

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7452
Pay Grade: C04

FLSA: Exempt

CAREER, TECHNICAL AND ADULT EDUCATION OPERATIONS SPECIALIST

MAJOR FUNCTION:

Is responsible for overseeing all aspects of data entry requirements for Career, Technical and Adult Education as they pertain to the state systems of automated data collection. Supervises Workforce Development Information Systems (WDIS) survey activities to assure accuracy of reports submitted by Career, Technical and Adult Education schools and centers and Pinellas Technical Education Centers (pTEC). Work is performed independently and is reviewed through conferences and results obtained.

DUTIES AND RESPONSIBILITIES:

- Supervises staff in all aspects of state data requirements for Career, Technical and Adult Education (CTAE) and pTEC.
- Serves as liaison between Management Information Systems (MIS) staff and Career, Technical and Adult Education and pTEC school-based administrators; represents Career, Technical and Adult Education and pTEC in problem solving missions regarding programs and state data collection procedures.
- Supervises WDIS survey activities and maintains accuracy of WDIS reports for Career, Technical and Adult Education and pTEC; serves as a trouble-shooter for principals on FTE matters.
- Serves as liaison between FTE Administrator and Career, Technical and Adult Education and pTEC schools to interpret policy and procedure.
- Manages in-kind fee waiver balances and records for adult schools.
- Determines and monitors monthly teacher/pupil ratio data for Career, Technical and Adult Education classes and makes recommendations to directors.
- Prepares required Career, Technical and Adult Education annual reports for district and Department of Education (DOE) including, but not limited to, Career, Technical and Adult Education Annual Report, Pinellas County Schools Annual Report, and the Adult Education Annual Report.
- Prepares and updates district secondary and post-secondary course code directories based on DOE additions, amendments and local program changes as they pertain to Career, Technical and Adult Education and pTEC.
- Schedules and oversees periodic Career, Technical and Adult Education department data collection for program review, master calendar, enrollment, etc.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's degree in Business Administration or a related field, plus five (5) years progressively responsible business experience to include statistical reporting in a data processing environment, two years of which must be in a team leader or coordinating capacity, or an equivalent combination of education, training, and experience.

PREFERRED:

Experience in the Student Information Systems, WDIS FTE and OCP/LCP reporting as they pertain to Career, Technical and Adult Education.

ISSUED: 2/89 PBL; BOARD APPROVED: 4/26/89; REVISED: 5/93 SRS; BOARD APPROVED: 6/9/93; REVISED: 8/00; BOARD APPROVED: 8/15/00; TITLE UPDATE: 6/03; BOARD APPROVED: 7/29/03. REVISED TITLE, MF, D&R and PQs; 5/09 RAS; BOARD APPROVED: 6/16/09, EFF 7/1/09.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

CAREER, TECHNICAL AND ADULT EDUCATION OPERATIONS SPECIALIST

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors		X			
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				