

## **Fairfield Public Schools**

**Title:** District Records Request Facilitator

**Job Purpose Statement:** Acts as the District's record request facilitator; organizes and pulls records for FERPA and FOIA. Performs administrative support as requested by administration; does related work as required.

### **Supervision Received:**

Receives direction from the Director of Special Education

### **Essential Job Functions:**

This position performs two distinct functions within the school district:

- 1) The school district's main contact for formal requests of student records and Freedom of Information Act requests.
  
- 2) Works with the Director of Special Education and the Director of Personnel and Legal Services to maintain compliance for all records requests with the exception of site based records such as transcript requests for graduates.

This position requires the ability to work independently and apply good judgement.

Conducts a review of the records request and coordinates pulling those records together for distribution to the requester. This will include appropriate redaction of information that either is not responsive to the request or includes identifying information about other students.

Provides information to families and responds to inquiries regarding requests for records in the District.

Coordinates the requests of information with the appropriate personnel/school building(s)

Responds to all records requests: telephone, voice mail, and electronic mail.

Uses automated office systems to prepare letters, reports, memos, electronic spreadsheets, databases, and redaction software.

May perform additional duties as required by the Superintendent or his/her designee.

### **Knowledge, Skills and Abilities**

Good knowledge of modern office procedures and terminology; good knowledge of business English, spelling and arithmetic; ability to operate personal computers and software programs such as Microsoft Word, Power Point, Excel; ability to manipulate a standard alpha-numeric keyboard at a rate of 35 words per minute; ability to effectively use computer applications such

as spreadsheets, word processing, calendar, e-mail and database software to produce a variety of formats for correspondence, records, reports and maintenance of files.

Ability to establish and maintain effective working relationships with school district personnel; ability to deal effectively with the public; ability to communicate effectively, both orally and in writing; ability to think logically; ability to plan and organize; initiative; discretion; tact; courtesy, accuracy; resourcefulness; good judgement; physical condition commensurate with the duties of the position.

#### Minimum Qualifications Required

Strong preference for candidates with legal experience; high school diploma and either: (a) five (5) years of work experience which must have included the operation of automated office systems to generate reports, correspondence, memos or in the maintenance of databases; or (b) an Associate's Degree with a specialty as law clerk, Office Technology, Secretarial Sciences or closely related field and three (3) years of experience as in (a) above; or (c) a satisfactory equivalent combination of the foregoing training and experience.

7/2017