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THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

POSITION TITLE: Administrative Counsel
JOB CODE: A-031
CLASSIFICATION: Exempt
SALARY BAND: Contract with School Board
BARGAINING UNIT: N/A
REPORTS TO: ~~Superintendent~~ Assistant General Counsel (Labor/Personnel Attorney)
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To render legal services and supply legal advice to the Superintendent in the area of employee discipline and the administrative staff; ~~to cooperate with and assist the General Counsel, or designee.~~

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Administrative Counsel shall carry out the performance responsibilities listed below.

- Supervise clerical staff as assigned to the Office of the General Counsel.
- Assist and represent ~~assists and represents~~ the Superintendent in employment matters.
- Ensure ~~ensures~~ the District is in compliance with all laws and regulations pertaining to personnel.
- Act ~~acts~~ as advocate of the Superintendent's position when considering employee discipline matters.
- ~~cooperates and consults with the General Counsel on legal matters involving the District, as appropriate.~~
- Plan and present ~~plans and presents~~ in-service training regarding legal issues.
- Assist ~~assists~~ with the handling of employee complaints, investigations and pre-determination conferences.
- Perform ~~perform~~ and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate ~~participate successfully~~ in the training programs offered to enhance ~~increase~~ the individual's skills and proficiency related to the job responsibilities ~~assignments~~.
- Review ~~review~~ current developments, literature and technical sources of information related to job responsibilities ~~responsibility~~.
- Ensure ~~ensure~~ adherence to safety rules and procedures.
- Follow ~~follow~~ federal and state laws, as well as School Board policies.
- Perform ~~perform~~ other duties as assigned consistent with this job description ~~Job Description~~.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned Juris Doctor degree (J.D.) from an accredited law school.
- Minimum of three years of experience, public or private, with two years of litigation experience.
- Admitted and duly licensed to practice law in the State of Florida.
- Eligible to become a member of the Florida Bar for the Federal District Court for the Southern District of Florida and for the United States Circuit Court of Appeals for the Eleventh Judicial Court.
- Demonstrated strong oral and written communication skills.
- Computer skills as ~~are~~ required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Experience in education law and administrative proceedings as well as trial experience.

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

Frequently has contact with the General Counsel, Deputy General Counsels, and Assistant General Counsels, Human Resources Relations, Employee & Labor Relations, and Broward District Special Investigative Unit ~~Police Departments~~ for the purpose of fulfilling the essential performance responsibilities of the position.

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 in accordance with the School Board's approved contract with the Administrative Personnel Counsel.

EVALUATION:

Performance will be evaluated in accordance with the School Board's approved contract with the Administrative Personnel Counsel.

Board Approved: 5/21/13

Board Adopted: 6/25/13



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Chief Special Investigative Unit (SIU) ~~Chief of Police, Broward District Schools Police Department~~
JOB CODE: A-021
CLASSIFICATION: Exempt
SALARY BAND: D
BARGAINING UNIT: ESMAB
REPORTS TO: Superintendent of Schools ~~Chief of Staff or designee~~
CONTRACT YEAR: Twelve (12) Months

POSITION GOAL:

Ensure that Broward County School District is a safe and secure environment with ethical, law-abiding, and high performing employees.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Chief Special Investigative Unit (SIU) ~~Chief of Police, Broward District Schools Police Department~~ shall carry out the performance responsibilities listed below.

- Supervise department staff as assigned.
- Oversee ~~oversee~~ all investigative actions and refer students and/or employees to the appropriate community human services agencies or local, county, state, and federal enforcement agencies for further action.
- Serve ~~serve~~ as liaison with Professional Practices Services and the Education Practices Commission, State Department of Education and law enforcement agencies at all levels.
- Represent ~~represent~~ the district in all matters related to employee discipline and termination before the Division of Administrative Hearings.
- Oversee ~~oversee~~ the process of conducting background security checks on employees, vendors, and volunteers, to ensure the safety and security of students and employees of Broward County Schools.
- Provide ~~provide~~ training to administrators related to employee assessment, campus security, employee due process rights and related rules, regulations and statutes.
- Provide ~~provide~~ assistance and direction to school district personnel on matters requiring investigation of employees.
- Assure ~~assure~~ compliance with rules, regulations, and statutes related to teacher assessment procedures, discipline and termination procedures of employees.
- Coordinate ~~coordinate~~ the formulation and implementation of policies and procedures related to the safety and security of all students and employees in the school district.
- Advise ~~advise~~ district administrators on matters related to security.
- Initiate ~~initiate~~ and oversee innovative and preventative programs related to school district security and crime prevention, such as serving as the district's liaison with law enforcement agencies, by coordinating and overseeing the School Resource Officers (SRO's) program, and the services provided under the Resident on Campus Security (ROCS) Program.
- Perform ~~perform~~ and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate ~~participate~~ in the training programs offered to enhance the individual ~~individual's~~ skills and proficiency related to the job responsibilities.
- Review ~~review~~ current developments, literature and technical sources of information related to job responsibilities.
- Ensure ~~ensure~~ adherence to good safety rules and procedures.
- Follow ~~follow~~ Federal and State laws, as well as School Board policies.
- Perform ~~perform~~ other duties as assigned, consistent with the goals and objectives of this position, by Superintendent of Schools ~~Chief of Staff or designee~~.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- A ~~minimum~~ Minimum of eight (8) years, within the last twelve (12) years, of progressively more responsible sworn law enforcement officer experience which must include at least five (5) years in an executive/managerial/administrative level position with supervisory responsibility.
- Degree major in one of the following: Public Administration, Criminal Justice, Law, or of like experiences.
- Prior experience in department management, including fiscal management, staffing, performance management, strategic planning, and resource allocation.
- Requires advanced conflict resolution and investigative skills as demonstrated by prior experience.
- Computer skills as required for the position.
- Demonstrated working knowledge of current Florida legislation, law, and State Board of Education Administrative Rules; labor/collective bargaining experience is preferred.
- Bilingual skills preferred.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- A ~~minimum~~ Minimum of six (6) years, within the last ten (10) years, of progressively more responsible experience in personnel administration, school administration, or law enforcement which must include at least five (5) years in an executive/managerial/ administrative level position with supervisory responsibility.
- Certification in Administration and Supervision or Educational Leadership or degree major in one of the following: Administration and Supervision, Educational Leadership, Public Administration, Criminal Justice, Law, or of like experiences.
- Prior experience in department management, including fiscal management, staffing, performance management, strategic planning, and resource allocation.
- Requires advanced conflict resolution and investigative skills as demonstrated by prior experience.
- Demonstrated working knowledge of current Florida legislation, law, and State Board of Education Administrative Rules; sworn law enforcement officer and labor/collective bargaining experience.
- Computer skills as required for the position.
- Demonstrated working knowledge of current Florida legislation, law, and State Board of Education Administrative Rules; sworn law enforcement officer and labor/collective bargaining experience is preferred.
- Bilingual skills preferred.

