

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF THE SUPERINTENDENT


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July 27, 2015

TO: School Board Members

FROM: Jeffrey S. Moquin, Chief of Staff 

VIA: Robert W. Runcie
Superintendent of Schools 

SUBJECT: **Amendment to CC-6, The School Board of Broward County, Florida 2015-2016
Organizational Chart Job Descriptions, for the July 28, 2015 Regular School
Board Meeting**

Please amend Agenda Item CC-6, The School Board of Broward County, Florida 2015-2016 Organizational Chart Job Descriptions, for the July 28, 2015 Regular School Board Meeting, to reflect the following:

- Include revised Exhibit 1, Executive Summary reflecting information regarding changes to the position of Coordinator, Leadership Development.
- Include Proposed Revised Job Description for the Coordinator, Leadership Development position reflecting changes to Qualifications and Additional Qualifications.

Please Note: At the June 23, 2015 School Board Meeting, Coordinator, Leadership Development was approved for First Reading. Subsequently, the position was advertised and a total of 44 applicants applied with only one qualifying. In order to attract and recruit qualified candidates, revisions have been made to the qualifications for education. These align more closely to the requirements of an Assistant Principal. Staff believes the approval of the amendment will effectively provide an opportunity to re advertise to source qualified candidates. Accordingly, the Coordinator, Leadership Development will need to return to a subsequent School Board Meeting for final adoption.

RWR/JSM/EC:dp
Attachments

C: Senior Leadership Team

School Board Agenda CC-6
July 28, 2015

Executive Summary

Proposed New and Revised Job Descriptions, Preferred Qualifications, Minimum Qualifications, Salary Bands and Job Titles for forty-seven (47) positions identified through the 2015-2016 Superintendent's Organizational Chart.

Background: These items are being recommended for School Board approval to meet requirements for new and revised job descriptions.

Division/Department: All divisions of The School Board of Broward County.

Recommended Policy Status: **Final** Reading

New Job Descriptions – ESMAB

Job Description Title	Salary Band	Org Chart Page #	Salary Range
Coordinator, Home School Education	C	7	\$70,343 – \$114,123
Manager, Mechanical Engineering	C	9	\$70,343 – \$114,123
Manager, Architectural Engineering	C	9	\$70,343 – \$114,123
Manager, Electrical Engineering	C	9	\$70,343 – \$114,123
Manager, ADA Accessibility Projects	C	9	\$70,343 – \$114,123
Director, Construction	D	9	\$80,028 - \$141,033
Manager, Construction	C	9	\$70,343 – \$114,123
Manager, Commissioning	C	9	\$70,343 – \$114,123
Director, Program Controls	D	9	\$80,028 - \$141,033
Director, Environmental Health Safety	D	9	\$80,028 - \$141,033
Coordinator, Health & Safety	B	9	\$61,088 - \$100,102
Specialist, Professional Standards	B	15	\$61,088 - \$100,102
*Coordinator, Leadership Development	C	18	\$70,343 – \$114,123
Supervisor, Teacher Professional Learning & Growth	C	18	\$70,343 – \$114,123

Executive Director, Capital Programs	E	9	\$99,110 - \$161,287
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New Job Descriptions – ESMAB...Cont.

Job Description Title	Salary Band	Org Chart Page #	Salary Range
Director, Coaching & Induction	D	18	\$80,028 - \$141,033
Supervisor, Coaching & Induction	C	18	\$70,343 – \$114,123

New Job Descriptions – BPAA

Job Description Title	Salary Band	Org Chart Page #	Salary Range
Principal Coach	Categories C,D,E	18	\$101,577 – \$128,468

New Job Descriptions – BTU-TSP

Job Description Title	Salary Band	Org Chart Page #	Salary Range
Education Specialist I, Dual Language/World Language	25	6	\$66,545 - \$95,287
Specialist Community Engagement	25	9	\$66,545 - \$95,287
Manager, Contract Administration	27	9	\$76,627 – \$109,718
Manager, Database Administration	27	9	\$76,627 – \$109,718
Specialist, Safety Training	25	9	\$66,545 - \$95,287
Senior Plans Examiner, Mechanical	26	15	\$71,409 - \$102,252

Revised Job Descriptions - ESMAB from 2015-2016 Organizational Chart

Job Code	Job Description Title	Salary Band	Org Chart Page #	Salary Range
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EE-145	Assistant Director, Parental Engagement	C	7	\$70,343 – \$114,123
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Revised Job Descriptions - ESMAB from 2015-2016 Organizational Chart...Cont.

Job Code	Job Description Title	Salary Band	Org Chart Page #	Salary Range
S-036	Executive Director, Facilities Design & Pre-Construction	D	9	\$80,028 - \$141,033
D-016	Director, Maintenance <u>Physical Plant Operations</u>	D	9	\$80,028 - \$141,033
S-025	Coordinator, Local Education Agency (LEA)	C	9	\$70,343 – \$114,123
C-015	Director, Employee & Labor Relations	D	9	\$80,028 - \$141,033
A-006	Chief Information Officer	S	12	\$113,341 - \$185,706
E-144	Assistant Director, School Venture Design/Support	D	13	\$80,028 - \$141,033
CC-060	Program Administrator, Workers' Compensation	C	15	\$70,343 – \$114,123
Z-019	Personnel Administrator, Professional Standards	C	15	\$70,343 – \$114,123
C-045	Director, Employee Evaluations	D	18	\$80,028 - \$141,033
C-037	Director, Professional Development, <u>Standards & Support</u>	D	18	\$80,028 - \$141,033
C-048	Supervisor, Professional Development, <u>Standards & Support</u>	C	18	\$70,343 – \$114,123
C-047	Supervisor, Teacher Professional Learning & Growth <u>Development</u>	C	18	\$70,343 – \$114,123
D-018	Manager Custodial Grounds	C	9	\$70,343 – \$114,123

