

SHAWNEE MISSION SCHOOL DISTRICT

Job Description

Position Title	Secretary III-Student Records		
Department	Student Services		
Reports To	Director of Student and Family Services		
Pay Range	Classified Non-Exempt Range F		
Number of Days	261 Days		
Revised By	Director of Classified HR	Date(s) Revised	4/23/25
Approved By	Associate Superintendent of HR	Date(s) Approved	4/23/25

SUMMARY:

The Student Records Secretary plays a vital role as part of the Student and Family Services team by supporting district records requests for students and schools. This position involves assisting the Director of Student and Family Services and requires excellent communication skills, as well as the ability to collaborate effectively with administrators, principals, secretaries, registrars, the Department of Children and Families (DCF), military services, law firms, educational institutions, parents, and students—both in person and over the phone. Proficiency in computer skills and the ability to quickly adapt to new software programs are essential for success in this role.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Retrieve and send records and transcripts from the computer or microfiche upon request.
- Provide support and process transcript requests during the summer months and/or when high schools are closed
- Assemble, organize, scan, and maintain records of students who have either graduated or dropped from the district.
- Obtain enrollment information and confirm graduation for in-district personnel and outside agencies from the computer (or microfiche).
- Deposit transcript money. Track budget and maintain current balance.
- Oversee Parchment for both active and inactive students.
- Respond promptly to education verifications.
- Attend to detail and maintain the confidentiality of records which are covered by Federal and State Law.
- Work with district counsel by responding to subpoenas and requests for student records while maintaining FERPA guidelines.
- Create student verification letters for Social Security or Immigration requests.
- Add new colleges/universities into Skyward as needed to track transcript requests.
- Send 504 Plans when requested.
- Enter and categorize student data for Skyward, Parchment, and FileBound databases.
- Provide support for all facets of the district's Volunteer Pal (MVP) program.
- Monitors budget, coordinates procurement of supplies, and maintains accurate records for identified district leaders as needed.
- Complete additional duties and/or responsibilities as assigned.

QUALIFICATION REQUIREMENTS: *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 Accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Experience working directly with the public.
- Excellent communication skills.
- Proven ability to work independently while maintaining a consistent and efficient workflow.
- Advanced computer skills with proficiency in a wide range of applications and programs.

EDUCATION AND/OR EXPERIENCE:

High school diploma is required; candidate with college hours is preferred.

LANGUAGE SKILLS:

Proficient in reading and interpreting documents, including analyzing district data. Skilled in composing detailed reports and professional correspondence. Strong verbal and written communication abilities, effectively engaging with parents, patrons, staff, and students. In a diverse and inclusive organization/community, bilingual communication skills are highly valued and appreciated.

PHYSICAL DEMANDS: *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 accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Flexibility is required regarding scheduling, working conditions, and work location.
- The role may occasionally require physical exertion, lifting up to 30 lbs.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Must be able to occasionally work in noisy and crowded environments, with numerous interruptions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.