SUPERVISES:

~~Security Clearance, Special Investigative Unit, and Department of Professional Standards.~~

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

Works with employees at all levels of the organization, students, School Board members, parents, the community, local, state, and federal officials, legal experts, and bargaining unit officials, to accomplish the responsibilities of the position.

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, benefits, and/or contract amount shall be paid consistent with the School Board approved employment contract. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with the School Board Policy.

PUBLIC RECORDS EXEMPTION:

Positions assigned to this job description are public records exempt according to provisions of FL§119.071.

Revised: 5/20/97 &

Adopted: 6/17/97

Realigned: 4/13/99; 4/01/03

Title Change: 5/01/2001

Board Adopted: 12/16/03

Revised: 5/19/06

Revised: 12/15/09

Title Change: 09/05/2012 2012-2013

Organizational Chart

Board approved: 5/20/14

Board adopted: 6/24/14



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

POSITION TITLE: Strategic Partnerships Development Manager ~~Coordinator, Partners in Education~~
JOB CODE: R-002
CLASSIFICATION: Exempt
PAY GRADE: 27
BARGAINING UNIT: BTU-TSP
REPORTS TO: Superintendent of Schools ~~Director, Performance Manager~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To infuse programs and services from business or other community resources into the schools, for the purpose of supporting all students and their families ~~his/her family~~. Coordinate a strong school-based partnership/community program which will advance the schools and district's goals and objectives.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Strategic Partnerships Development Manager ~~Coordinator, Partners in Education~~ shall carry out the performance responsibilities listed below.

- Supervise staff as assigned in the performance of their duties.
- Administer ~~administer~~ the school based partnership program with all aspects of the Broward County community.
- Develop ~~develop~~ effective channels of communication within the community that can result in the recruitment of new education partners.
- Serve ~~serve~~ as the district liaison to the Partners in Education, Inc. Board of Directors. Assist Board of Directors in the development and implementation of annual goals and objectives in support of school district partnership efforts.
- Assist ~~assist~~ business and community partners to determine the most effective method of involvement and student achievement.
- Assist ~~assist~~ schools and departments in identifying and obtaining business and community resources that support school improvement student achievement.
- Develop ~~develop~~ effective school based partnership procedures that support school improvement and student performance.
- Create ~~create~~ and maintain an inventory of all school based partnerships.
- Assist ~~assist~~ in the collection and evaluation of data relating to activities and contributions of school based partnerships.
- Coordinate ~~coordinate~~ with other district staff to publicize school based partnerships.
- Represent ~~represent~~ Partnership Department at business and community organizations to facilitate the understanding of school district actions that might affect business and community involvement.
- Create ~~create~~ and provide training for schools, businesses and community organizations to assist them in the development, implementation and evaluation of partnership programs.
- Organize ~~organize~~ special events and functions that recognize and promote business and community involvement such as the annual Partnerships Awards and Appreciation Program.
- Solicit ~~solicit~~ financial and in-kind support from the community.
- Perform ~~perform~~ and promote all activities in compliance with equal employment and non-discrimination policies of the The School Board of Broward County, Florida.
- Participate ~~participate successfully in the~~ training programs offered to enhance ~~increase~~ the individual's skills and proficiency related to the job responsibilities ~~assignments~~.
- Review ~~review~~ current developments, literature and technical sources of information related to job responsibilities ~~responsibility~~.
- Ensure ~~ensure~~ adherence to good safety procedures.

Strategic Partnerships Development Manager ~~Coordinator, Partners in Education~~ (cont.)

SBBC: R-002

- Follow ~~follow~~ Federal and State laws, as well as School Board policies.
- Perform ~~perform~~ other duties as assigned by the Superintendent of Schools ~~Director, Performance Manager or designee~~.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- ~~Minimum~~ A minimum of seven (7) years of experience and/or training in the field related to the title of the position.
- Experience in interacting with business and community organizations.
- Knowledge of local, state and federal education/business partnership practices.
- Ability to work effectively with staff, principals, teachers, and community.
- Ability to work effectively with not-for-profit Board of Directors.
- Computer skills ~~as required for the position.~~

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Program management experience in Education, Public Relations, and Community Relations in a high public contact setting preferred.
- Bilingual skills ~~preferred.~~

SUPERVISES:

~~Employees as assigned.~~

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

Develop effective relationships with business and community partners, to determine the most effective method of involvement and recruitment of new educational partners that support school improvement and student achievement. Serve as the district liaison to the Partners in Education, Inc.; and work with other district staff to publicize school based partnerships.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 5/4/99

Adopted: 5/18/99

Reporting Title Change: 4/01/03

Board Adopted: 12/16/03

Revised: 01/22/10

2009-2010 Organizational Chart

Revised: 10/25/2012

2012-2013 Organizational Chart



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Director, Coaching and Induction
JOB CODE: C-055
CLASSIFICATION: Exempt
SALARY BAND: D
BARGAINING UNIT: ESMAB
REPORTS TO: Chief School Performance & Accountability Officer ~~Chief Talent Development Officer~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Provide leadership in the development, support, communication and continuous improvement of high quality research-based coach development and Teacher Incentive Fund (TIF) initiatives. Ensure induction coaches, school-based instructional coaches, and instructional coaches in high priority schools are supported and monitored. In addition, ensure all coach professional development is delivered, implemented, monitored, and evaluated at the highest levels of quality, as determined by its impact on students and/or job performance.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, Coaching and Induction shall carry out the performance responsibilities listed below.

