

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

SPECIALIST I, Administrative Computing

QUALIFICATIONS

- Bachelor's Degree in Education, Data Processing, or a Business related field preferred.
- Three (3) years experience in business, management information systems, or data processing.
- School level FTE experience.
- Proficiency in use of computer applications and technical equipment as related to department job functions.

REPORTS TO FTE/Medicaid Administrator

SUPERVISES No supervisory duties

POSITION GOAL

To assist the FTE Administrator with monitoring and maintaining the FTE funding process.

PERFORMANCE RESPONSIBILITIES

1. * Assist district- and school-based personnel with implementing automated systems in all areas.
2. * Create and maintain spreadsheet, database, and word processing files.
3. * Keep current with technological developments and their implications on administrative computing.
4. * Develop reports to be provided to district- and school-based personnel.
5. * Develop data collection instruments and input documents.
6. * Assist with developing and providing a comprehensive program of user education workshops and seminars for administrative computer users.
7. * Involve district- and school-based personnel with committee activities to solicit input in developing and maintaining automated systems.
8. * Supervise the ongoing FTE reporting process, including staff training and data verification.
9. * Review the reports submitted by each cost center during each FTE survey period and work with school personnel in making corrections prior to submission to the Department of Education.
10. * Work with district instructional staff and the District Personnel Services Department to ensure that programs which have specific requirements for funding will fully meet such requirements prior to being reported for funding purposes.
11. Perform other duties as assigned by the FTE/Medicaid Administrator.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
AS-D \$45,429 - \$80,675
M-12 D-258 H-1935

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **14**
EEO-5 Line **44**

Function **7750**
Survey Code **82034**
Job Code **1633**

ADA CODES

2 **Sedentary Work**
3 **A-C/E/K-L/P-Q/S-V**
4 **Indoor Work**

BOARD APPROVED

November 18, 1997