

School Board Agenda Item CC-5  
December 9, 2014

**Executive Summary**

Revised Job Descriptions for the Coordinator, Facility Planning & Educational Programming; Property Coordinator; and Real Estate Analyst Positions

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

**Position Title:** **Coordinator, Facility Planning & Educational Programming**  
**Property Coordinator**  
**Real Estate Analyst**

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

**Pay Grade:** **24**                      Range: **\$60,677-\$86,881**                      Point Range: **795-844**

**Pay Grade:** **26**                      Range: **\$69,872-\$100,051**                      Point Range: **895-944**

**Pay Grade:** **27**                      Range: **\$74,977-\$107,356**                      Point Range: **945-994**

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

**Recommended Policy Status:** **Chart and Non-Chart Job Descriptions – First Reading**

**Rationale:** The job descriptions for the Coordinator, Facility Planning & Educational Programming; Property Coordinator; and Real Estate Analyst are being revised to update the required qualifications and performance responsibilities of the positions.

The purpose of the Coordinator, Facility Planning Educational Programming is to manage the development of generic and site specific educational specifications for elementary, middle, high schools, and centers.

The purpose of the Property Coordinator is to assist in the acquisition of land for future schools or for the expansion of existing school facilities.

The purpose of the Real Estate Analyst is to provide essential information and supporting documentation to District staff in order to make sound recommendations on the acquisition or disposition of School Board property.

Revision of the job descriptions does not impact the pay grade of the positions. The positions are filled and will not require staffing.

Prior to the recommendation to the School Board for approval, the Broward Teachers Union (BTU-TSP) was notified of the revised job descriptions.

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