

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

FINANCIAL AIDE, VOCATIONAL / TECHNICAL

SALARY SCHEDULE: [A3] SSP-7

COST CENTER: SARASOTA COUNTY TECHNICAL INSTITUTE (0391)

QUALIFICATIONS:

- (1) [High School Diploma or equivalent.] Associates Degree.
- (2) [Computer proficiency] Must receive a minimum score of 80% on Microsoft Word test.
- (3) [Experience in vocational field preferred.] Must receive a minimum score of 80% on Microsoft Excel test.

KNOWLEDGE, SKILLS AND ABILITIES:

[Knowledge of vocational / technical field of education. Knowledge of grants, grant writing and grant application submittal.] Working knowledge of the rules and regulations for state funding as it applies to Florida Bright Futures Scholarship Program (FBFSP), Florida Student Assistance Grant Career Education (FSAGCE) and Children of Deceased & Disabled Veterans Program (CDDV) funding practices including preparing and submitting required reports. Aide must possess a working knowledge of the verification process for Title IV funding. Ability to create student financial [folders] aid files, perform disbursements for state funding, and prepare and submit required financial reports and requests for scholarships using State and Federal funding programs.

REPORTS TO:

Assistant Director, Sarasota County Technical Institute

JOB GOAL

To counsel and assist students in obtaining financial aid through grants and scholarships which includes assisting in the preparation of the required requests and reports necessary to obtain this funding. [and assist staff with testing and data entry.]

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Interview students applying for [financial aid,] grants [or] and scholarships.
- * (2) Prepare files for the Scholarship Committee.
- * (3) Enter information electronically for State and Federal funding [Pell application into computer] and transmit electronically.
- * (4) Develop student financial aid records.
- * (5) Print information pertaining to grant applications and provide to applicants.
- * (6) Prepare student payment records using school (TRAKKER) attendance program.
- * (7) Monitor student financial information for errors.
- * (8) Install and update software as directed.
- * (9) Monitor and develop Bright Futures Scholarship Program.
- * (10) Monitor and develop Florida Student Assistance Grant Career Education (FSAGCE) State funding program.
- * (11) Monitor expenditure ledgers with Finance Department.
- * (12) Keep student financial files current.

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- * (13) Keep financial records updated.
- [* (14) Serve as a resource for AS400 training for new staff members.]
- * (14) Attend [local, state and federal] conferences with regard to financial aid.
- * (15) Attend [bimonthly] student support meetings.
- [* (16) Assist in the Testing Lab as needed.]
- * (16) Enter / update student information in the SONIS or current school software program. [financial aid codes on AS400]
- * (17) Use Excel for creating and updating worksheets used for student records.
- * (18) Demonstrate initiative in the performance of assigned responsibilities.
- * (19) Provide for a safe and secure workplace.
- * (20) Model and maintain high ethical standards and confidentiality.
- * (21) Follow attendance, punctuality and proper dress rules.
- * (22) Maintain confidentiality regarding school matters.
- * (23) Communicate effectively with staff, students and parents.
- * (24) Keep supervisor informed of potential problems or unusual events.
- * (25) Respond to inquiries and concerns in a timely manner.
- * (26) Prepare all required reports and maintain all appropriate records.
- * (27) Follow all School Board policies, rules and regulations.
- * (28) Exhibit interpersonal skills to work as an effective team member.
- * (29) Demonstrate support for the School District and its goals and priorities.
- * (30) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

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 those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

*Essential Performance Responsibilities