

## Job Description

**Job Title:** Records Manager  
**Position Code:** 4E25  
**Job Classification:** Exempt

**Supervisor:** Director of Human Resources  
**Pay Grade:** 34  
**Contract Length:** 245 Days

### Job Summary

Position is responsible for the coordination and management of efforts to develop and maintain standards for student educational record collection. Position also manages the processing and electronic archiving of student educational records for students who have graduated or left the school division. Position manages, supervises, and assigns/monitors the work of assigned departmental team. Position performs project management duties, develops standard procedures, coordinates, and conducts training.

### Essential Duties

1. Coordinate and manage the compiling, maintaining, processing, retention and/or disposition of student educational records in compliance with local, state and federal requirements for the division.
2. Supervises the workload of the central records team and long-term temporary staff. Plans, schedules and assigns work to staff and monitors the completion of assignments.
3. Acts as primary contact to the vendor supplying outsourced electronic scanning services. Coordinates the efforts of the services and monitors workflow.
4. Executes the Library of Virginia standards on record collection and retention. Prepares related documentation and training.
5. Supervises the help desk support for records management at the schools.
6. Develops and maintains a current record keeping manual to provide standards used by school personnel.
7. Schedules and conducts audits of schools' student educational records. Compiles data and provides evaluation of results.
8. Manages and coordinates the training program for record secretaries at the elementary and middle school level and registrars at the high school level. Develops training materials and conducts training sessions on standards, processes and procedures.
9. Maintains membership in Virginia Association of Government Archives and Records Administrators (VAGARA) and attends annual state record management meetings.
10. Supervises the internal scanning and indexing of student educational records and monitors quality control.
11. Oversees the archiving software and facilitates testing of system upgrades.
12. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Performs any other related duties as assigned by the Director of Human Resources or other appropriate administrator.

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor's degree in business, education, or a related field and some related experience in planning, implementation and managing a large scale record management system, preferably within an educational environment to include experience in a leadership/supervisory capacity; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities.

Experience with student information management systems software and scanning and indexing equipment and software (Laser fiche) preferred. Experience conducting training to adults preferred. Must possess the ability to manage, coordinate, and track multiple project tasks concurrently. Must possess the ability to provide leadership for team-based decision making. Must possess the ability to supervise the work of others. Must possess the ability to solicit and prioritize needs; develop procedures and training material; and train end-users. Must possess working knowledge and skills in the operation and use of computer applications to include word processing and spreadsheet software (i.e.: Microsoft Word and Excel). Must possess the ability to establish and maintain effective working relationships with school/departmental personnel and team members. Must possess excellent customer relations, communication, supervisory, and organizational skills.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit for extended periods; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 50-75 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

**Supervision Exercised:** None

**Supervision Received:** Director of Human Resources

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Records Manager will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Human Resources or any other appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Revised 7/19 CR