



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-3.

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:

Revised Job Descriptions for the Certified Child Care Monitor and Instructional Program Activity Coordinator Positions

**REQUESTED ACTION:**

Approve the revised job descriptions for the Certified Child Care Monitor and Instructional Program Activity Coordinator positions. Approval is required to advertise for the positions after first reading. This is the **first** reading.

**SUMMARY EXPLANATION AND BACKGROUND:**

These job descriptions have been requested for revision to update minimum and preferred qualifications, and performance responsibilities. In October 2014, several departments collaborated on a project to appropriately identify, in accordance with the program standards, qualified temporary personnel for the Before and After School Child Care Program for all locations. The Certified Child Care Monitor and the Instructional Program Activity Coordinator are two (2) job descriptions identified for necessary revisions and attached for Board approval. These job descriptions were advertised on Saturday, November 15, 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 Descriptions

**BOARD ACTION:**

(For Official School Board Records Office Only)

**SOURCE OF ADDITIONAL INFORMATION:**

Name: Leslie Brown

Phone: 754-321-2100

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 12:39:30 PM

By: \_\_\_\_\_

School Board Chair