

# DISTRICT SCHOOL BOARD OF PASCO COUNTY

## JOB DESCRIPTION

### FTE Coordinator

<b>Department:</b> Technology and Information Services	<b>Job Code:</b> 5208
<b>FLSA:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<b>Salary Schedule:</b> 80N
<b>Reports To:</b> Manager, Technology and Information Services	<b>Work Days:</b> 245
<b>Board Approved Date:</b> February 06, 2018	<b>Work Hours:</b> 7.5 hrs/day

**JOB GOAL:** Responsible for performing data retrieval, extraction, translation, error resolution, and analysis on FTE data for the Florida Department of Education (DOE).

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.*

1. Oversee the verification, coordination, and transmission of data required by the DOE for all levels of reporting while establishing efficient processes, schedules, and timelines to ensure accurate and timely data and maximize FTE earned.
2. Supervise, train and delegate work to appropriate staff; and provide input regarding evaluations and employment of personnel.
3. Analyze programming needs and make recommendations for system modifications to internal applications based on reporting requirements.
4. Review, document, and make improvements to work flow procedures of internal application systems and DOE reporting requirements.
5. Analyze student, staff and financial data for completeness, accuracy, and conformance to federal, state and district policies and procedures.
6. Review program specifications and applications to ensure data transfer integrity and make change to streamline process if necessary.
7. Act as liaison between local, state, federal, and other governmental agencies, ensuring that district data is compatible and maintained in accordance with required DOE database formats.
8. Coordinate with schools and support sites to improve the efficiency, accuracy and value of data reported to state and federal agencies
9. Support the operation, application, and administration of software systems used in preparing and transmitting FTE data to applicable agencies.
10. Coordinate with school administration and support staff to correct class size and other reporting errors to ensure compliance with local, state, and federal requirements.
11. Oversee coordination and content of meetings and trainings to review any current, new, or updated federal, state, and local district reporting requirements and processes with all relevant stakeholders.
12. Assist in establishing and maintaining security and confidentiality protocols for all data maintained and warehoused by District.
13. Create and maintain contacts with other school districts and educational associations for the development and implementation of new educational practices and processes that help improve efficiency and effectiveness of district operations.
14. Perform other duties as assigned.

### MINIMUM REQUIREMENTS:

*Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

### KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of federal, DOE, and local district reporting requirements, regulations, and procedures
- Knowledge of the operation and application of administrative software systems in support of district end-user requirements and established district programs and operations
- Ability to communicate effectively with a variety of audiences, orally and in writing, including electronic media
- Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes
- Ability to establish and maintain collaborative working relationships with all stakeholders
- Ability to interpret data and make strategic decisions

### EDUCATION, TRAINING & EXPERIENCE:

# DISTRICT SCHOOL BOARD OF PASCO COUNTY

## JOB DESCRIPTION

- High school diploma and seven (7) years experience with data reporting requirements  
OR
- A.A. or A.S. degree from an accredited institution in computer science or related field and five (5) years experience with data reporting requirements  
OR
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position

### CERTIFICATES, LICENSES, & REGISTRATIONS:

- None

### PREFERRED QUALIFICATIONS:

- Bachelor's degree from an accredited institution in technology or related field
- Knowledge of query software used in data retrieval and database information

**SUPERVISORY RESPONSIBILITY:** Assist with direct supervision of assigned personnel. Responsibilities include planning, delegating, and directing work; addressing complaints and resolving problems; training employees; assisting with evaluating performance; and assisting with interviewing, testing, hiring, and assignment of personnel.

### PHYSICAL REQUIREMENTS *(Describes physical conditions of this position):*

<input checked="" type="checkbox"/>	Sedentary Work	Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work	Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and / or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.
<input type="checkbox"/>	Medium Work	Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work	Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work	Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

### PHYSICAL ACTIVITY:

*(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally, S = Seldom)*

F	Sitting	Resting with the body supported by the buttocks or thighs.
O	Standing	Assuming an upright position on the feet particularly for sustained periods of time.
O	Walking	Moving about on foot to accomplish tasks, particularly for long distances.
S	Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms.
S	Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.
S	Bending	Lowering the body forward from the waist.
O	Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
S	Kneeling	Bending legs at knee to come to a rest on knee or knees.
S	Crouching	Bending the body downward and forward by bending leg and spine.
S	Crawling	Moving about on hands and knees or hands and feet
O	Twisting	Moving body from the waist using a turning motion.
O	Reaching	Extending hand(s) and arm(s) in any direction

# DISTRICT SCHOOL BOARD OF PASCO COUNTY

## JOB DESCRIPTION

S	Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
O	Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion.
O	Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position- to-position through the use of the upper extremities and back muscles.
R	Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
F	Grasping	Applying pressure to an object with the fingers and palm.
F	Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips
R	Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
R	Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
R	Hearing Acuity	The ability of perceive speech and other environmental sounds at normal loudness levels.
R	Visual Acuity	The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc.

### WORKING CONDITIONS:

*(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position with an "X". Please note that there can be more than one condition.)*

<input type="checkbox"/>	Outdoors	The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
<input type="checkbox"/>	Indoors	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
<input checked="" type="checkbox"/>	Indoors and Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
<input type="checkbox"/>	Cold	The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
<input type="checkbox"/>	Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
<input type="checkbox"/>	Vibration	The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	Hazards	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.
<input type="checkbox"/>	Atmospheric Conditions	The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.
<input type="checkbox"/>	Oils	The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	Respirator	The worker is required to wear a respirator.
<input type="checkbox"/>	None	The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

### MACHINES, TOOLS, EQUIPMENT:

*(Machines, tools, equipment, electronic devices, vehicles, etc., used in this position.)*

General office equipment, including personal computers, fax machines, copiers, telephones, etc.

*Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.*