

JOB DESCRIPTION

TITLE EXECUTIVE DIRECTOR OF STUDENT AND STAFF  
PROJECTIONS, ALLOCATIONS AND REPORTING

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Master's degree in business or educational administration; or a combination of equivalent experience which provides the required knowledge, skills and abilities for this position. Minimum of five years in educational field with experience directly related to FTE and resource allocations (Florida experience preferred). Effective skills in analysis, problem solving and decision making; excellent oral and written communication skills, and organizational ability. Advanced technical knowledge of governmental finance and fiscal accountability. Ability to utilize computers and data processing systems. Strong computer skills required including experience with Microsoft Office and, in specific, experience with Microsoft Excel and Word.
Language Skills	Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or the school board.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of advanced algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	N/A
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit,

talk and hear, stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 10 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

**Work Environment**      The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**REPORTS TO**              Chief Operational Officer

### GENERAL RESPONSIBILITIES

1. Manages the resource allocation procedures, process and activities relating to student projection; prepares fiscal and impact analysis.
2. Plans, organizes, and directs the official student (FTE) counts.
3. Coordinates with program directors and other administrators to prepare the official student (FTE) projection.
4. Directs all personnel in the Department of Student and Staff Projections, Allocations and Reporting to ensure that student and staff projections are accurate, timely, distributed equitably and efficiently and funded in a manner that maximizes district resources, and accurate data is reported in state and federal surveys.
5. Assures that student projection, building capacity, student attendance zone and concurrency service area evaluation data is used in the Real Property and Capital Improvement Plan decision making process.

### SPECIFIC RESPONSIBILITIES

1. Serves as FTE Administrator for the District and is responsible for the development of FTE data procedures, processes and activities per Florida Statutes.
2. Assists in the development, analysis and monitoring of school, department and program staffing models.
3. Plans, develops and administers FTE workshops and training for department and school personnel.
4. Administers approved staffing allocation formulae; verifies supporting data for staffing requests and makes recommendations.

5. Interprets Florida and DOE regulations, and provides direction to school and district administrators to maximize FTE revenue, as well as comply with class size amendment legislation.
6. Prepares and submits necessary staffing and FTE data for District budget development and prepares the staffing cost and attribution for the Annual Cost Report to the Business Resource Division.
7. Establishes and maintains adequate and appropriate FTE data records for all student counts and staffing allocations.
8. Coordinates FTE audits with Auditor General's Office and responds to findings.
9. Prepares school enrollment projections and staff requirements.
10. Functions as district liaison between principals, program directors and Data Processing Department for FTE submissions.
11. Serves on the Superintendent's Consolidated Planning Committee.
12. Oversees the District zoning process regarding student attendance zones. Makes recommendations for zoning and rezoning as appropriate.
13. Directs long range planning activities and technical planning assistance.
14. Attends School Board Meetings as necessary.
15. Performs other duties as assigned.