



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 7/9/2021

Supervisor, Records

Pay Scale: B

Level: 21

FLSA Status: Exempt

Job Family: Information Technology

Primary Location: Administration Building

Department Overview

The Department of Digital Innovation (DDI) contributes to the infusion of digital innovation into teaching and learning, as well as the operations of LCPS, by providing leadership and support in all areas of digital innovation planning and technology resource management. DDI is committed to building a transparent open organizational environment providing students, teachers, parents, administrators, and the community with highly functional technology that is easy to use, reliable, and cost-effective to support a consistently superior level of instruction and student achievement. The Department includes the following teams: Enterprise Solutions, Digital Experience, Enterprise Resource Planning, IT Security, Infrastructure & Engineering, and IT Project Management.

Job Overview

The Supervisor of Records is responsible for the district's enterprise records management program – from student records to those records defined as operational. This position directs and coordinates the operational efforts related to records retention, purging, archiving, and fulfillment. The Supervisor assists schools and departments in the application of records management policies, procedures, and practices, including electronic and paper filing systems, indexing, records storage, retrieval, and disposition. The Supervisor is responsible for ensuring the Library of Virginia record retention schedules are followed and provides technical assistance to all departments.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Ensures that records/information assets are managed to ensure government accountability, protect the interests of the public and mitigate records-related litigation risks
- Implements and manages modern records archival and retrieval systems for the District
- Designs and manages solutions to improve the records life cycle from school to central storage, including information technology systems to facilitate archive and retrieval and requests for the fulfillment of transcripts or other records
- Manages communication to schools with all elements of the student scholastic records (e.g., registrations, academic, health, physical, discipline, due process, legal, special services, etc.)
- Manages the communication for the retention and disposition requirements for each student record, as determined by the Library of Virginia
- Ensures compliance with the Family Educational Rights and Privacy Acts requirements (e.g., access and disclosure, review, the challenge of contents, etc.) as related to records management
- Provides direction for safeguarding active and inactive student records, including disaster preparedness and protection for essential records

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- Develops, implements, and manages the comprehensive plan for the training of school and office personnel on established records management procedures
- Creates and manages standard procedures for records imaging preparation, imaging, vital records protection, records indexing, services records, storing inactive records, quality assurance of filmed records, and records destruction
- Reviews monthly revenue reports with Business and Finance for accuracy
- Manages the daily work of the records archivists

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Associate Degree in a related field that would provide the appropriate knowledge, abilities, and skills

Experience

Five (5) years of successful experience in records management, preferably in a public agency

Licenses and Certifications

Certification as a Certified Professional Public Buyer (CPPB) or Certified Public Procurement Officer (CPPO)

Knowledge, Skills and Abilities

- Possesses knowledge of the theory, principles, practices, and techniques of record management
- Demonstrates good human relations and communications skills
- Certification in records management

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.