- This position supervises staff as assigned to the Department of Coaching & Induction.
- Provide leadership in planning, developing, scheduling, implementing, and evaluating all aspects of the Teacher Incentive Fund (TIF), Teacher Induction and Instructional Coach Development and Credentialing programs.
- Provide oversight and monitoring of Induction Coaches, Instructional Facilitators, Instructional Coaches, Principal and Teacher Mentors, and Instructional Coaches of high priority schools.
- Design and conduct periodic program evaluations.
- Support data collection and data analysis of coaching, induction and TIF initiatives for improvement.
- Support school principals and school-based coaches.
- Coordinate and provide continuous, ongoing professional learning and support for coaches and TIF mentors.
- Convene stakeholders on a regular basis for quality, consistency, and alignment.
- Oversee and administer budget, operations, procedures related to coaching and TIF initiatives.
- Collaborate with school and District administrators for alignment of support.
- Develop, coordinate, monitor, and evaluate the effectiveness of coaching and induction programs.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the Chief School Performance & Accountability Officer. ~~Chief Talent Development Officer.~~

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution is required.
- A minimum seven (7) years, within the last twelve (12) years, of progressively more responsible leadership experience and/or experience in the field related to the title of the position is required.
- Hold Florida certification in administration and supervision, educational leadership, school principal or professional school principal.
- Excellent analytical, interpersonal, and evaluation skills.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned doctorate degree from an accredited institution in education, educational leadership, public administration, or related field, is preferred.
- A minimum of five (5) years within the last ten (10) years of progressively more responsible leadership experience and/or experience in the field related to the title of the position, is preferred.
- Degree majors in education, educational leadership, public administration, or related field.
- Bilingual skills are preferred.

SUPERVISES:

~~The position supervises staff as assigned.~~

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

Works with ~~District district~~ leadership at all levels, school leaders, school-based instructional coaches, to develop, and supervise school-based instructional coaches and induction coaches to improve student achievement, deliver quality instruction, and create a positive and safe school environment and effective communication for students of Broward County Public Schools.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Approved as Amended: 6/23/15

Adopted as Amended: 7/28/15



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

POSITION TITLE: Director, Leadership Development
JOB CODE: C-030
CLASSIFICATION: Exempt
SALARY BAND: D
BARGAINING UNIT: ESMAB
REPORTS TO: Chief School Performance & Accountability Officer ~~Chief Talent Development Officer~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To provide a continuing series of activities which meet identified ~~District~~ district management and leadership development needs and are designed to increase the effectiveness of practicing administrators and administrative interns; to have primary responsibility for managing the specific training functions of management and leadership development; to be directly responsible for the quality and quantity of training activities within assigned training functions. To be accountable for program design and delivery, contracting for delivery, setting priorities for implementation and budgetary decision-making action.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, Leadership Development shall carry out the performance responsibilities listed below.

- This position supervises as assigned to the Department of Leadership Development.
- Serve ~~serve~~ as Director ~~director~~ of the Management Academy including supervision of the LEAD program and administration of the administrative intern program.
- Develop ~~develop~~ a comprehensive management and leadership development plan for potential and practicing administrators linked to perceived needs and the District's ~~district's~~ organizational goals to include forecasting of District ~~district~~ administrative needs (5 year forecasts).
- Manage ~~manage~~ the organization design, delivery and evaluation of management and leadership development activities for potential and practicing school-based and District ~~district~~ administrators.
- Establish ~~establish~~ training priorities based on individual client group needs and organizational goals within allocated resources.
- Coordinate ~~coordinate~~ Broward County Management Academy Council and Human Resource Management Development (HRMD) plan.
- Serve ~~serve~~ as liaison with local, regional, state and national educational institutions, organizations and agencies which provide management and leadership development training.
- Prepare ~~prepare~~ an annual budget; monitor and report expenditures.
- Evaluate ~~evaluate~~ staff within assigned organizational chart responsibilities (and trainers).
- Perform ~~perform~~ and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate ~~participate~~ successfully in the training programs offered to enhance increase the individual individual's skills and proficiency related to the job responsibilities. assignments.
- Review ~~review~~ current developments, literature and technical sources of information related to job responsibilities. ~~responsibility.~~
- Ensure ~~ensure~~ adherence to good safety rules and procedures.
- Follow ~~follow~~ Federal and State laws, as well as School Board policies.
- Perform ~~perform~~ other duties as assigned by the Chief School Performance & Accountability Officer. ~~Assistant Superintendent, Human Resources or designee.~~

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- A minimum seven of (7) years of experience and/or training in the field related to the title of the position.
- Florida certification in Administration/Supervision, ~~Administration and Supervision~~, Educational Leadership, School Principal or Professional School Principal.
- Demonstrated expertise in the design, implementation, and evaluation of training and development programs for adults.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Progressively ~~Prefer progressively~~ more responsible successful administrative experience.
- Experience as a school-based administrator ~~preferred~~.
- Bilingual skills are preferred.

SUPERVISES:

~~Responsible for supervising and evaluating Training Specialist, Management Development, Staff Assistant, Leadership Development, clerical staff, Leadership Development Trainers as required.~~

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

Frequent and necessary communication, coordination, and collaboration with District staff, state of Florida DOE representatives, and school personnel in planning, implementing, and monitoring the effectiveness of professional learning to meet needs of administrative leadership 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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 5/19/92 &

Adopted: 6/16/92 (Effective 7/1/92)

Retitled: 4/12/94

Realignment of Department: 3/19/96

Organizational Chart/Alignment Title Change: 5/9/2000

Board Adopted: 12/16/03*

Revised: 3/15/05

Revised: 5/18/06

Revised: 05/31/2011



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Executive Director, Early Learning & Language Acquisition ~~Director, Early Learning/School Readiness~~
JOB CODE: E-145
CLASSIFICATION: Exempt
SALARY BAND: ~~D~~ E
BARGAINING UNIT: ESMAB
REPORTS TO: Chief Academic Officer
CONTRACT YEAR: Twelve Months

POSITION GOAL:

The Executive Director, Early Learning & Language Acquisition ~~Director, Early Learning/School Readiness~~ provides strategic leadership and supports in the development and implementation of the District's strategic plan for Early Childhood and Literacy programming. The position is accountable for coordinating and monitoring internal and community programs focused on the social, emotional, cognitive, physical and academic development of young children and all children's development towards proficiency in literacy acquisition.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Executive Director, Early Learning & Language Acquisition ~~Director, Early Learning/School Readiness~~ shall carry out the performance responsibilities listed below.

