

(NEW 6-23-05)
REVISED 6-10-09
5-10-10
1-28-11

JOB DESCRIPTION

TITLE WORKFORCE EDUCATION SPECIALIST

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	High school diploma or General Education Development (GED) certificate and one (1) year of related data entry experience required. Basic computer skills required (e.g., ability to create documents using word processing and spreadsheet programs; ability to use email).
Language Skills	Ability to read and comprehend simple instructions, short correspondence and memos, as well as analyze and interpret computer-generated reports, Department of Education and District data elements, and computer related technical journals. Ability to write reports, correspondence, procedures manuals and handbooks related to continuing education. Ability to effectively handle questions from administrators, other employees and the general public.
Mathematical Skills	Ability to add, subtract, multiply and divide in all units of measure using numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to create and interpret graphs and charts.
Certificate/License	N/A.
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral and diagram form. Ability to apply sound judgment.
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 25 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 while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

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 Administrator of Adult and Community Education

GENERAL RESPONSIBILITIES

1. Processes, verifies, reconciles and maintains data for Workforce programs and courses from multiple computer databases for workforce programs (i.e. TERMS, ACCESS, SchoolDESX, Keystroke).
2. Provides technical assistance to Workforce Education program staff in areas of data collection and reporting to meet local, state and federal requirements.
3. Utilizes and maintains a working knowledge of various software programs in order to accomplish work responsibilities, such as: producing marketing materials; updating the website; producing reports; and increasing the efficiency and accuracy of data reporting and analyses, etc.

SPECIFIC RESPONSIBILITIES

1. Provides training and technical assistance for contracted and part time hourly staff pertaining to data collection responsibilities in areas of student information, financial reporting, and personnel coding.
2. Maintains knowledge of state resources including but not limited to: WDIS Handbook, Florida Statutes, Florida Administrative Code, and Workforce Education websites for verifying data and monitoring compliance.
3. Responsible for all implementing pre-WDIS survey verifications and corrections, maintaining log of each trials' errors, and updating checklist as appropriate.
4. Monitors and reconciles all workforce education staff allocations, verifies cost coding and job IDs, requests and maintains MIS user profiles and assists centers with reconciliation of position control conflicts.
5. Performs supplemental data entry tasks in all major areas of the Student Information System software regarding student registrations, student grades and student testing data.
6. Monitors the processing of AGE student registration and withdrawal information for all workforce centers.

7. Plans, assists, and monitors protocols for the on-going creation of the master schedule of each workforce center, which includes: multiple calendars and bells, predetermined section coding, course adoption review, and reflects annual DOE changes.
8. Serves as liaison with district Finance/Human Resources staff regarding workforce education issues and makes recommendations to improve communication/ processes.
9. Conducts regular internal audits and assists with preparation and on-site auditor visits as requested.
10. Prepares reports by collecting, converting, formatting, verifying and analyzing information upon request.
11. Serves as liaison with Technology department for database programming requests, user profile updates, and DOE reporting changes for all workforce data needs.
12. Monitors survey data for the preparation review and submission of annual cost report and district financial end of year report.
13. Follows up on all data communications between sites for student transfers.
14. Communicates documentation and/or data problems to program coordinator and appropriate part-time site coordinator.
15. Applies knowledge of financial fee coding and billing monitor data and supports technical centers in reconciliation and state audits.
16. Develops, implements, and updates written training and procedures manuals.
17. Knowledgeable of and responsible for the collection, verification and reporting for NRS requirements.
18. Works directly with department administrators, site coordinators and instructional staff to insure accurate information and timely reporting.
19. Logs and updates data changes in student system in part-time teacher assignment for cost report reconciliation.
20. Prepares all transcript requests for students who attend Adult Education classes.
21. Exercises initiative and judgment within assigned scope of authority and assumes responsibility with minimal supervision.
22. Assists in the evaluation of operational procedures and makes recommendations for changes when appropriate.
23. Assists FTE and Student Services departments in updating dropout withdrawal codes and GED documentation for state reporting.

24. Duties may also include: conducting informational sessions with the general public with regard to course registrations; communicating necessary information to students; coordinating and ensuring the integrity of the GED testing process; and utilizing direct marketing programs for recruitment, retention, and retrieval of students.
25. Provides assistance in budget preparation and records as needed.
26. Exercises initiative and judgment within the scope of authority and assumes responsibility with direct supervision.
27. Performs other duties as assigned.