

# Educational Policy Consultant-DOE

## **DESCRIPTION**

The position has responsibilities in forecasting Full-Time Equivalent (FTE) and Capital Outlay FTE (COFTE) in preparation of Florida Education Finance Program (FEFP) calculations and simulations.

This position is responsible for the following functions:

- Creates the FTE student enrollment forecasts and coordinates with the Office of Economic and Demographic Reporting and the Florida Legislature provided to provide recommendations to the K-12 Education Estimating Conference.
- Manages the web-based FTE forecasting software which is the basis for FTE projections involving school district staff input.
- Manages and coordinates maintenance of forecasting software with Department's technology staff.
- Trains public school district personnel to successfully use the web-based FTE forecasting software.
- Prepares annual reports indicating school district capital outlay FTE for distribution of Capital Outlay funds.
- Prepares analysis of legislation concerning public school K-12 student enrollment (FTE).
- Responds to correspondence related to FTE and FTE projections.
- Updates FTE related data on the office web page as necessary.
- Provides department-wide consultation on statistical methodology.
- Performs calculations to support the department's critical role of calculating and distributing billions of state dollars to support the operation of the state's public schools through the Florida Education Finance Program (FEFP). All calculations are made pursuant to law.
- Provides technical assistance to districts related to FEFP funding, Class Size Reduction compliance and funding adjustments, Teachers Classroom Supply Assistance funding, School Recognition funding and any related payments. Designs, develops, and provides presentations, reports, memorandums, and tools designed to provide technical assistance. Researches funding related questions and discusses potential concerns with administrative staff.
- Creates and/or reviews numerous printed reports including the Funding Book for Florida School Districts, the Full Time Equivalent Student General Instructions, the Florida Education Finance Program (FEFP) Publication, the Florida Price Level Index, The FEFP Allocation Conference Manual, Charter and Department of Juvenile Justice revenue worksheets, legislative budget request materials, Capital Outlay and Debt Service Instructional Units

## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Forecasting – knowledge of forecasting methodologies and methods of presenting forecasts.
- Computing – knowledge of EXCEL to compile, organize, and analyze data.
- Communication – ability to communicate in writing and orally complex statistical and financial concepts to a diverse audience.
- Critical Thinking – ability to use logic and analysis to identify the strengths and weaknesses of different approaches.
- Organization – Ability to work independently and meet established deadlines.

## **REQUIRED QUALIFICATIONS**

- A master's degree in statistics, economics, demography or a related field is required or a bachelor's degree in statistics, economics, demographic or a related field with three years of relevant work experience is required.

For more information, including detailed position descriptions and application instructions, see <https://jobs.myflorida.com/job/TALLAHASSEE-EDUCATIONAL-POLICY-CONSULTANT-DOE-48000161-FL-32399/522279100/>