

School Board Agenda Item CC-4  
December 9, 2014

**Executive Summary**

Revised Job Descriptions for the Teacher Assistant, Bilingual  
Teacher Assistant, K-12/Exceptional Student Education (ESE)  
Teacher Assistant, Pre-K/Pre-School ESE  
Classroom Assistant, K-12/Exceptional Student Education (ESE)  
Classroom Assistant, Pre-K/Pre-School ESE Positions

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

**Position Title:** **Teacher Assistant, Bilingual**  
**Teacher Assistant, K-12/Exceptional Student Education (ESE)**  
**Teacher Assistant, Pre-K/Pre-School ESE**  
**Classroom Assistant, K-12/Exceptional Student Education (ESE)**  
**Classroom Assistant, Pre-K/Pre-School ESE**

**Division/Department:** **Chief Academic Officer**

**Pay Grade:** **13** (Teacher Assistant)                      **Range:** **\$11.31878 - \$17.08715**  
**Pay Grade:** **11** (Classroom Assistant)                      **Range:** **\$9.80995 - \$14.81649**

**Salary Schedule:** **2013-2014 BTU-ESP Salary Schedule**

**Recommended Policy Status:** Non- Chart Job Description - **First** Reading

**Rationale:** These job descriptions have been requested for revision to update the title, minimum and preferred qualifications, and performance responsibilities.

In April 2014, several departments collaborated on a project to appropriately identify qualified Educational Support Professionals according to program standards for all locations. One of the project outcomes was to align performance responsibilities and required qualifications for Education Support Professionals in several programs: Early Childhood, PreK, Preschool ESE, and K-12 programs. There are five (5) job descriptions identified for necessary revisions and attached for Board approval.

The purpose of these positions is to provide necessary services to students. Any vacant positions in accordance to these job descriptions will follow standard advertising and selection process.

Prior to the recommendation to the School Board for approval, a representative from the Broward Teachers Union-Education Support Professionals was notified of the revised job description requests, and a deadline date was provided to receive any feedback in a timely manner. No feedback was received.

**Cost:** There is no financial impact to the District.