

**SCHOOL DISTRICT OF OKALOOSA COUNTY
OKALOOSA COUNTY FLORIDA**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

Position Title: F.T.E. Data Technician
Reports To: F.T.E. Officer
Supervises: As Assigned

Minimum Eligibility Requirements:

Associate's Degree in Computer Science from an accredited institution, **OR** a minimum of three (3) years F.T.E. data management experience.

Such alternatives to the above requirements as the Board may find appropriate and acceptable.

Language Skills:

Ability to effectively present information to administrators, and School Board.

Reasoning Ability:

Ability to communicate effectively by telephone.

Other Skills and Abilities:

Proficiency in keyboarding skills and 10 number key pad operation.
Proficiency in Microsoft Office applications.
Proficiency in "green screen" data entry.
Proficiency in control record construction.

Physical Demands:

While performing the duties of this job, the employee must have good vision.
Ability to work at a station for an extended length of time; typing ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The noise level is moderate.

Job Goal:

Maintain F.T.E. data systems in an accurate and timely manner; document application area(s); provide help desk support to TERMS student systems end-users; provide edit, exception, and validation corrective actions for F.T.E. date transmissions.

(over)

Essential Duties and Responsibilities:

1. Provide help desk support for all student and F.T.E. database systems.
2. Document student system database procedures and actions.
3. Maintain knowledge of current procedures in assigned area of responsibility.
4. Provide oversight and corrective action functions for all F.T.E. and class size calculations.
5. Familiarizes self with all Florida Department of Education data elements and formats.
6. Maintain professional ethical standards; maintain high level of professional development/knowledge.
7. Build and maintain the district course file.
8. Construct, maintain, and support district dual enrollment including F.T.E. audit trail.
9. Develop and maintain all student system control records including school bell schedules, calendars, and data element definitions.
10. Abides by and facilitates adherence to all applicable laws, rules, regulations, policies, procedures; maintains professional ethical standards; maintains high level of professional development/knowledge
11. Performs other such duties as may be assigned by the Administrator or the Board.

Length of Employment:

Twelve months.

Salary:

Based on the adopted salary schedule for Professional/Technical pay grade 5.

Evaluation:

Annual evaluation conducted by the Information Systems administrator in accordance with School Board policies and State Laws.

Review and Agreement:

Name of Employee

Social Security Number

Supervisor

Date

cc: Incumbent
Supervisor