



ADDED ITEM

AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Special Order Request☐ Yes☒ No

Time

Open Agenda☒ Yes☐ No

ITEM No.:

CC-2.

MEETING DATE

Dec 9 2014 10:15AM - Regular School Board Meeting

AGENDA ITEM

OPEN ITEMS

CATEGORY

CC. BOARD POLICIES

DEPARTMENT

Chief Human Resource Officer

TITLE:

New Job Description for a Paralegal Position

REQUESTED ACTION:Adopt the new job description for a Paralegal position. This is the **final** reading.**SUMMARY EXPLANATION AND BACKGROUND:**

The job description for a Paralegal position has been created to provide professional litigation support for the General Counsel's Office on a full-time basis. The position is vacant and will follow the standard advertising and selection process.

This job description was advertised on Thursday, October 23, 2014. See attached Executive Summary.

Copies of all supporting documents are available at the Board Members' Office on the 14th floor of the K. C. Wright Administration Center and available online via the Broward County Public Schools eAgenda at: [http:// webappe.browardschools.com/eagenda](http://webappe.browardschools.com/eagenda).

SCHOOL BOARD GOALS:☐ Goal 1: High Quality Instruction ☒ Goal 2: Continuous Improvement ☒ Goal 3: Effective Communication**FINANCIAL IMPACT:**

There is no financial impact to the District.

EXHIBITS: (List)

(1) Exhibit 1- Executive Summary

(2) Exhibit 2 - Job Description and Point Factor

BOARD ACTION:

(For Official School Board Records Office Only)

SOURCE OF ADDITIONAL INFORMATION:

Name: Paul Carland

Phone: 754-321-2050

Name: Amanda Bailey

Phone: 754-321-1840

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Senior Leader & Title

Amanda Bailey - Chief Human Resources Officer

Approved In Open

Board Meeting On: _____

Signature

Amanda Bailey

Tuesday, December 02, 2014 12:27:16 PM

By: _____

School Board Chair