- Supervise all employees responsible for designing, developing and delivering early childhood education and literacy development programs.
- Provide provide strategic leadership and support the development and implementation of the District's strategic plans for Early Childhood and Literacy programming. ~~early childhood programming.~~
- Oversee the supervision of supervisor all internal early childhood education programs (including fee-based, school readiness, voluntary prekindergarten, career and technical child development labs, high school child development labs, and adult high school child development classrooms) to ensure compliance with all early childhood educational programs regulatory and licensing requirement through quality standards, services and support.
- Maintain maintain and advance high quality programs in Early Childhood and Literacy. ~~early childhood programs and high performing classrooms for young children.~~
- Coordinate efforts with private providers in the community in support of high quality early childhood education.
- Promote promote the vision of the early learning program, District Strategic Plan in support of Early Childhood Development and Literacy inclusive of parent/community input, and present it to the parents and the community.
- Conduct conduct outreach and build partnerships with local, state, and federal agencies, churches, non-profits, the business community, NGOs and other organizations engaged in Early Childhood and Literacy ~~early childhood intervention~~ services, particularly those targeting underserved and disadvantaged communities.
- Oversee the implementation and monitoring of Literacy development programming, including curriculum, interventions, and enrichment.
- Lead district and community efforts to meet the needs of students struggling with literacy acquisition, including students with dyslexia.
- Coordinate literacy celebration events and initiatives within BCPS and the community.
- Develop develop, review and evaluate new and current programs, to determine their effectiveness and recommend any necessary modifications.
- ~~develop and facilitate the implementation of appropriate curriculum programs aligned to the five core domains of the Early Learning and Developmental Framework and the Common Core State Standards.~~

- Engage ~~engage~~ in ongoing research and development, in support of early learning and literacy acquisition. ~~to keep abreast of trends.~~
- Advise the Chief Academic Officer regarding issues pertaining to the Early Childhood Development and Literacy programs through submission of regular reports and updates.
- Keep the district and school management continually informed of all education policy decisions and current legislative changes related to Early Childhood Development and Literacy.
- Define curriculum needs of the schools and make recommendations to the Chief Academic Officer; integrate instructional programs in the schools and provide articulate curriculum between grade levels and between the schools levels.
- Provide technical assistance to school principals in program implementation, supervision, evaluations and other management practices.
- Supervise the development, implementation, and provision of professional development for school-based staff and community providers, to support high-quality teaching and learning in classrooms throughout the district (internally and externally).
- Coordinate efforts with community providers to share student performance data, in order to support external program growth and continuous improvement for a birth to 12th grade system.
- Oversee ~~oversee~~ all program operations, including external communication and proposals for funding opportunities.
- Recruit ~~recruit~~ and retain qualified child development staff and provide a training plan to support current and future goals.
- Communicate ~~communicate~~ policies and operating procedures.
- Coordinate ~~coordinate~~ and support audits and monitoring reviews.
- Develop ~~develop~~ and administer budgets and present regular financial and staff reports.
- Maintain ~~maintain~~ an environment that is tolerant and respectful of child and family cultures, values, and differences.
- Establish ~~establish~~ and maintain positive working relationships with families, community agencies, media, and the public.
- Create ~~create~~ and maintain unique division ~~department~~ culture through involvement and understanding of client expectations.
- Represent ~~represent~~ the District at community activities.
- ~~advise the Chief Academic Officer regarding issues pertaining to the early childhood development programs through submission of regular reports and updates.~~
- ~~keep the district and school management continually informed of all education policy decisions and current legislative changes related to early childhood.~~
- ~~clearly define curriculum needs of the schools and make recommendations to the Chief Academic Officer; integrate instructional programs in the schools and provide articulate curriculum between grade levels and between the schools levels.~~
- ~~provide technical assistance to school principals in program implementation, supervision, evaluations and other management practices.~~
- ~~supervise the development, implementation, and provision of professional development for school-based staff and community providers, in coordination with the Division of Talent Development, to support high-quality teaching and learning in classrooms throughout the district (internally and externally).~~
- ~~coordinate efforts with community providers to share student performance data in order to support external program growth and improvement and better prepare students for the K-12 system.~~
- Coordinate ~~coordinate~~ evaluation procedures of schools in concert with the state Department of Program Evaluation.
- Initiate ~~initiate~~ and monitor all necessary reports in the area of responsibility.
- Monitor ~~monitor~~ student progress and make recommendations where improvement is needed.
- Service ~~service~~ as liaison with local, state, and national organizations and agencies.
- Ensure ~~ensure~~ continued professional growth through attendance at conferences and workshops
- Perform ~~perform~~ and promote all activities in compliance with equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Review ~~review~~ current developments, literature and technical sources of information related to job responsibility.
- Ensure ~~ensure~~ adherence to good safety procedures.
- Follow ~~follow~~ Federal and State laws, as well as School Board policies.
- Perform ~~perform~~ other duties as assigned by Chief Academic Officer or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned ~~bachelor's~~ master's degree from an accredited institution.
- A combined total of eight (8) ~~ten (10)~~ years, within the last ~~twelve (12)~~ fifteen (15) years, of progressively more responsible experience in school-based and/or district office administrative leadership role.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned doctorate ~~master's~~ degree from an accredited institution. ~~Doctorate preferred.~~
- A combined total of ~~ten (10)~~ eight (8) years, within the last ~~fifteen (15)~~ twelve (12) years, of progressively more responsible experience in school-based and/or district office administrative leadership role.

