

**SPECIAL MEETING – JUNE 6, 2007**  
**JOB DESCRIPTIONS**

CHIEF OPERATING OFFICER

- A) Director – FTE & Student Reporting
- Establish upgraded replacement job classification, Director – FTE & Student Reporting, and assign to Salary Level 8 on the Staff Salary Schedule.
  - **Provides central coordination for a district-wide system of local and state data reporting and archiving of all FTE and state survey data and records. Responsible for ensuring the accuracy of student data maintained in the District’s student data reporting system (TERMS).**
  - Replaces Job Description: Managaer, FTE & Records, Job Code 72320, Level S4
  - Fiscal Impact: No cost.

**SPECIAL MEETING – JUNE 6, 2007  
JOB DESCRIPTIONS**

**IMPACT ON CHILDREN IN THE CLASSROOM**

**CHIEF ACADEMIC OFFICER/ CHIEF OPERATING OFFICER**

ITEM	TITLE	ACTION*	IMPACT ON CHILDREN
A	Director – FTE & Student Reporting	U,R	This position has a direct impact on the District's Florida Education Finance Program (FEFP) revenue, ensuring the District receives maximum revenues, thereby ensuring receipt of maximum financial resources for educating students.

**\*ACTION CODES:**

J – Job Description Revision

N – New Job Description

R – Replaces Existing Job Description

U – Job Description Upgrade

(A)

**JOB CODE:**

**TITLE:     *DIRECTOR – FTE & STUDENT REPORTING***

**QUALIFICATIONS:**

1. Bachelor's degree in computer science, management information systems, or related field.
2. Thorough knowledge of FTE procedures, rules and regulations as established by the Florida Department of Education.
3. Minimum of five (5) years successful administrative experience.
4. Demonstrated experience in project management, project budget, project control, procedure writing, and quality control.
5. Evidence of competent knowledge of records retention.
6. Knowledge of administrative mainframe applications and PC computer software.
7. Ability to teach and work effectively with teachers, administrators and office personnel.
8. Evidence of effective oral and written communication skills.

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

1. Coordinates and supervises the collection of student data for FTE reporting that complies with Florida Statutes.
2. Responsible for ensuring the accuracy of student data maintained in the District's student data reporting system (TERMS).
3. Oversees student scheduling procedures and assists with meeting Class Size Reduction requirements.
4. Standardizes the collection of Student Transportation FTE data.
5. Provides central coordination for a district-wide system of local and state data reporting and archiving of all FTE and state survey data and records.
6. Oversees the timely and efficient production of required internal and external student data reports.
7. Provides data management training for appropriate department and school personnel.
8. Advises departments of data reporting requirements and coordinates the implementation of procedures that comply with FDOE mandates.
9. Furnishes necessary documentation for designated projects.
10. Supervises and evaluates assigned personnel.
11. Assists in departmental planning and budgeting.
12. Implements programs, policies, and procedures in accordance with School Board priorities.

**Additional Job Functions:**

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

Upgrade:         06/07

Replaces:        Manager, FTE & Records

Salary Level:    8

Bargaining Unit: S

Pay Range:       \$91,780 - \$116,047

Responsible to: Chief Financial Officer

Capable of lifting/carrying 20 lbs.; some physical activity required.