



NEW: Submitted:  
07/01/2023 03/28/2023

JOB TITLE:	AUDITOR STUDENT RECORDS
DIVISION	CHIEF OF STAFF
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAA

#### SCOPE OF RESPONSIBILITIES

Performs a combination of Pupil Personnel duties in compliance with laws and regulations controlling district and state Pupil Personnel functions, policies, and practices.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains JCPS File Tracker System user permissions and trains end users on use of the application

Coordinates annual end of year student record exchange exchanges with school based staff or end of year graduation record pickup and record archival process

Audits student records for accuracy, completeness and suitability

Implements district student record training initiatives, including in person and digital trainings

Processes transcript, diploma and record orders for students, graduates, and/or inactive adult student records

Performs data quality control duties in the student information system and other JCPS applications to resolve digital or physical record discrepancies

Monitors timeliness of state mandated records transfers in the student information system

Maintains a system for managing physical active, inactive and/or graduate student permanent records

Digitally archives student records or purges end of life records in accordance with state records retention guidelines

Conducts limited research of records for information relating to job function

Responsible for CPS hotlines and CHFS worker verification

Acts as backup for other Pupil Personnel offices

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years of experience with data information systems.

Experience with computer, transcription, and word processing/file management functions

Effective written and verbal communication skills

#### DESIRABLE QUALIFICATIONS

Previous experience with student record maintenance, employee training, and student information systems

Training or education in business practices and skills
Ability to work well in a team situation
Efficient time management
Experience in a diverse workplace