SUPERVISES:

~~All employees responsible for designing, developing and delivering childhood education curricula (Birth – Third Grade)~~

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

Work closely with senior leaders, department staff, local agencies, regulators, providers, parents and the community, with the goal to ensure high-quality, comprehensive literacy, language and early childhood education and supports that address the educational and developmental needs of all children.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 5/21/13

Board Adopted: 6/25/13

2014-2015 Organizational Chart

Title & Reporting Change: 6/24/14

Position Factor Listing

Executive Director, Early Learning & Language Acquisition ~~Director, Early Learning/School Readiness~~

Point Range: 1215 – 1339

Position Factors

1. <u>Knowledge</u>: Combined required minimum education/experience for competent performance				
		<u>Experience Range - Years</u>		
<u>Education</u>		<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>
A. High School		1	2	3
B. A.A/Vocational training		1	2	3
C. B.S/B.A.		1	2	3
D. M.S/ M.A.		1	2	3
E. MS+ (Sr. Mgmt.)		1	2	3

2. <u>Human Relations Skills</u>: All interpersonal skills required to produce the desired end result				
		<u>*Organization Contact Level</u>		
<u>Required skill level</u>				
A. Moderately important; courtesy/tact		1	2	3
B. Important; communicate ideas/lead team		1	2	3
C. Very important; influencing others; supervise/manage		1	2	3
D. Critical to end result; convincing others; lead/motivate		1	2	3

***Definitions**

1 – Immediate workgroup	2 – Outside of immediate workgroup
3 – Assistant/Associate/Deputy Superintendents	4 – Superintendent, School Board; critical external parties

3. <u>Problem Solving</u>: Thinking environment to perform job duties				
A. Follow established routine and well-defined patterns				
B. Some analysis; known solutions				
C. Apply established principles; determine method				
D. Follows broad policies; known objectives				
E. Establish policies based on goals/strategies				

4. <u>Decision Making Freedom</u>: Freedom to take action				
A. Follows instructions; refer decisions to a higher authority				
B. Occasional independent action; interpret practices/procedures				
C. Independence within specialty area; report progress				
D. Frequent independent action; may impact other areas				
E. Regular independent action; follows broad policies				

5. <u>Position Impact</u>: Degree of job impact on the District				
A. Minor to total organization; moderate to work unit				
B. Advisory to work unit; used by others to take action				
C. Substantial support, advice, and counsel to work unit				
D. Substantial direct impact on unit's results				
E. Authoritative to unit/substantial to District				

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
D3	D4	D	D	E



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Director, Head Start/Early Intervention
JOB CODE: E-063
CLASSIFICATION: Exempt
SALARY BAND: D
BARGAINING UNIT: ESMAB
REPORTS TO: Executive Director, Early Learning & Language Acquisition ~~Chief Academic Officer~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To provide strategic leadership in the development, implementation, and maintenance of the District's Strategic Plan for the Head Start Program. The Director, Head Start/Early Intervention is accountable for providing high-quality early childhood education, health, nutrition and social services for children and families.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, Head Start/Early Intervention shall carry out the performance responsibilities listed below.

- Supervise staff as assigned to the Department of Head Start/Early Interventions.
- Direct ~~direct~~ the planning, implementation and maintenance of all program activities and services related to the Head Start Program in adherence to all federal statutes, regulations, transmittal notices and memoranda.
- Provide ~~provide~~ leadership and support the development and implementation of the District's strategic plans for early childhood education.
- Oversee ~~oversee~~ the development and delivery of written and oral reports on program activities, including requirements for the Department of Health and Human Services, Administration for Children and Families.
- Develop ~~develop~~ and evaluate the program plan and procedures, delegating tasks to appropriate staff and ensuring efficient program operations.
- Monitor ~~monitor~~ program compliance, business practice standards, and quality care and education services.
- Conduct ~~conduct~~ outreach and build partnerships with local, state, and federal agencies, non-profits, the business community and other organizations engaged in early childhood intervention services, particularly those targeting underserved and disadvantaged communities.
- Develop ~~develop~~ and design an ongoing monitoring system to ensure quality control, including program contracts, fiscal accountability and cost effectiveness.
- Participate ~~participate~~ on boards, committees and conferences to identify and link community resources for collaboration efforts.
- Monitor ~~monitor~~ student progress and make recommendations where improvement is needed.
- Participate ~~participate~~ in the development and implementation of staff/parent career development training opportunities in coordination with the Department of Professional Development Standards & Support ~~Office of Talent Development~~.
- Provide ~~provide~~ technical assistance to school principals in program implementation, supervision, evaluations and other management practices.
- Support ~~support~~ the development and identification of relevant research in cooperation with the Department of Professional Development Standards & Support ~~Department of Research and Evaluation~~.
- Foster ~~foster~~ shared decision making with the Head Start Policy Council, working closely with the council to ensure organization, training and effective operation in accordance with federal guidelines.
- Establish ~~establish~~ and maintain positive working relationships with families, community agencies, media and the public.

- Perform ~~perform~~ and promote all activities in compliance with the equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
- Participate ~~participate successfully~~ in professional development programs offered to enhance the individual's skills and proficiency related to the job responsibilities.
- Review ~~review~~ current developments, literature, and technical sources of information related to job responsibilities.
- Ensure ~~ensure~~ adherence to good safety procedures.
- Follow ~~follow~~ federal and state laws, as well as School Board policies.
- Perform ~~perform~~ other duties as assigned by the Executive Director, Early Learning & Language Acquisition ~~Chief Academic Officer~~ or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- Minimum of ten (10) years, within the last twelve (12) years, of progressively more responsible experience in programs serving children years 0-5.
- Florida certification in one of the following areas: Early Childhood, Primary, Preschool, PreK/Primary, Preschool Handicapped or School Psychology.
- Demonstrated leadership experience in administration of Head Start Programs or federally funded pre-school or early childhood programs serving children years 0-5.
- Computer skills ~~are required for the position.~~

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- Minimum of eight (8) years, within the last ten (10) years, of progressively more responsible experience in programs serving children years 0-5.
- Bilingual skills.

