



| JOB TITLE | DEPARTMENT | REPORTS TO |
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| FTE Analyst | Information Technology Services | Data Processing Mgr./Chief Operations Officer |
| Position No: 82035 | Length of Work Year: 12 Months | |
| Salary Schedule: C260 | Date Approved: 8/10/99 | |
| FSLA: Exempt | Date Revised: 09/05/24; 4/2/25 | |

| JOB GOAL |
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| Assist with the verification and coordination of data as required by the FLDOE for all levels of reporting while establishing efficient processes, schedules, and timelines. Demonstrates prompt and regular attendance. Maintains confidentiality in all district matters. Models ethical behavior and displays leadership qualities. Effectively communicates a team attitude. |

| MINIMUM QUALIFICATIONS |
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| <ol style="list-style-type: none"> 1. High School Diploma or equivalent 2. T.A.B.E. test (AA/AS/60 college credits or higher will satisfy) 3. Ability to perform functions of the position. 4. Experience with training or instructing others to use technology. 5. Knowledge of current SIS system. |

| DUTIES AND RESPONSIBILITIES |
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| <ol style="list-style-type: none"> 1. Identify areas of concern and collaborate with team members to complete assigned tasks, addressing complaints and resolving within regulation and policy constraints. 2. Maintain an extensive knowledge of all SLPS SIS, federal, FLDOE, and local district reporting requirements, regulations, and procedures. 3. Create and maintain identified documentation used for internal ITS team, by schools and district departments. 4. Attend and assist with facilitation as directed technical workshops and in-service trainings as required. 5. Monitor system operations and determine whether programs appear to be operating correctly, resolve, report any record issue accordingly. 6. Complete identified tasks related to school start-up procedures related to FTE reporting including, but not limited to, enrollments, attendance, and student scheduling. 7. Ensure school-based and district contacts are trained in and adhering to District expectations and procedures pertaining to school staff. 8. Keep Team Lead or Application Manager informed of DOE updates, changes and potential problems or unusual events. 9. Provide excellent customer service skills and team attitude when working with others by using effective and positive interpersonal skills orally and in writing. 10. Design and develop reports from school and district staff requirements. 11. Complete all summer school responsibilities including setting up courses and calendar/bells. 12. Perform other duties as assigned |

| PHYSICAL DEMAND CLASS: |
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| 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. |