



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-4.

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 Teacher Assistant, Bilingual; Teacher Assistant, K-12/Exceptional Student Ed (ESE); Teacher Assistant, Pre-K/Pre-School ESE; Classroom Assistant, K-12/Exceptional Student Ed (ESE) and Classroom Assistant, Pre-K/Pre-School ESE

REQUESTED ACTION:

Approve the 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) and Classroom Assistant, Pre-K/Pre-School ESE positions. This is the **first** reading.

SUMMARY EXPLANATION AND BACKGROUND:

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. Any vacant positions in accordance to these job descriptions will follow standard advertising and selection process. The job descriptions were advertised on Saturday, November 15, 2014. See attached Executive Summary.

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) Summary Explanation and Background (2) Executive Summary (3) Job Descriptions

BOARD ACTION:**APPROVED**

(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:**DEC 09 2014**

Signature

Amanda Bailey

Tuesday, December 02, 2014 1:26:54 PM

By:

School Board Chair

Electronic Signature
Form #4189 Revised 12/12
RWR/AB/MA/GA:ln