



AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Special Order Request	
<input type="radio"/> Yes	<input checked="" type="radio"/> No
Time	
Open Agenda	
<input checked="" type="radio"/> Yes	<input type="radio"/> No

MEETING DATE	Apr 21 2015 10:15AM - Regular School Board Meeting
AGENDA ITEM	OPEN ITEMS
CATEGORY	CC. BOARD POLICIES
DEPARTMENT	Compensation (Human Resources)

ITEM No.:
CC-2.

TITLE:
Revised Job Description for the General Clerk I Position

REQUESTED ACTION:
Adopt the revised job description for the General Clerk I Position. This is the final reading.

SUMMARY EXPLANATION AND BACKGROUND:
This job description is being revised to update the education requirement(s) to include the acceptance of special diplomas. This change is necessary given that there are several individuals within the District with a special diploma who are capable of performing the essential functions associated with the job and do not have career progression. Any vacant positions in accordance to this job description will follow standard advertising or selection process.
The job description was publicized for rule adoption in compliance with Florida Statutes on Saturday, February 28, 2015. 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>.

SCHOOL BOARD GOALS:
 Goal 1: High Quality Instruction
 Goal 2: Continuous Improvement
 Goal 3: Effective Communication

FINANCIAL IMPACT:
There is no additional financial impact to the District. The revision to the job description does not impact the hourly rate assigned to the positions within the Federation of Public Employees (FOPE) Salary Schedule.

EXHIBITS: (List)
(1) Exhibit 1 Executive Summary (2) Job Description, MM068 General Clerk I, All Locations

BOARD ACTION:
ADOPTED
(For Official School Board Records Office Only)

SOURCE OF ADDITIONAL INFORMATION:

Name: Dr. Laurel Thompson	Phone: 754-321-1550
Name: Robert W. Runcie	Phone: 754-321-2600

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Senior Leader & Title

Robert W. Runcie - Superintendent

Signature: _____
Robert W. Runcie
Thursday, April 09, 2015 12:43:20 PM

Approved In Open Board Meeting On: APR 21 2015
By: *Donna Foy*
School Board Chair