Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 4/5/2023

Archivist, Records

Pay Scale: B
Level: 7
FLSA Status: Non-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 Resource Planning, Enterprise Solutions, Digital Experience, and Infrastructure & Engineering.

Job Overview
The Records Archivist is responsible for analyzing, purging, scanning, verifying, preserving, and providing access to LCPS student records. This position requires adherence to established guidelines for records management and archival storage of permanent and inactive student records. Critical to this position is maintaining record-keeping systems, including the student information system, enterprise content management system, and online system for records requests. The Records Archivist provides services to school departments, alumni, the public, businesses, lawyers, court personnel, town employees, municipal boards and committees, State and Federal employees, vendors, and town/school departments. Contacts require courtesy and discretion in all communications by telephone, in person, and in correspondence, including email, involving highly confidential student information.

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.

- Provide administrative support to the Records Supervisor
- Adheres to professional code of ethics while dealing with confidential information
- Complies with FERPA and Library of Virginia Records Management Guidelines as it pertains to student records
- Analyzes, investigates, and resolves discrepancies prior to archiving and purging critical records
- Locates archived records upon request
- Utilizes an online records system to fulfill records requests and verifications of enrollment
- Ensures integration between enterprise systems for student records
- Works cooperatively with schools regarding the proper handling and disposition of student cumulative files
- Fulfills school supply requests for student cumulative folders

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

Education
High School Diploma or GED

Experience
Experience in customer services, discretion, and teamwork
Experience using databases, student information, and enterprise content management systems

Licenses and Certifications

Knowledge, Skills and Abilities

- Ability to research, analyze, compile, and summarize data; identify specific procedural problems and make corrections
- Ability to determine and set work priorities, maintain confidentiality, work independently and effectively; ability to work and respond calmly under pressure
- Strong oral and communication skills, strong interpersonal skills; ability to work effectively with many different audiences, including but not limited to parents, school-based employees, central office administration, and private agencies
- Strong analytical, organizational, and research skills
- Knowledge of modern office practices and procedures; of standard office appliances, including desktop PCs, standard office software such as Microsoft Office Suite, scanners, printers, and photocopiers
- Ability to perform continuous routine and repetitive office machine operation; to perform general clerical work accurately and quickly; to communicate effectively; to work cooperatively with others; to work under pressure and with frequent interruptions

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 45 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.