



JOB TITLE	DEPARTMENT	REPORTS TO
FTE Technology Analyst	Information Technology Services	Data Processing Manager

Position No: 82035	Length of Work Year: 12 Months
Salary Schedule: C26	Date Approved: 8/10/99
FSLA: Non-exempt	Date Revised:

JOB GOAL
To maintain district wide FTE and act as resource for school-level terminal operators.

MINIMUM 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.
4. Knowledge of Ethernet and Token-Ring environments.
5. Knowledge of full time equivalency (FTE) process and Department of Education (DOE) ESE reporting requirements.
6. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES

1. To monitor district wide and facilitate the process of data entry for FTE and auditing purposes.
2. To establish a centralized area to assist terminal operators and teachers on the use of T.E.R.M.S. as it relates to the data base and district FTE.
3. To maintain district network, hardware and software components as required and installs, upgrades, and/or configures network for printers, directory structures, rights, security, and loads software.
4. To keep current and serve as a consultant with ESE district and school personnel on the use of technology.
5. To monitor FTE in-service workshops for district and school personnel on changes and/or update to the T.E.R.M.S. as it relates to the FTE data base.
6. To provide staff development and training in the use of hardware and software.
7. To monitor district E-mail system.
8. To maintain annual schedules on all FTE/DOE reporting operations and alert the Director of MIS of possible problems.
9. To research and develop strategies for increasing the proficiency of technology tools.
10. To be a focal point of communication between the data center and all users.
11. To serve as backup computer operator.
12. To respond to the needs and questions of users concerning their access of resources on the district network and the county mainframe as it relates to FTE and T.E.R.M.S.
13. To ensure that input data and files are entered as required in order to maintain production schedules.
14. To administer all data transmissions to and from the DOE.
15. To perform assigned tasks in a timely and efficient manner.
16. To perform assigned tasks with a high standard of quality.
17. To perform other activities as assigned by supervisor.

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.