

School Board Agenda Item CC-2
February 18, 2015

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 adoption 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: 27 **Range:** \$74,977-\$107,356

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

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

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

Recommended Policy Status: **Chart and Non-Chart Job Descriptions – Final 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.

Confirmation was received from the office of the Chief Portfolio Services that the three (3) employees in the positions of Coordinator, Facility Planning & Educational Programming, Property Coordinator, and Real Estate Analyst, will not be adversely impacted by the changes in the job descriptions.

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.

Prior to the recommendation to the School Board for adoption, the Broward Teachers Union (BTU-TSP) was notified of the revised job descriptions in accordance to the Collective Bargaining Agreement.

Cost: There is no additional financial impact to the District. Revision of the job descriptions does not impact the pay grade or salary range assigned to the positions in the BTU-TSP Salary Schedule.