

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

FTE SUPPORT ASSOCIATE - ESE

Required Qualifications:

- High School Diploma or equivalent
- Five (5) years experience with data reporting requirements and data entry

Desired Qualifications:

- Associate's Degree
- Experience with an IBM 12/400 and/or the current mainframe hardware in use by the district
- Experience with the TERMS software package(s) and/or the current mainframe software package(s) in use by the district
- Training or experience in technical support

Performance Responsibilities:

- Maintain an extensive knowledge of all federal, Department of Education (DOE), and local district reporting requirements, regulations, and procedures
- Act as liaison with Exceptional Student Education (ESE) Program/Staffing Specialists to improve the efficiency, accuracy, and effectiveness of the data reported to state and federal agencies for FTE purposes
- Keep ESE department and Program/Staffing Specialists informed of all procedural and reporting requirements as dictated by the Department of Education
- Coordinate and train ESE Supervisors and Program/Staffing Specialists on FTE processing and compliance
- Responsible for and monitoring of the data base for Exceptional Student Education data that is utilized for audit, FTE, and compliance information district-side
- Responsible for collection and entry of all student information data for ESE district-wide
- Enter and maintain all ESE student program data for FTE reporting district-wide
- Interpret, analyze, and calculate all reports received from the TERMS system and DOE
- Program and generate reports needed by ESE personnel
- Coordinate instruction for ESE hospital homebound students district-wide
- Coordinate and train ESE hospital homebound instructors on FTE processing and methods of data collection for reporting purposes and compliance
- Develop annual timeline for data collection of ESE Hospital Homebound paperwork for compliance and FTE reporting
- Develop annual timeline for data collection of paperwork for all ESE student incarcerated in the Hernando County jail
- Enter ESE information and disciplines for Hernando County students placed in residential facilities, e.g., Carlton Palms Educational Center

- Assist data entry operators on correct entry of ESE hospital homebound student schedules for compliance and FTE reporting
- Reconcile ESE, hospital homebound, residential facility, and incarcerated student data for all FTE survey periods
- Coordinate ESE home instruction teleclass system
- Enhance ESE FTE data reporting quality of identifying and troubleshooting data errors
- Responsible for ESE department First Class email to include the creation/removal of ESE email groups, and the addition/removal of subscribers to appropriate ESE email groups
- Responsible for creation and submission of ESE department Issue Trak requests to the TIS department
- Attend regular scheduled meetings with TIS and DOE for updated information and training for compliance, data reporting, and FTE
- Perform other duties as assigned by the Director of Exceptional Student Education and/or designee

Physical Demands:

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 regularly or as needed to move objects

Reports to:

Reports directly to the Director of Exceptional Student Education and/or designee

Evaluation:

Annual evaluation done by the Director of Exceptional Student Education and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level L

Job Code:

73096

Board Approved: 06/26/13
Revised: 06/10/14, 06/25/19