

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

STATE REPORTS COORDINATOR

SALARY SCHEDULE: SSP12

COST CENTER: INFORMATION SERVICES (9020)

QUALIFICATIONS:

- (1) High School Diploma or equivalent is required. Associate's Degree or Technical Institute degree/certificate or higher in Computer Science, Engineering, Mathematics or related field is preferred.
- (2) Minimum of three (3) years experience in computer records management using software based on a large integrated database.
- (3) Minimum of two (2) years experience in support, programming and maintenance of a database system or related software.
- (4) Demonstrated experience in data reviews and data quality analysis.
- (5) Demonstrated ability and experience in production of reports using report authoring software.
- (6) Demonstrated ability and knowledge of State Reporting Requirements and applications.
- (7) Demonstrated ability and experience in working with databases and related software in writing SQL queries.

KNOWLEDGE, SKILLS AND ABILITIES:

Above average knowledge of PC applications such as MS Word and Excel. Ability to create and render reports and back-end database knowledge is preferred. Current knowledge of Florida Department of Education regulations, including FTE computations and requirements is preferred. Experience using large integrated software systems (e.g. finance, student administration, manufacturing, retail) is preferred. Ability to work cooperatively with individuals and groups. Ability to communicate well, both orally and in writing. Ability to guide others effectively.

REPORTS TO:

Manager, Data Analysis & Reporting

JOB GOAL

To provide support to school and District personnel in the timely and accurate data collection and reporting for student, career and technical and finance systems.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Develop and maintain training modules, procedures and documentation for school/District personnel and coordinate and provide continuous training for initial and advanced inservice of all school/District personnel on the current DOE reporting requirements.
- * (2) Provide DOE reporting support at all levels: elementary, middle and high school.
- * (3) Collaborate with the schools to ensure accurate reporting of data to the Department of Education.
- * (4) Act as liaison between schools and Technology and Information Services Department.
- * (5) Analyze and correct data input when necessary.
- * (6) Keep well informed about current trends and best practices in areas of responsibility.
- * (7) Maintain a courteous and professional manner.
- * (8) Maintain work area in a safe and secure manner.

STATE REPORTS COORDINATOR (Continued)

- * (9) Use positive, effective interpersonal communication skills.
- * (10) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- * (11) Participate in workshops and training to update skills.
- * (12) Follow department policies and procedures.
- * (13) Keep supervisor informed of potential problems or unusual events.
- * (14) Respond to inquiries and concerns in a timely manner.
- * (15) Prepare all required reports and maintain all appropriate records.
- * (16) Follow all School Board policies and department policies and procedures.
- * (17) Exhibit interpersonal skills to work as an effective team member.
- * (18) Demonstrate support for the School District and its goals and priorities.
- * (19) Sustained focus and attention to detail for extended periods of time.
- (20) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: 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 as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 12

*Essential Performance Responsibilities