

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 6607  
Pay Grade: D11

FLSA: Non-Exempt

<b>FTE ASSISTANT I</b>
<b>REPORTS TO:</b> Manager, Budget, FTE and Cost Reporting
<b>SUPERVISES:</b> Not Applicable
<b>QUALIFICATIONS:</b> Graduation from a standard high school or possession of a GED, plus three (3) years progressively responsible clerical office experience including two (2) years in an automated environment with duties involving computer-based data entry, retrieval and report generation. Proficiency in Microsoft Excel, including the ability to create and manage spreadsheets and use basic formulas for data analysis.
<b>PREFERRED:</b> Associate's degree from an accredited college or university in Accounting, Finance, Business Administration, or related field. Experience with FTE related reporting in a large public school system.
<b>MAJOR FUNCTION</b>
Facilitates districtwide FTE reporting and compliance by managing specialized data tasks and providing advanced operational support. This role functions as a lead above Senior Data Management Technicians (DMTs), serving as a key liaison between the department, schools, and district-level staff to ensure compliance to state reporting requirements. Provides support to the FTE Assistant II and FTE Coordinator in conducting higher-level data analysis, audits, and process improvement efforts, enhancing the accuracy and efficiency of FTE reporting processes.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>Assists in preparing and maintaining districtwide FTE surveys and state-mandated reporting processes.</li> <li>Performs detailed data entry, validation, and analysis using specialized systems.</li> <li>Generates and distributes reports, such as FTE summaries, class size reports, and FDOE error reports, for district leadership and state submission.</li> <li>Provides operational support by managing workflow and prioritizing tasks related to amendments, audits, and data corrections.</li> <li>Acts as a technical resource and point of escalation for Senior DMTs, resolving more complex data issues and ensuring adherence to timelines.</li> <li>Collaborates with schools and departments to address higher-level FTE reporting challenges, offering guidance on procedures and requirements.</li> <li>Maintains proficiency in state-mandated FTE processes, district compliance requirements, and related data systems.</li> <li>Assists with processing amendments and troubleshooting technical issues flagged during audits or surveys.</li> <li>Maintains and updates district FTE-related databases, to ensure accuracy and accessibility.</li> <li>Proofreads, audits, and verifies FTE coding data to maintain compliance and accuracy in reporting.</li> <li>Responds to inquiries from schools and departments related to FTE reporting processes, acting as a liaison for more advanced questions.</li> <li>Performs other related duties as assigned.</li> </ul>

## FTE ASSISTANT I

TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 4/99 AK; BOARD APPROVED: 6/15/99; REVISED WC: 8/04 LM; UPDATED MF, REVISED D&R; 11/10 LMCK; REVISED TITLE, MQ, MF, ER 01/24/25 MV; BOARD APPROVED: 02/25/25

**FTE ASSISTANT I**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

FTE ASSISTANT I - NR