



2024 June

JOB DESCRIPTION

JOB TITLE	Records Centre Coordinator
JOB BAND	F (under review)
DEPARTMENT	Records Services
SUPERVISOR	Records and Privacy Officer

POSITION SUMMARY

Reporting to the Records and Privacy Officer, the Records Centre Coordinator acts as an advisor to the Board on the requirements and storage of any Board records with long-term storage kept at the Records Centre. They provide guidance on the lifecycle of the Ontario Student Record (OSR) and provide direction and training on the contents and best practices to all staff. The role involves creating and delivering training on related topics, providing knowledge and guidance on Ministry standards and guidelines as it relates to internal documentation.

DUTIES AND RESPONSIBILITIES

- Respond to, and coordinate with Board Services and other TVDSB employees, to produce records held at the Records Centre in response to internal and external requests, maintaining confidentiality with all documents.
- Present to, and train, staff members on best practices and Ministry standards regarding OSRs and Records Centre processes to mitigate risk and loss and increase knowledge.
- Update applicable guidelines, policies, and procedures, and create documentation, as required, in alignment with current legislation.
- Provide direction, advice, and coordination regarding the creation, distribution, transfer, re-creation, and storage of documentation (including OSRs), transcripts, and graduation requirements.
- Process, initiate, and respond to privacy breaches by liaising with internal and external stakeholders as directed.
- Ensure document compliance with Ministry directives, applicable legislation, and TVDSB's internal procedures and processes regarding document standards and requirements, liaising with Ministry of Education personnel as required regarding updates to processes.
- Oversee the day-to-day activities of the Records Centre, including monitoring inventory, growth, and other relevant statistics by creating and maintaining appropriate documentation and applying metadata within an electronic document management system.
- Contribute to large-scale projects as directed.
- Lead any complex searches that may require escalation.
- Update information and act as the administrator for internal resources.
- Coordinate and oversee the shipment of inactive Board records to the Records Centre, ensuring compliance with records retention policies and legislation.



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- Process, initiate, and respond to Privacy Impact Assessments as directed.
- Other duties as required.

EDUCATION

- Completion of a two (2) year post-secondary Diploma in Business, Administration or equivalent; training or education in records management or equivalent is highly desirable;
- Completion of, or willing to complete, Design for Privacy and Information Management course via University of Guelph.

EXPERIENCE

- A minimum of three (3) years of related experience working with records;
- Experience working within a secondary school/alternative and continuing education environment/mid to large-size organization.