

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6609
Pay Grade: D12

FLSA: Non-Exempt

FTE ASSISTANT II
REPORTS TO: Manager, Budget, FTE and Cost Reporting
SUPERVISES: Not Applicable
QUALIFICATIONS: Associate's degree from an accredited college or university in Accounting, Finance, Business Administration, or related field. A year of related experience may be substituted for each year of the educational requirements stated above. Proficiency in Microsoft Excel, including the ability to create and manage spreadsheets and use basic formulas for data analysis.
PREFERRED: Experience with FTE-related reporting in a large public school system.
MAJOR FUNCTION
Assists the FTE Coordinator in managing and ensuring compliance with districtwide FTE reporting processes by monitoring attendance, enrollment, and scheduling data to meet state and federal requirements. Responsibilities include auditing and analyzing data for accuracy, processing amendments, and generating reports. Additionally, the role serves as a subject-matter expert, providing training and support to Data Management Technicians (DMTs). Provides cross-departmental collaboration to resolve discrepancies, maintain compliance, and protect funding allocations.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> Performs advanced-level data processing and management for the preparation and maintenance of districtwide FTE surveys and reporting. Ensures accuracy and compliance with federal, state, and district requirements by monitoring attendance and enrollment data. Conducts quasi-audit procedures to verify compliance with FTE reporting standards and documentation retention policies across district schools and departments. Collaborates with school staff to review and audit data accuracy, addressing and resolving discrepancies proactively. Plays a key role in developing and implementing improved data collection procedures for state and district-mandated student and instructor information. Utilizes specialized software and systems such as Focus, SQL, Cosmos, and Microsoft Excel to consolidate, analyze, and generate complex reports essential for decision-making and compliance. Leads the preparation of specialized reports, including FTE reports, Fall Surveys, Discipline Surveys, and Economic Surveys, involving advanced statistical and mathematical calculations. Analyzes and resolves FTE coding errors to ensure the integrity and reliability of district data. Remains current on school board policies, state regulations, and compliance requirements related to FTE reporting and provides recommendations for enhancements. Assists in formulating and implementing policies and procedures to improve the efficiency and accuracy of FTE data collection and reporting. Maintains comprehensive records and files related to FTE processes, ensuring accessibility and compliance with documentation standards. Provides technical leadership by collaborating with team members to troubleshoot and resolve complex data management issues.

FTE ASSISTANT II

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Supports the preparation and delivery of workshops and districtwide training sessions on FTE reporting and compliance best practices.• Performs a variety of administrative and clerical tasks, such as proofreading reports, preparing materials, and updating manuals and resources to support departmental objectives.• Performs other related duties as assigned.
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: 1/25/25 MV; BOARD APPROVED: 02/25/25

FTE ASSISTANT II

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				

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