff regarding legal disclosure and appropriate handling of Special Education records.	M	1%
10. Follow records retention schedule and coordinate and oversee destruction procedures in accordance with federal and state laws and District regulations.	Q	2%
11. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Two years of experience in clerical file management records management or a directly related field in the performance of similar duties and responsibilities
- Experience with special education records preferred
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills; including editing, proofreading, punctuation and spelling skills
- Interpersonal relations skills
- Strong attention to detail
- Ability to provide a high level of customer service
- Organizational and time management skills
- Mathematical skills including basic calculations and application of basic math concepts
- Bilingual oral and written communication skills may be required or preferred
- Knowledge of statutes, regulations and policies governing the proper care, retention and processing of records
- Knowledge of laws regarding privacy acts and retention records
- Ability to maintain confidentiality in all aspects of the job
- Ability to participate and work in a team environment
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, peripherals and media equipment
- Operating knowledge of and experience with office software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities	

- Responsible for cross-training Records Center staff regarding legal disclosure and appropriate handling of Special Education records

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *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 ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy				X
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	



VISION DEMANDS:	Required
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	