

## **Staff and Student Artifacts Summary**

Cindy Patterson, CETPA CTO Mentor Candidate

### **Outcomes**

SSA-01. Demonstrate familiarity with the Public Records Act.

SSA-02. Demonstrate familiarity with bargaining units, contracts and negotiations in the K12 environment.

SSA-03. Demonstrate familiarity with permanent records.

SSA-04. Demonstrate a working knowledge of the types of student records.

**SSA-05. Demonstrate a working knowledge of the requirements of record maintenance, storage and retrieval.**

SSA-06. Demonstrate a working knowledge of the local, state and federal requirements pertaining to student records.

**SSA-07. Demonstrate a working knowledge of the role of the custodian of records and the responsibilities of that position.**

SSA-08. Demonstrate the ability to apply requirements of maintenance, transmission and destruction of records.

SSA-09. Demonstrate the ability to apply knowledge of student privacy regarding records.

SSA-10. Demonstrate the ability to apply knowledge of student record attributes.

### **Context**

The Technology Resource Advisors at the Santa Clara County Office of Education consists of me, Manager of Applications Support, and eight Applications Support Systems Analysts. The team supports business systems for our districts and the County Office of Education. These business systems include an ERP, SIS and a document management system

### **Artifacts**