



JOB TITLE	DEPARTMENT	REPORTS TO
ESE/Student Services Technology Analyst	Student Services	Executive Director of Student Services & ESE

<b>Position No:</b> 63116	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> C33	<b>Date Approved:</b> 8/8/95
<b>FSLA:</b> Non-exempt	<b>Date Revised:</b> 8/8/06; 10/27/22

JOB GOAL
To maintain district wide FTE reporting requirements for ESE students, Discipline data and School Environmental Safety Incident Reporting (SESIR) and act as resource for school-level School Data Specialists and Dean's Clerks. Assist with the facilitation and use of technology in the division. Assist the district in overseeing FTE associated with various opportunity scholarships.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. Associate Degree from accredited community college or minimum three years progressive experience in technology.</li> <li>2. Experience and knowledge of the current Student Information System in multi-programming environments.</li> <li>3. Knowledge of computers, support equipment, data acquisition and data base maintenance.</li> <li>4. Knowledge of Ethernet environments.</li> <li>5. Knowledge of full-time equivalency (FTE) process and Department of Education (DOE) ESE reporting requirements for discipline and opportunity scholarships.</li> <li>6. Ability to perform the functions of the position.</li> </ol>

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. To monitor district wide FTE for Exceptional Student Education (ESE) and facilitate the process of ESE data entry for FTE and auditing purposes.</li> <li>2. To monitor district wide Discipline and School Environmental and Safety Incident Reporting (SESIR) and facilitate the process of Discipline and SESIR data entry for auditing purposes.</li> <li>3. To monitor the reporting requirements and FTE associated with the various Opportunity Scholarships established by the state and available to ESE and non-ESE students and to complete the required reporting requirements associated with these scholarships.</li> <li>4. Assist School Data Specialists on the student information system as it relates to the ESE data and ESE FTE.</li> <li>5. To maintain Division of Student Services' and ESE network, hardware and software components as required and installs, upgrades, and/or configures network for printers, directory structures, rights, security, and load software.</li> <li>6. To keep current and serve as a consultant with Division of Student Services district and school personnel on the use of technology.</li> <li>7. To monitor ESE in-service workshops for ESE district and school personnel on changes and/or update to the student information system as it relates to the ESE data and FTE.</li> <li>8. To monitor Discipline data and SESIR in-service workshops for school personnel on changes and/or updates to reporting requirements in the student information system.</li> <li>9. To provide Division of Student Services staff development and training in the use of hardware, software and technical support training.</li> <li>10. To serve as a liaison between ESE administration and district office personnel to insure timely and effective technology implementation.</li> </ol>

11. To maintain annual schedules on all operations and alert the Administrator of Student Services and Exceptional Student Education of possible problems.
12. To research and develop strategies for increasing the proficiency of technology tools.
13. To coordinate with ITS on the requirements and implementation of Division of Student Services/ESE enhancement to the mainframe database.
14. Assist in the identification and development of mandatory tracking systems for state and federal reporting.
15. To respond to the needs and questions of users concerning their access of resources on the ESE network and the county mainframe as it relates to ESE.
16. To ensure that input data and files are entered as required in order maintaining production schedules.
17. To identify and prepare reports for state and federal audits on site visits.
18. To assist with maintaining a current district wide inventory of ESE technology and order supplies for computer and printer operations.
19. To perform assigned tasks in a timely and efficient manner.
20. To perform assigned tasks with a high standard of quality.
21. To perform other activities as assigned by Administrator of Student Services and Exceptional Student Education.

**PHYSICAL DEMAND CLASS:**

Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.