

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

CAREER AND TECHNICAL EDUCATION(CTE) STATE REPORTS ANALYST

SALARY SCHEDULE: ADMINISTRATIVE – J

COST CENTER: INFORMATION SERVICES (9018)

QUALIFICATIONS:

- Bachelor’s Degree from an accredited educational institution in Business preferred.
- Minimum of three (3) years experience in Systems Analysis or,
- Minimum of three (3) years experience in state and federal reporting or,
- Minimum of three (3) years experience in Career and Technical Education.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of federal, state and local laws, regulations and policies and reporting requirements related to assignments.
- Skills in time management.
- Ability to plan, organize and prioritize activities related to assignments. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Director

JOB OBJECTIVE:

To ensure that the District receives all funding for which it is eligible by providing accurate data in a timely manner and to ensure that all reports meet legal requirements.

SUPERVISES:

State Reports Coordinator

PERFORMANCE RESPONSIBILITIES:

- Support data review programs to ensure that CTE data submitted for federal and state reports are accurate and are submitted in a timely fashion.
- Serve as a resource for all District staff in the area of federal and state CTE reporting.
- Keep current on all CTE reporting guidelines.
- Review new regulations with the appropriate staff as required.
- Provide District-level support for audit functions.
- Serve as liaison between district departments and the Florida Department of Education for assigned areas of responsibility.
- Respond to inquiries or concerns in a timely manner.
- Keep supervisor informed of potential problems or unusual events.
- Disseminate information and current research to appropriate personnel.
- Keep well informed about current trends and best practices in areas of responsibility.
- Maintain expertise in assigned areas to fulfill project goals and objectives.
- Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- Promote and support professional growth for self and others.
- Develop annual goals and objectives consistent with and in support of District goals and priorities.
- Maintain a network of peer contacts through professional organizations.

CAREER AND TECHNICAL EDUCATION(CTE) STATE REPORTS ANALYST (Continued)

- Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- Prepare or oversee the preparation of all required reports and maintain appropriate records.
- Serve on District, state or community councils or committees as assigned or appropriate.
- Represent, consistently, the District in a positive and professional manner.
- Set high standards and expectations for self and others.
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Facilitate problem solving by individuals or groups.
- Sustained focus and attention to detail for extended periods of time.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently 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. 07