

School Board Agenda Item CC-3
December 9, 2014

Executive Summary

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

Background: This item is being recommended for School Board approval to meet requirements for revised job descriptions.

Position Title: **Certified Child Care Monitor**
Instructional Program Activity Coordinator

Division/Department: **Chief Portfolio Services Officer**

Salary Schedule: **Temporary/Substitute Salary Schedule**

Certified Child Care Monitor	Instructional Program Activity Coordinator
\$12.00 Hourly Rate	\$18.00 Hourly Rate

Recommended Policy Status: Job Descriptions for Temporary Assignments - **First** Reading

Rationale: 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.

The purpose of these positions is to provide before and after school child care to students of Broward County Public Schools. Any vacant positions in accordance to these job descriptions will follow standard advertising and selection process.

Cost: There is no financial impact to the District.