SCHOOL BOARD OF SAINT LUCIE COUNTY JOB DESCRIPTION

Position No. 63116  
Salary Schedule RRO  
FLSA Non-exempt  
Length of Work Year 12 months  
Date Approved 8-8-95  
Date Revised 8-8-06  

JOB TITLE  
ESE/Student Services Technology Analyst  

DEPARTMENT  
Student Services  

REPORTS TO  
Assistant Superintendent of Student Services and Exceptional Student Education  

JOB GOAL  
To maintain district wide FTE 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.  

QUALIFICATIONS  
1. Associate Degree from accredited community college or minimum three years progressive experience in technology.  
2. Experience in operating mainframe systems in multi-programming environment.  
3. Knowledge of microcomputers, support equipment, data acquisition and data base maintenance.  
5. Knowledge of full time equivalency (FTE) process and Department of Education (DOE) ESE reporting requirements.  
6. Ability to perform the essential functions of the position.  

DUTIES AND RESPONSIBILITIES  
1. To monitor district wide FTE for Exceptional Student Education (ESE) and facilitate the process of ESE data entry for FTE and auditing purposes.  
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.  
3. To establish a centralized area to assist School Data Specialists on T.E.R.M.S as it relates to the ESE data base and ESE FTE.  
4. To maintain Division of Student Services’ network, hardware and software components as required and installs, upgrades, and/or configures network for printers, directory structures, rights, security, and load software.  
5. To keep current and serve as a consultant with Division of Student Services district and school personnel on the use of technology.  
6. To monitor ESE in-service workshops for ESE district and school personnel on changes and/or update to the T.E.R.M.S as it relates to the ESE data base and FTE.
7. To monitor Discipline data and SESIR in-service workshops for school personnel on changes and/or updates to T.E.R.M.S.

8. To provide Division of Student Services staff development and training in the use of hardware, software and technical support training.

9. To provide liaison between ESE management and district office personnel to insure timely and effective technology implementation.

10. To maintain annual schedules on all operations and alert the Assistant Superintendent of Student Services and Exceptional Student Education of possible problems.

11. To research and develop strategies for increasing the proficiency of technology tools.

12. To coordinate with MIS on the requirements and implementation of Division of Student Services enhancement to the mainframe database.

13. Assist in the identification and development of mandatory tracking systems for state and federal reporting.

14. 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.

15. To ensure that input data and files are entered as required in order maintaining production schedules.

16. To identify and prepare reports for state and federal audits on site visits.

17. To maintain a current district wide inventory of ESE technology and order supplies for computer and printer operations.

18. To perform assigned tasks in a timely and efficient manner.

19. To perform assigned tasks with a high standard of quality.

20. To perform other activities as assigned by Assistant Superintendent of Student Services And Exceptional Student Education.

Physical Demand Class - SL
*Essential Job Functions