



FLOYD COUNTY BOARD OF EDUCATION
Dr. Henry L. Webb, Superintendent
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Sherry Robinson, Chair - District 5
Dr. Chandra Varia, Vice-Chair - District 2
Linda C. Gearheart, Member - District 1
William Newsome, Jr., Member - District 3
Rhonda Meade, Member - District 4

Consent Agenda Item (Action Item): Create position of Director of District Wide Services – Records Management. Job description attached.

Applicable Statute or Regulation: KRS 162.90 Powers and duties of the local board.

Fiscal/Budgetary Impact: Although the position will be a general fund expenditure it is not an increase in spending from the general fund for staffing as the cost will be offset through reduction of a teaching position at the Renaissance Learning Center and attrition at the central office.

History/Background: Currently there is a need for increased attention/effort in records management for the district. The amount of records generated by the Floyd County Schools is significant and improvement is needed in records retention, storage, maintenance and destruction according to the established records retention schedule. Given the variety and complexity of district records, administrative training and experience is essential to understanding the scope of the assignment and for implementing an effective and efficient management system that focuses on accountability, protection, compliance, availability, retention and disposition.

Recommended Action: Adopt as recommended.

Contact Person(s): Henry Webb @ 886.4538


Superintendent

Date: March 23, 2017

FLOYD COUNTY SCHOOLS

TITLE: Director of District Wide Services - Records Management

QUALIFICATIONS: Administrative Certification
Minimum of three (3) years experience in school or district level administration

REPORTS TO: Superintendent and/or Designee

JOB GOAL: To administer the management of selected district records efficiently and expeditiously

TERMS OF EMPLOYMENT: Salary and terms of employment to be arranged with the Board

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Floyd County School System's plan for evaluating Certified Personnel

PERFORMANCE RESPONSIBILITIES:

1. Accepts accountability for oversight for all district records keeping programs.
2. Provides a reasonable level of protection for district records.
3. Develops and implements a records management system that complies with applicable laws, regulations and policies.
4. Develops and implements a records management system that ensures timely retrieval of needed records.
5. Develops and implements a records management system that maintains records for the required time and no longer.
6. Maintains a central storage area for inactive records.
7. Recommends to the superintendent and/or designee records disposition methods.
8. Works cooperatively with other central office personnel in records management issues.
9. Works cooperatively with the state archive office to improve district records management.
10. Other duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: _____

Employee Number: _____

Date: _____