Revised Job Descriptions – BTU-TSP

Job Code	Job Description Title	Salary Grade	Org Chart Page #	Salary Range
Z-026	Coordinator, Governmental Affairs	27	2	\$76,627 – \$109,718
SS-092	Specialist, ADA Accessibility	25	9	\$66,545 - \$95,287

S-017	Project Manager III	27	9	\$76,627 – \$109,718
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Revised Job Descriptions – BTU-TSP...Cont.

Job Code	Job Description Title	Salary Grade	Org Chart Page #	Salary Range
D-021	Manager, Environmental Conservation/Utility Management	27	9	\$76,627 – \$109,718
RR-032	Specialist IV, Building Control	25	9	\$66,545 - \$95,287
SS-081.1	Project Manager II	26	9	\$71,409 - \$102,252
SS-039	Project Manager I	25	9	\$66,545 - \$95,287
W-031.5	Specialist, HR Information Systems	25	11	\$66,545 - \$95,287
R-012	Coordinator, District Community Engagement Relations	27	14	\$76,627 – \$109,718

Rationale: The job descriptions referred to above were created or revised to support the new 2015-2016 Superintendent's Organizational Chart. The chart was reviewed at the May 12, 2015 School Board Workshop and the job descriptions were approved at the Regular School Board Meeting on June 23, 2015. The job descriptions are presented for final reading and adoption with requested revisions to the Chief Information Officer and Assistant Director, Engagement job descriptions on July 28, 2015. The Director, Teacher Professional Learning & Growth job description has been withdrawn due to additional required revision and will be presented for first reading at a subsequent meeting.

Financial Impact: There is no additional financial impact to the District.

Please Note: At the June 23, 2015 School Board Meeting, Coordinator, Leadership Development was approved for First Reading. Subsequently, the position was advertised and a total of 44 applicants applied with only one qualifying. In order to attract and recruit qualified candidates, revisions have been made to the qualifications for education. These align more closely to the requirements of an Assistant Principal. Staff believes the approval of the amendment will effectively provide an opportunity to re advertise to source qualified candidates.

Accordingly, the Coordinator, Leadership Development will need to return to a subsequent School Board meeting for final adoption.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

POSITION TITLE:	Coordinator Leadership Development
CONTRACT YEAR:	Twelve Months
PAY GRADE:	C
BARGAINING UNIT:	ESMAB

QUALIFICATIONS

EDUCATION: An earned master's degree from an accredited institution. in ~~Educational Leadership or Administration and Supervision and a Florida Certificate indicating level two Principal certification.~~ Doctorate preferred.

EXPERIENCE: A minimum of four (4) years within the last eight (8) years of administrative experience in a field related to the position.

ADDITIONAL QUALIFICATIONS

REQUIRED: Florida certification in administration and supervision or educational leadership. Florida Certificate indicating level two Principal certification. Experience as a school-based administrator. Demonstrated knowledge of adult learning principles and strategies and their use in developing, implementing, and monitoring targeted professional learning for aspiring and current educational leaders. Demonstrated knowledge of designing and monitoring outcome measures to evaluate program success. Computer skills are required for the position.

Possess strong interpersonal skills with the ability to communicate effectively with a variety of audiences in written and oral form.

PREFERRED: Bilingual skills are preferred. Grant writing experience is preferred.

REPORTS TO: Director, Leadership Development

SUPERVISION: This position supervises staff as assigned.

POSITION GOAL: Primary responsibility is to design and facilitate leadership development programs, and professional learning for district and school-based personnel as well as evaluate and monitor the effectiveness of professional learning provided.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Leadership Coordinator shall carry out the performance responsibilities listed below.

1. Collaborate with the Director of Leadership Development, to design and execute a comprehensive strategy for the professional learning of school and district leaders in alignment with current research and the District's Strategic Plan.
2. Assist in developing, monitoring, and coordinating on-going professional learning opportunities for aspiring administrator, school and district leaders that are consistent with the District's needs and initiatives.
3. Coordinate leadership and mentoring programs and induction programs for newly appointed administrators.
4. Implement leadership recruitment, succession planning, and retention strategies for high performing leaders.
5. Communicate with governmental agencies, institutions of higher education, and professional organizations in the area of leadership development.
6. Assist in providing supervision and leadership in developing and conducting the assessment and evaluation of leadership courses and programs.
7. Research and develop grant proposals to support innovations in leadership development.
8. Develop administrative procedures and policies for leadership development in alignment with Florida Statutes and Administrative Rules.
9. Review current developments, research, and technical sources of information related to job responsibilities to determine leadership demands and benchmark programs with other districts.
10. Maintain professional relationships and communication with school and district leaders.
11. Perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
12. Participate successfully in training programs offered to enhance skills and proficiency related to job responsibilities.
13. Perform other duties as assigned by the Director of Leadership Development or their designee.

SIGNIFICANT CONTACTS- frequency, contact, purpose and desired end result:

Works with aspiring leaders and school-based administrators, to ensure high quality leadership development programs and professional learning for school-based and district personnel.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

FLSA OVERTIME CATEGORY:

The job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.