

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6608
Pay Grade: D12

FLSA: Non-Exempt

FTE COORDINATOR

MAJOR FUNCTION:

Performs advanced specialized clerical work coordinating the FTE survey process district wide. Responsibilities include auditing FTE data, evaluating and monitoring compliance with state guidelines, and providing guidance to schools in the collection and reporting of FTE. Work is performed independently under general direction.

DUTIES AND RESPONSIBILITIES:

- Coordinates the FTE and other state surveys processes district wide; serves as school district liaison with Department of Education.
- Plans, organizes, and conducts procedural audits; selects sample and is responsible for FTE audit.
- Prepares and updates the annual FTE procedures manual, training manuals, calendars, bulletins, and instructional documentation.
- Responsible for monitoring data for compliance with School Board policies, state laws, and Department of Education regulations.
- Instructs principals and clerks in accounting procedures and School Board policies, conducts FTE reporting workshops, and trains school clerical personnel in student census preparation; confers with principal to suggest ways to strengthen FTE records management program.
- Reviews complex, specialized records as they pertain to FTE; researches causes of error in FTE reporting and devises methods to correct same; prepares reports and statistical analysis; maintains documentation to insure accurate reports for a specified time.
- Establishes new work methods and implements same; interprets rules and regulations pertaining to FTE reporting, and advises public and employees of departmental policies and procedures.
- Prepares and updates the annual FTE procedures manual.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED, supplemented by college level courses in accounting, statistics, or related field, plus five (5) years of progressively responsible FTE related reporting experience in a large public school system.

ISSUED: 1/85 PBL; BOARD APPROVED: 2/27/85; REVISED: 1/90 MW; BOARD APPROVED: 3/28/90; REVISED: 8/91 (D & R ONLY); MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; REVISED WC: 8/04 LM.

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.

FTE COORDINATOR

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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 keyboard to enter and transform words or data					X
21. Using a video display terminal					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 Coordinator - NR