

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

STATE REPORTS COORDINATOR

SALARY SCHEDULE: SSP12

COST CENTER: INFORMATION SERVICES ([9018] 9020)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of five (5) years experience in computer records management using software based on a large integrated database.
- (3) Demonstrate experience in data reviews and data quality analysis.
- (4) School based experience in student data collection, storage and retrieval is preferred.
- (5) Demonstrate ability and knowledge of State Reporting Requirements and applications. [good reasoning skill and an ability to follow written instructions, (requires taking HR Reasoning and Following Written Instructions tests).]
- (6) [Demonstrate skills with Microsoft WORD, (requires taking HR MS WORD test).]

KNOWLEDGE, SKILLS AND ABILITIES:

Above average knowledge of PC applications such as MS Word and Excel. Current knowledge of Florida Department of Education regulations, including FTE computations and requirements is preferred. Experience using large integrated software systems (e.g. finance, student administration, manufacturing, retail) is preferred. Ability to work cooperatively with individuals and groups. Ability to communicate well, both orally and in writing. Ability to guide others effectively.

REPORTS TO:

[Supervisor, State Reports] Manager, Data Analysis & Reporting

JOB GOAL

To provide support to school and District personnel in the timely and accurate data collection and reporting for student, vocational and finance systems.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Develop and maintain training modules, procedures and documentation for school/District personnel and coordinate and provide continuous training for initial and advanced inservice of all school/District personnel on the current DOE reporting requirements.
- * (2) Provide DOE reporting support at all levels: elementary, middle and high school.
- * (3) Collaborate with the schools to ensure accurate reporting of data to the Department of Education.
- * (4) Act as liaison between schools and Technology and Information Services Department.
- * (5) Analyze and correct data input when necessary.
- * (6) Keep well informed about current trends and best practices in areas of responsibility.
- * (7) Maintain a courteous and professional manner.
- * (8) Maintain work area in a safe and secure manner.
- * (9) Use positive, effective interpersonal communication skills.
- * (10) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- * (11) Participate in workshops and training to update skills.
- * (12) Follow department policies and procedures.
- * (13) Keep supervisor informed of potential problems or unusual events.

STATE REPORTS COORDINATOR (Continued)

- *(14) Respond to inquiries and concerns in a timely manner.
- *(15) Prepare all required reports and maintain all appropriate records.
- *(16) Follow all School Board policies and department policies and procedures.
- *(17) Exhibit interpersonal skills to work as an effective team member.
- *(18) Demonstrate support for the School District and its goals and priorities.
- (19) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force 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. 12

*Essential Performance Responsibilities