ROCKFORD BOARD OF EDUCATION  
Job Description  

JOB TITLE: Student Records Technician  

JOB CODE: 5590  
DEPARTMENT: Student Assignment Center / Transportation  
SUPERVISOR: Student Data and Assignment Center Supervisor  
DATE: January 11, 2012  

SALARY CLASSIFICATION: 33  

SUMMARY  

Performs a variety of clerical tasks requiring maintaining and proper distribution of students' records. Possess the ability to locate and research historical and agency files to locate records.  

SUPERVISORY RESPONSIBILITIES: None  

ESSENTIAL DUTIES AND RESPONSIBILITIES  

1. General Duties  
   a. sort, store and retrieve all Rockford Public Schools student records  
   b. Retrieve and store records on microfilm  
   c. Store and copy records from external programs; Rock Valley College, External Diploma Program, L.P.N. program, Adult Ed, Evening and Vocational Programs  
   d. Gather information and forward to district attorney to respond to subpoenas  
   e. Locate records of former students who have returned  
   f. Provide elementary records for requests from outside the District  
   g. Provide immediate counter assistance to walk-ins  
   h. Respond to all requests for transcripts  
   i. Assist in locating records in the possession of other agencies  
   j. Organize and dispose of old records as necessary  
   k. Assist other offices and staff in locating records for special projects  

2. General Typing and Filing  
   a. Compose and distribute federal, state and local regulations on the rights of confidentiality  
   b. Provide verification information to all outside agencies  
   c. Prepares correspondence, memo's, spreadsheets and tables as needed  

3. Office Machines  
   a. Computer  
   b. Calculator
c. Copier
d. Printers
e. FAX machine
f. Microfilm

4. Technology Knowledge
   a. Microsoft Word & Excel Programs
   b. Ability to create spreadsheets and tables
   c. Rockford Public Schools eSchool system

5. Assumes any other duties as may from time to time be delegated by the supervisor and the supervisor may make any adjustment in the scope of responsibilities as outlined above which will be in the interest of the school district.

6. All actions must be in concert with the mission statement, beliefs, objectives and parameters found in the strategic plan of the Rockford Board of Education.

EDUCATION/TRAINING

High School diploma required. In addition, computer knowledge in Microsoft Word, Excel, eSchoolPLUS and other basic software packages. Related educational training in business finance or related job skills may be considered. The employee should have knowledge of data entry, bookkeeping practices, and general office procedures. Willingness to assist constituents in the school buildings and offices.

Ability to create and format documents, edit, sort, retrieve and print. Familiarity with office procedures and use of office equipment as well as basic accounting procedures. Demonstrate good organizational skills. Must have taken and passed the Rockford Public Schools clerical test. Good public relations and oral and written skills are imperative.

QUALIFICATIONS

Bilingual is preferred. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skills, and/or ability required.

LENGTH OF WORK: 12 months

The above general description is intended to describe the nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the incumbent to this position.

Approved ___________________________ Date ___________________________
ROCKFORD BOARD OF EDUCATION
Job Descriptions

JOB TITLE: Director of Transportation

JOB CODE: 5500
DEPARTMENT: Transportation
SUPERVISOR: Chief Operations Officer
DATE: November 1, 2010

SUMMARY:
Shall be responsible for providing student transportation utilizing vehicles purchased by the Board of Education for that purpose.

SUPERVISORY RESPONSIBILITIES:
Assistant Director of Transportation and Terminal Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Shall supervise and evaluate the work of all Transportation Department personnel to provide for total overall efficiency.

2. Shall work with the Director of Attendance to develop the complete transportation needs of the district.

3. Shall develop in cooperation with the Associate Superintendent of Management Services operational transportation budget.

4. Shall cooperate with the Director of Purchasing in the development of specifications for the bidding of all Transportation requirements.

5. Shall develop plans for a fleet to meet needs of a district within framework of budget and Board policy.

6. Shall hire, train and supervise activities of all drivers.

7. Shall establish and maintain a complete Maintenance Department including the hiring and supervision of mechanics.
8. Shall establish and maintain a working parts inventory for repairs and preventative maintenance.

9. Shall designate within department responsibility for the efficient scheduling of buses.

10. Shall continually monitor income and expenditures and adjust services to fall within framework of projected income and expenses.

11. Assumes any other duties as may from time to time be delegated by the supervisor and the supervisor may make any adjustment in the scope of responsibilities as outlined above which will be in the best interest of the school district.

12. All administrative actions must be in concert with the mission statement, beliefs, objectives and parameters found in the strategic plan of the Rockford Board of Education.

EDUCATION/TRAINING:

Master's Degree

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skills, and/or ability required.

This description is written primarily for position evaluation purposes. It describes duties and responsibilities, which are representative of the nature and level of work assigned to the position. The principal activities are representative and not necessarily all-inclusive.

_________________________  ______________________
Approved                                      Date