PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6608
Pay Grade: E01

FLSA: Exempt
PTS

FTE COORDINATOR

MINIMUM QUALIFICATIONS

Associate's degree from an accredited college or university in Accounting, Finance, Business Administration, or related field, plus five (5) years progressively responsible FTE related reporting experience in a large public school system. A year of related experience may be substituted for each year of the educational requirements stated above.

MAJOR FUNCTION

Oversees districtwide processes related to FTE reporting and other state surveys, ensuring compliance with Florida Department of Education (FDOE) regulations while optimizing funding allocations. Acts as the primary liaison with the FDOE, managing the workflows of the FTE team and coordinating the correction, reconciliation, and submission of survey data. Provides leadership in process development, ensures data accuracy, and collaborates with district staff to align curriculum and reporting requirements with legislative updates.

ESSENTIAL RESPONSIBILITIES

- Coordinates the districtwide collection, reconciliation, and reporting of FTE and other state survey data to the (FDOE).
- Acts as the school district liaison with the Department of Education, ensuring proper FTE collection and submission for funding allocation.
- Conducts research on legislative changes to assess compliance requirements and reduce the risk of audit findings.
- Maintains a working knowledge of statutory requirements for student data and the (FDOE) FTE General Instructions.
- Manages the daily workflow of the FTE team, ensuring adherence to survey correction timelines and procedures.
- Coordinates the correction of information in state reporting, working with cross-functional teams to address discrepancies.
- Monitors survey processes and timelines, including class size reporting and reconciliation of (FDOE) data.
- Reviews, reconciles, and analyzes survey data with (FDOE) reports to ensure accuracy and identify discrepancies.
- Creates SQL queries and leverages data systems (e.g., Cosmos, SharePoint) to analyze survey data for trends and year-over-year comparisons.
- Assists in developing and maintaining reports for district- and school-based personnel.
- Prepares statistical analyses, reports, and documentation for audits and funding allocations.
- Conducts training sessions for Data Management Technicians (DMTs) to communicate updates in reporting requirements and legislative changes.
- Works with school-based personnel, including principals and clerks, to strengthen FTE records management and compliance practices.
- Develops and implements processes to improve accuracy in class size and FTE reporting.
- Collaborates with executive leadership to assess the impact of curriculum changes on FTE funding and ensure compliance.
- Represents the FTE team on cross-functional projects, such as summer bridge programs and the TIS enrollment project.
- Coordinates with TIS to schedule preliminary and class size trials to ensure data reconciliation with (FDOE) data.
- Creates and maintains a data repository for standardizing best practices and FTE-related procedures.
- Recommends improvements to existing automated systems to enhance reporting accuracy and efficiency.
- Acts as the primary contact for charter schools to ensure data integrity and submission compliance.
- Prepares and updates the annual FTE procedures manual, training manuals, calendars, bulletins, and instructional documentation.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT
Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment. *Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.* *The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*
HISTORY OF JOB CLASSIFICATION
ISSUED: 1/85 PBL; BOARD APPROVED: 2/27/85; REVISED: 1/90 MW; BOARD APPROVED: 3/28/90; REVISED: 8/91 (D & R ONLY); MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; REVISED WC: 8/04 LM; REVISED: MQ, MF, ER 01/25 MV; BOARD APPROVED: 02/25/25

FTE COORDINATOR

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				