

Director I, Student Information Systems (SIS) – Archived Records

Position Details

Job Code: U7100

Reference Code: A752

Division/Unit: Technology and Information System Services

Classification: Professional-Technical

Terms of Employment: [Step 42 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for the system that maintains archived records for former students of the Clark County School District. Providing leadership and supervising a full range of records activities including; but not limited to, the system for requesting and maintaining archived student academic and special education (confidential) records and student records transfer. The person selected for this position will be directly responsible to the Director IV, SIS, Technology and Information System Services (TISS) Division, Operational Services Unit (OSU).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Oversees the design and delivery of training, resource creation, and help desk support for all school-based student record retention, requests for archive student records, and legal release of archived student records.
2. Organizes and facilitates professional learning, including the use of online training, for registrars, elementary school clerks, and school-based office specialist positions assigned to student accounting tasks.

3. Supervises support professional personnel in the collection, processing, maintenance, and provision of permanent academic records and special education (confidential) records in accordance with federal, state, and District legal requirements.
 4. Serves as a custodian of records for former students, ensuring effective and lawful procedures for the production of student records under subpoena.
 5. Assists with the maintenance and enhancements to functionality of electronic cumulative folders for academic and special education (confidential) records.
 6. Works collaboratively with District personnel, the Nevada Department of Education (NDE), other school districts, and the vendor responsible for the system used to request and maintain student academic and special education (confidential) records.
 7. Works collaboratively with District personnel, the NDE, other school districts, and the vendor responsible for student record transfer used to request and maintain student academic and special education (confidential) records for current students.
 8. Assists external customers with the record request process, including troubleshooting user issues, as needed.
 9. Directs, trains, and evaluates assigned staff.
 10. Maintains a variety of reports and files related to assigned activities and responsibilities.
 11. Performs other duties related to the position, as assigned.
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Position Expectations

1. Must demonstrate excellent customer service and professional skills and business acumen.
2. Knowledge of federal and state law to include the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), Individuals with Disabilities Education Act (IDEA), Nevada Administrative Code (NAC), and Nevada Revised Statutes (NRS).
3. Knowledge of state and District policies, regulations, and guidelines related to enrollment, withdrawal, attendance, online registration, and census/households.
4. Knowledge of school, administrator, teacher, and support professional processes, procedures, timelines, functions, and roles in order to provide appropriate support.
5. Ability to work independently coordinating multiple staff members and programs.
6. Ability to communicate orally and in writing in a concise and effective manner with diverse groups, organizations, and entities within and outside of the District.

7. Ability to communicate technical information about the student information system to school staff responsible for completing processes and steps within the system in the areas of enrollment, withdrawal, attendance, online registration, and census/households.
 8. Ability to translate functional needs into clear problem definitions and solutions.
 9. Ability to communicate clearly, both orally and in writing, complex statistical and testing information in an understandable fashion.
 10. Ability to establish and maintain effective working relationships with District administrators, teachers, and support professionals.
 11. Ability to define problems, collect data, establish facts, and draw valid conclusions.
 12. Self-starter with ability to conduct multiple projects concurrently, both independently and as a member of a collaborative team.
 13. Ability and willingness to learn and adapt quickly amidst new and shifting priorities.
 14. Proficient in Microsoft Office Suite, G Suite, database management, and comfortable learning new software.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Experience using relevant technology, including presentation software, enterprise database programs, districtwide information management systems, and training resource creation software.
3. Experience designing, facilitating, and evaluating professional learning.
4. Experience in utilizing computers and technology effectively in the performance of assigned duties and responsibilities related to the SIS or document management.

Preferred Qualifications

1. Master's degree from an accredited college or university with an emphasis in educational leadership, educational research, or a related field.
2. Have previously demonstrated at least five (5) years of successful licensed teaching experience including at least two (2) years as a contracted administrator in an accredited K–12 public or private school or including at least two (2) years' experience as a contracted administrator in a related position.
3. Training and/or experience with software such as Camtasia, SnagIt, and/or Adobe Captivate.
4. Experience creating and publishing web pages, including the use of Google Sites.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 02/10/23
- Created: 01/24/22