

# **Hernando County School Board**

## **Florida**

FLSA: Exempt, Non- Union

<b>SUPERVISOR OF STATE REPORTING</b>
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### **Required Qualifications:**

- Bachelor's degree from an accredited institution
- Minimum of 5 years of experience in a related field

### **Desired Qualifications:**

- Experience with large scale student information systems
- Knowledge of Federal, State, and local district reporting requirements, regulations, and procedures
- Advanced level technology skills including word processing, spreadsheets, and presentation software
- Experience in leading others in a collaborative process that resulted in improved outcomes

### **Performance Responsibilities:**

- Effective interpersonal skills and the ability to maintain positive relationships and communicate effectively (both orally and written) with school and district personnel, private school administrators, community members, and vendors
- Serve as a liaison between the Florida Department of Education and the Hernando County School District for all areas of State Reporting
- Stay abreast of and interpret the on-going federal and state mandates for all assigned areas of responsibility
- Represent the district at all state and regional meetings relevant to job responsibilities
- Collaborate with district and school-level leaders to identify and target professional learning for state reporting
- Oversee the verification, coordination, and transmission of data required by the Florida Department of Education for all levels of reporting
- Establish efficient schedules, processes, and timelines to ensure accurate data collection that maximizes FTE earned
- Analyze programming needs and make recommendations for system modifications to internal applications based on reporting requirements
- Review, update, and document processes for data collection at all levels

- Create a timeline and provide trainings to school and district personnel on all aspects of state reporting
- Coordinate with schools and support sites to improve the efficiency, accuracy, and value of data reported to state agencies
- Analyze student, staff, and financial data for accuracy and conformance to federal, state, and district policies and procedures
- Create and maintain contacts with other school districts and educational associations for the development and implementation of updated educational policies and processes that help improve the effectiveness of district operations
- Supervise and evaluate all personnel that report directly to this position
- Perform other duties as assigned by the Director of Research and Accountability 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 Research and Accountability and/or designee

**Evaluation:**

Annual evaluation done by the Director of Research and Accountability and/or designee

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule – Professional/Technical/Supervisory Category G

**Job Code:**