

DATE:
4/15/24

AGENDA ITEM (ACTION ITEM):

Consider/Approve the creation of the job description for "Program Specialist: Records Management".

APPLICABLE BOARD POLICY:

01.11 General Powers and Duties of the Board

HISTORY/BACKGROUND:

Responsibilities and requirements for districts in collection, retention, proper destruction, production, and general maintenance of paper and electronic records has increased over time. For that reason, specific responsibilities, demands, and terms of employment of a Program Specialist: Records Management are outlined in the proposed job description. This job description will allow the District to create and provide training and coordination of a system for records management throughout the schools and district level departments in accordance to records retention laws and policies.

FISCAL/BUDGETARY IMPACT:

\$0 net overall impact.

RECOMMENDATION:

Approval to create the job description of "Program Specialist: Records Management."


CONTACT PERSON:

Malina Owens

Principal/Administrator



District Administrator



Superintendent

*Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.
Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.*

Kenton County School District
Job Description: Program Specialist: Records Management
Job Class Number: TBD

TITLE: Program Specialist: Records Management

QUALIFICATIONS:

1. Holds certification in Instructional Leadership (Principal or Superintendent), or bachelor's degree in Human Resources, Business Administration or related field
2. Minimum of one (1) year in a lead or training role
3. Experience with managing records in an educational setting preferred

REPORTS TO: Assistant Superintendent or Executive Director of Human Resources

SUPERVISES: none

JOB GOAL: Leads the management of District records including the collection of records, records retention, and appropriate elimination of records per law and policy.

PERFORMANCE RESPONSIBILITIES:

1. Interprets, applies and trains on records retention laws and policies pertaining to all personnel
2. Assures District compliance of federal, state and local law pertaining to all records retention matters
3. Reviews and makes recommendations for improvement of the District's policies and procedures on records retention
4. Establishes systems across the District for the management of District records
5. Leads the maintenance of records and files according to all applicable schedules in policies, procedures and laws
6. Coordinates with all relevant departments to complete any received records requests
7. Provides support and assistance to school and District administrators on the establishment and management of systems related to managing records
8. Advises administrators to assist them in carrying out their responsibilities on records management matters
9. Plans and organizes work while meeting schedules and deadlines
10. Establishes and maintains cooperative and effective working relationships with others
11. Attends all meetings and/or presides over other meetings as the supervisor designates
12. Supports District with projects as requested by supervisor
13. Performs other responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 205
- Salary Schedule: 1.10 on the Certified Salary Schedule, S10 on Classified Position Index
- Fair Labor Standards Act (FLSA) Status: Exempt

EVALUATION:

Performance of the position will be evaluated annually by the Assistant Superintendent or Executive Director of Human Resources

APPROVED: ??/??/????