SUPERVISES:

Staff as assigned

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

Works with representatives from public, non-profit and private providers of preschool programs to ensure the Head Start Program offered by Broward County Public Schools is effective and meets the educational needs of the target student population.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 6/18/87

Revised: 4/2/90 & Adopted: 4/17/90

Retitled: 5/19/92

Revised: 5/19/98 & Adopted: 6/9/98

Organizational Chart: 5/9/2000

Board Adopted: 12/16/03

Revised: 7/01/05

Board Adopted: 1/17/06

Revised: 10/15/2012

2012-2013 Organizational Chart

Board Approved: 8/6/13

Board Adopted: 9/3/13

2014-2015 Organizational Chart

Title Change: 6/24/14

DRAFT



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

POSITION TITLE: Director, Literacy
JOB CODE: E-115
CLASSIFICATION: Exempt
SALARY BAND: D
BARGAINING UNIT: ESMAB
REPORTS TO: Executive Director, Early Learning & Language Acquisition ~~Executive Director, Instruction & Interventions~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Provide District leadership in the development, support, communication, and continuous improvement of high-quality literacy curriculum, instruction, assessment, and professional development that supports the academic achievement of K-12 students along the pathway to college and career readiness, in alignment with the District's Strategic Plan.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, Literacy shall carry out the performance responsibilities listed below.

- Supervise staff as assigned to support high quality literacy curriculum and initiatives.
- Lead ~~lead~~ the development, implementation, and support of high quality literacy instruction to improve K-12 student achievement.
- Facilitate ~~facilitate~~ continuous improvement in literacy teaching and learning through data-driven professional development and research-validated literacy curriculum, resources, strategies, and tools.
- Lead ~~lead~~ the development, implementation, and evaluation of the District's Comprehensive K12 Reading Plan; communicate the vision of literacy teaching and learning to internal and external stakeholders, in support of K-12 student achievement.
- Lead ~~lead~~ the District's implementation of the Florida State Standards for English Language Arts and discipline-specific literacy.
- Engage ~~engage~~ in ongoing research and data-analysis to recommend curriculum; instructional materials; resources; practices; strategies; interventions, including but not limited to the RTI process; and assessments that support K-12 student literacy achievement.
- Monitor ~~monitor~~ and evaluate the effectiveness of literacy curriculum and instruction for data-driven decision-making; facilitate and support the integration of literacy across all curriculum areas.
- Identify ~~identify~~ and communicate the literacy curriculum needs of schools in accordance with educational policy, legislative changes, scientifically validated research, and evidenced-based practice.
- Make ~~make~~ recommendations that support the unique literacy needs of urban schools and the District's diverse populations and ethnic subgroups.
- Coordinate ~~coordinate~~ and collaborate across District offices and departments in support of literacy initiatives focused on increasing academic rigor in literacy teaching and learning.
- Develop ~~develop~~ and deliver a comprehensive, outcome driven catalog of professional learning opportunities aligned to identified needs.
- Serve ~~serve~~ as the District's liaison with local, state and national literacy organizations and agencies; act as liaison for collaboration and communication to all District stakeholders, including district and school leadership, teachers, students, parents, business and industry, higher education, the community at large.
- Analyze ~~analyze~~, monitor, and control the department's budgets to make decisions in support of the District's short and long-range goals; support the development of funding opportunities and partnerships, both internal and external.
- Develop ~~develop~~ district, regional, state and federal grant proposals, as required.

- ~~Engage~~ engage in ongoing professional learning and continuous improvement to enhance skills, as related to the job responsibilities.
- ~~Perform~~ perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
- ~~Ensure~~ ensure adherence to safety rules and procedures.
- ~~Follow~~ follow federal and state laws, as well as School Board policies.
- ~~Perform~~ perform other duties as assigned by the Executive Director, Early Learning & Language Acquisition ~~Executive Director, Instruction & Interventions or designee.~~

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution. Certification and/or endorsement in literacy related field.
- Minimum of six (6) years, within the last ten (10) years, of progressively more responsible school/area/district leadership experience and/or experience in the field related to the title of the position, including a minimum of two (2) years of supervisory/administrative experience.
- Computer skills ~~are required for the position.~~

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Florida certification in Administration, Supervision, Administration and Supervision, Educational Leadership, School Principal or Professional School Principal Florida.
- Bilingual skills.

SUPERVISES:

Staff as assigned to the Department of Literacy

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

Works with district, school-based personnel, parents and students to lead the development, implementation, and support of high quality literacy instruction, to improve K-12 student achievement for college and career readiness in the Broward County Public School System.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 10/7/76 & 4/20/78

ER80-12 Approved: 10/2/80

Item G-7: 11/6/86

4/13/89 (C-10)

Revised: 12/7/93 &

Adopted: 1/18/94

Realigned: 4/12/94

Realignment: 3/19/96

Board Item I-7

Realignment: 4/7/98; 3/19/02

Organizational Chart: 4/13/99, 5/9/00

Board Adopted: 12/16/03

Revised: 7/1/05

Updated: 8/17/07

Title & Reporting Change: 10/01/12

2012-2013 Organizational Chart

Board Approved: 3/4/14

Board Adopted: 4/1/14



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Curriculum Supervisor, School Readiness
JOB CODE: E-005.14a
CLASSIFICATION: Exempt
SALARY BAND: C
BARGAINING UNIT: ESMAB
REPORTS TO: Director, Literacy ~~Director or designee~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To ensure improvement of instruction in reading in the elementary schools through designing, planning, developing, implementing, coordinating, evaluating, and monitoring the program.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Curriculum Supervisor, School Readiness shall carry out the performance responsibilities listed below.

