



**Hillsborough County**  
**PUBLIC SCHOOLS**  
*Excellence in Education*

## *Job Description*



**Title:** Manager, FTE Unit Compliance  
**Job Code:** 19198

**FLSA Status:** Exempt, Administrative  
**Class:** Managerial  
**Division:** Business  
**Salary Schedule:** Instructional Support, Administrative X06 plus benefits  
**Bargaining Unit:** 03, HASA Administrators

**Board Approved Date:** March 29, 2016

**Revised Date:** March 29, 2016

**SPECIFIC ASSIGNMENT:** The Manager of FTE Unit Compliance will assist all departments and schools with the analysis of unit allocations.

### **SPECIFIC DUTIES:**

Analyze unit assignments in comparison to master schedule assignments and coding.

Review unit assignments and master schedule coding with school site administrators and district staff.

Follow-up with sites to verify corrections.

Verify department head and athletic supplement positions.

Monitor over and under filled positions.

**ESSENTIAL DUTIES & RESPONSIBILITIES** include the following. Other duties and/or projects may be assigned.

Continuously review policies and procedures in order to make recommendations to improve upon and standardize the processes.

Regularly inspect and analyze operations within the area of assignment to take action to continuously improve procedures, services and support to schools and work locations.

Conduct training of employees in the procedures and techniques required in the department. Assist staff by providing technical guidance and direction.

Establish cooperative relationships with district departments, employees, and suppliers effectively communicating and interpreting policies and procedures as necessary.

Identify and resolve departmental issues, with reference to higher authority as may be required for corrective action.

Assist in the preparation and issuance of various internal monthly and annual reports that accurately represent the department activities.

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Represent the department at meetings with other school district departments, suppliers and other public agencies, pertaining to the Division.

Perform any other duties as assigned.

**COMPETENCIES:** The following competencies are representative of specific skills, abilities, and attributes that must be demonstrated to perform this job successfully.

**Achievement Focus** - Sets and achieves challenging goals. Demonstrates persistence and overcomes obstacles. Measures self against standard of excellence. Recognizes and acts on opportunities. Takes calculated risks to accomplish goals.

**Communications** - Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.

**Job Knowledge** - Competent in required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how job relates to others. Uses resources effectively.

**Judgment** - Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision making process. Makes timely decisions.

**Leadership** - Exhibits confidence in self and others. Inspires respect and trust. Reacts well under pressure. Shows courage to take action. Motivates others to perform well.

**QUALIFICATIONS:** The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully.

**Education:** A master's degree. Degree or formal training in Educational Leadership or Administration/Supervision preferred

**Experience:** Three years of increasingly responsible experience in classroom teaching with three years of related management or supervisory experience preferred. FTE, master schedule development, Lawson, SIS, Microsoft Excel and Access experience preferred. Experience in public school administration, public school district administration, or other large diverse organizations preferred.

**Certificates/Licenses/Registrations:** Florida Professional Educator Certificate. Educational Leadership, School Principal, or Administration/Supervision preferred. An appointee who does not possess the appropriate administrative experience or certification will be given four (4) years from the date of appointment to obtain the appropriate administrative certification.

**Language Skills:**

Read and interpret general business and professional journals, technical procedures, or regulations. Write reports, correspondence, and manuals. Effectively present and respond to questions from managers and the public.

**Mathematical Skills:**

Work with math concepts such as probability and statistical inference, and fundamentals of geometry and trigonometry. Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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**Computer Skills:** Microsoft Office

**PHYSICAL DEMANDS:**

This position requires the following physical activities: Standing, walking, sitting, handling, keyboarding, talking, hearing, near acuity, field of vision.

This position requires the following lifting demands: Up to Ten pounds.

This position requires the following reaching activities: Both dominant and non-dominant hand; Overhead.

This position involves the following environmental conditions: Noise Intensity 3: Moderate.

**OTHER REQUIREMENTS:** None

**SUPERVISORY EXPECTATIONS:**

Manage assigned clerical staff and subordinate professional personnel in one or more sections of the department. Take responsibility for the overall direction, coordination, and evaluation of assigned teams. Carry out supervisory responsibilities in accordance with the district's policies and applicable state and federal laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**DISTRICT EXPECTATIONS:** All employees are expected to demonstrate regular and predictable attendance; to support the District's vision, mission, goals, and Strategic Plan; to engage in civility, respect, and professionalism; and to maintain the professional knowledge and skills necessary to perform the essential duties and responsibilities of their positions.

**NOTE:** School Board Policy ensures equal opportunity for all in its personnel policies and practices and does not discriminate on the basis of race, color, sex, religion, national origin, marital status, sexual orientation, gender preference, political beliefs, social and family backgrounds, disability or age.

The District accords preference in selection, retention, and promotion procedures to certain veterans and spouses of veterans who are Florida residents.