

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 Executive Director of Student and Staff Projections, Allocations and Reporting.

GENERAL RESPONSIBILITIES

1. Manages basic education full time equivalent (FTE) process.
2. Manages all FTE, Staff and WDIS Surveys.
3. Supports district wide budget and staffing processes in all programs. Manages District cost report.

SPECIFIC RESPONSIBILITIES

1. Develops FTE training/workshops for school personnel and administrative staff on how to organize, interpret and validate data pertaining to FTE Surveys and class size statistics.
2. Serves as district liaison between school personnel, program directors, the Management Information Services department and the DOE.
3. Analyzes survey data for accuracy and inconsistencies and notifies schools and/or administrative staff for corrections or clarification.
4. Develops and distributes survey schedules and supportive documentation for surveys.
5. Maintains current and historical survey documentation for audit purposes.
6. Provides technical support to the MIS Help Desk, MIS Trainer, ESE FTE Manager, and Supervisor of WDIS and ESOL Compliance.
7. Analyzes programming changes in surveys, recommends program changes, and assists in the development of edit programs.
8. Monitors data element changes from the Department of Education and distributes communiqués to appropriate program personnel and MIS staff.
9. Manages the preparation and transmission of surveys, including the edit process prior to final reports and closure of surveys.
10. Analyzes and implements all amendments for survey reporting, including notification of school personnel, program staff and MIS staff.

11. Provides support in the FTE audit process and the internal audit process.
12. Manages the Survey 2 class size DOE report.
13. Supervises the district cost reports development and assists Director of Accounting with the cost attributions table.
14. Monitors impact of personnel actions of cost report processes.
15. Supervises assigned personnel.
16. Participates in the Department of Education training sessions regarding data elements and procedural changes and makes recommendations for local implementation.
17. Develops a system for quality control of reportable data elements.
18. Provides support to the MIS department with Survey 7 (Cella-ID).
19. Performs other duties as assigned.