- Provide supervisory services in reading to elementary schools.
- Coordinate ~~coordinate~~ district comprehensive plans for reading curriculum in elementary schools, and plan the reading curriculum articulation across all elementary schools.
- Review ~~review~~ each elementary school's system- wide goals to determine if they are effective in implementing instructional plans and at the same time are based on an adequate community needs assessment.
- Determine ~~determine~~ the extent to which reading curricula is being implemented in the schools.
- Provide ~~provide~~ direct assistance to classroom teachers.
- Determine ~~determine~~ the extent to which the standards of excellence and service in instructional programs are being maintained.
- Coordinate ~~coordinate~~ the efforts of respective school-based curriculum representatives at the elementary school level.
- Participate ~~particocate~~ in the development and/or coordination of the development of all reading programs and management systems being implemented in the district.
- Serve ~~serve~~ in staff advisory capacity to the reading curriculum councils.
- Participate ~~participate~~ in the evaluation and the selection of materials and equipment appropriate to teaching reading curriculum in the elementary schools.
- Represent ~~represent~~ the Director, Charter Schools Support on all matters pertaining to reading.
- Participate ~~participate~~ in the coordination, development, and/or teaching of reading in-service courses.
- Represent ~~represent~~ the district on Literacy at the national, state and local levels. (This includes speaking to parent and community groups.)
- Participate ~~participate~~ in coordinating the planning and staging of activities in Literacy.
- Perform ~~perform~~ and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
- Participate ~~participate successfully~~ in training programs to enhance the individual's skills and proficiency related to the job responsibilities.
- Review ~~review~~ current developments, literature and technical sources of information related to job responsibilities.
- Ensure ~~ensure~~ adherence to good safety procedures.
- Follow ~~follow~~ federal and state laws, as well as School Board policies.
- Perform ~~perform~~ other duties as assigned by the Director, Literacy ~~Director or designee~~.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- Minimum five (5) years of successful teaching experience in the Broward County School District OR seven (7) years of successful outside teaching experience.
- Demonstrated expertise in the design, implementation, and evaluation of curriculum for Reading (Elementary).
- Computer skills ~~are required for the position.~~

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Florida certificate in Reading or Elementary Education.
- Progressively more responsible successful work experience, including department head or grade chairperson.
- Bilingual skills.

SUPERVISES:

~~Provides supervisory services in reading to elementary schools.~~

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

Frequently communicates with department and school personnel to ensure the effective implementation of all reading programs and management systems in the School District.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 3/21/89 &

Adopted: 4/13/89

ER88-89-7 Approved: 6/22/89 &

Adopted: 7/18/89

Board Approved: 3/22/94 &

Adopted: 4/12/94

(94-95 Organizational Chart, title change,
pay upgrade and realignment)

Realignment: 5/9/2000

Board Adopted: 12/16/03

Revised: 10/15/2012

2012-2013 Organizational Chart

2014-2015 Organizational Chart

Title Change: 6/24/14



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Director, Student Assessment & Research
JOB CODE: R-031
CLASSIFICATION: Exempt
SALARY BAND: D
BARGAINING UNIT: ESMAB
REPORTS TO: Chief Academic Officer ~~Executive Director, Strategy & Continuous Improvement or designee~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To provide services which support the activities and goals of the Florida A+ Accountability Plan in areas of student assessment, school performance and district outcomes.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, Student Assessment & Research shall carry out the performance responsibilities listed below.

- This position supervises the testing and assessment staff.
- Oversee ~~oversee~~ all district-wide testing programs, testing operations and functions of administration and operations including: purchasing, acquisition, maintenance of all testing materials; coordination of distribution of materials and reports; and directing the scanning, scoring, and processing of test records and results.
- Oversee ~~oversee~~ compliance with the Statewide Assessment program Rules and Regulations regarding the Florida Standards Assessment (FSA). ~~Comprehensive Achievement Test (FCAT) as identified in F.S. 220.57; State Rule 6A-1.09422 and all other related laws and rules.~~
- Oversee ~~oversee~~ comprehensive aspects of the School Grade assignments via the Florida A+ Accountability Plan including, information about the school grade calculation methods, FSA ~~FCAT~~ achievement levels, analysis of total/total data as released by Florida DOE, accuracy of student files for student eligibility issues and analysis of individual school grade data; training programs for district staff.
- Oversee ~~oversee~~ processes related to annual accountability for administrators, including the Superintendent of Schools, as it is related to the meeting of District Outcomes identified in the District Strategic Plan. Process includes development of plan for gathering data on a timely basis; identifying objective results, communicating outcome results to the Board and community; and recommending revisions to objectives as needed.
- Direct ~~direct~~ the design, plan, and implementation of all district, state and national standardized testing while supervising the analyses, interpretation, and reporting of test results for the district, school-based staff, and the community.
- Direct ~~direct~~ the district's efforts to implement the assessment of Goal 3 standards as mandated by the Florida Standards Assessment. ~~Comprehensive Assessment, Training, and Accountability System.~~
- Provide ~~provide~~ verbal and written information concerning all assessment/testing programs to administrative and instructional personnel, parents, civic, and professional groups, and community agencies. Prepare reports for the Superintendent on the status of student achievement and summary materials for members of the board as requested.
- Identify ~~identify~~ instructional significance of data using best psychometric practices and statistical analysis.
- Serve ~~serve~~ as liaison between the district, area offices, and schools relative to district, state, and national assessment programs. In addition, serve as a liaison between the district and the Florida Department of Education (DOE), national testing agencies, and external contractors on all issued related to the implementation of state and national testing programs. Represent the district on various state committees that review and establish policy and programs related to assessment and accountability.

- Direct ~~direct~~ the planning and implementation of customized testing-related presentation and/or workshops for district, area, program, and school-based administrators, teachers, and parent/community groups.
- Provide ~~provide~~ comparative studies and assist with test development.
- Develop ~~develop~~ and implement district-wide projects, training modules, presentations, videos, and undertake District-wide Test Adoption in proper timeframe.
- Assist ~~assist~~ with development and review of new testing materials and negotiate directly with test publishers, pricing for large orders and ensure strict compliance of vendors.
- Review ~~review~~ current national literature, studies, and products to ensure district remains current in new developments.
- Direct ~~direct~~ the development and implementation of district accountability policies and practice for test preparation, test administration, and test security standards.
- Provide ~~provide~~ a District Special Population Testing Plan adhering to new legislative and DOE directives for testing ESE and ESOL populations.
- Determine ~~determine~~ the extent to which the district would benefit from participation in various national and state assessment, standardization, and field test studies, and direct all such selected projects and studies.
- Provide ~~provide~~ test data to Education Technology Services for system wide use.
- Prepare ~~prepare~~ test results data that are not routinely reported by Education Technology Services and the Florida Department of Education.
- Coordinate ~~coordinate~~ the integration of test data from a variety of tests to one file to provide trend analysis to system staff.
- Provide ~~provide~~ written procedures for test administration and provide in-service in these procedures to school personnel.
- Initiate ~~initiate~~ district action to ensure clear understanding of test results and the proper use of test scores in addressing system priorities.
- Perform ~~perform~~ calculations of statistics which would aid in the interpretation of information related to tests and test score uses.
- Interpret ~~interpret~~ local test data elements from a variety of tests that requires a multi-year file using available district resources such as the Mainframe SPSS application.
- Perform ~~perform~~ and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate ~~participate~~ successfully in the training programs offered to enhance ~~increase~~ the individual ~~individual's~~ skills and proficiency related to the job responsibilities ~~assignments~~.
- Review ~~review~~ current developments, literature and technical sources of information related to job responsibilities ~~responsibility~~.
- Ensure ~~ensure~~ adherence to good ~~good~~ safety rules and ~~and~~ procedures.
- Follow ~~follow~~ federal and state laws, as well as School Board policies.
- Perform ~~perform~~ other duties as assigned by the Chief Academic Officer ~~management~~.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- A minimum ~~Minimum~~ of five (5) years of experience (including at least two (2) years supervisory or administrative experience) and/or training in the field related to the title of the position.
- Experience with large scale assessments, testing, public administration or services, educational administration, statistical analysis, or related administrative area.
- Computer skills as required for the position. ~~Computer skills required as needed for the position.~~

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Doctorate degree from an accredited institution.
- Graduate ~~Prefer graduate~~ coursework in Measurement, Testing, Research, Statistics, or Evaluation. ~~Ph.D. preferred.~~
- Bilingual skills are preferred.

SUPERVISES:

Testing and assessment staff

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

Frequent interface with senior leaders, all level of employees, external stakeholders. Leads the research and assessment team in the continued development and deployment of strategic planning and performance measurement programs.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 4/21/98

Adopted: 5/19/98

Board Adopted: 3/16/04

Reporting Relationship Change: 5/4/04

Title Change and Reporting Change: 07/25/11

2011-2012 Organizational Chart

Revised: 4/30/2013

Title Change: 6/10/13

2013-14 Organizational Chart



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Director, Professional Development Standards & Support
JOB CODE: C-037
CLASSIFICATION: Exempt
SALARY BAND: D
BARGAINING UNIT: ESMAB
REPORTS TO: Chief Academic Officer ~~Chief, Talent Development Officer~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Provide leadership in the development, support, communication and continuous improvement of high quality research-based professional development. In addition, to ensure all professional development is delivered, implemented, monitored, and evaluated at the highest levels of quality, as determined by its impact on students and/or job performance. Ensure the quality of professional development by overseeing a research and standards based Broward Professional Development System which is aligned to Standards from Learning Forward (national professional learning organization) and the Florida professional Development System Evaluation Protocol. Ensure the Professional Development Management System supports the Professional Development System (Learning System) with access to professional learning, coordinated records and reporting structures.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, Professional Development Standards & Support shall carry out the performance responsibilities listed below.

- This position supervises employees assigned to the Department of Professional Development Standards & Support.
- Assist in formulating and instituting policies and standards applicable to all employees by directing the continuous improvement of the Broward Professional Development System which includes the Master In-service plan and ensuring alignment with national and state standards.
- Ensure quality control of professional development by overseeing the application of established processes and guidelines, monitoring and subsequent improvements to the Broward Professional Development System.
- Ensure the quality of professional development throughout the District through implementing and managing a Professional Development Management System that centralizes development offerings, manage communication of available development resources, and centralizes storage of employee development history.
- Facilitate the Professional Development Providers to support the development of high quality learning experiences and influence department services to improve alignment of professional learning with District development needs and intended outcomes.
- Ensure continuous improvement in the development and support of school and District department Professional Development Teams by consulting with and obtaining feedback from teams and school-based and/or district administrators.
- Oversee and monitor the support for professional learning communities at every school.
- Provide leadership to the district in the use of appropriate technology tools to support professional development.
- Ensure the effectiveness of assigned staff by developing and communicating department goals aligned to District priorities, work standards; monitoring work progress against goals, and providing performance feedback.
- Establish and develop relationships with local, regional, state and national educational institutions, organizations and agencies that demonstrate leadership in professional development.
- Prepare an annual budget, monitor and report expenditures.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in the training programs offered to enhance the individual skills and proficiency related to the job responsibilities.

- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the Chief Academic Officer or designee. ~~Chief Talent Development Officer.~~

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- A minimum of seven (7) years, within the last twelve (12) years, of progressively more responsible leadership experience and/or experience in the field related to the title of the position.
- Florida certification in Administration and Supervision or Educational Leadership or program certification in an area of Human Resource Development or Human Capital Systems Management.
- Demonstrated expertise in the planning, delivery, and evaluation of programs for adults.
- Technology skills are required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned doctorate degree from an accredited institution.
- A minimum of five (5) years, within the last ten (10) years, of progressively more responsible leadership experience and/or experience in the field related to the title of the position.
- Florida certification in an academic area and Educational Leadership or other appropriate certification relevant to Professional Development or Human Capital Systems Management.
- Bilingual skills are preferred.

SUPERVISION:

~~This position supervises staff as assigned to the Department of Professional Development Standards & Support.~~

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

Works with all levels of employees, up to and including senior management, and collaborates with local, regional, state and national educational institutions, organizations and agencies to ensure the quality of professional development opportunities which support the delivery of quality education for students of Broward County Schools.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Adopted 12/16/03*

Board Adopted 2/20/07

Board Approved 5/6/14

Board Adopted 6/9/14

Board Approved 6/23/15

Board Adopted 7/28/15



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Director, Teacher Professional Learning and Growth
JOB CODE: C-029
CLASSIFICATION: Exempt
SALARY BAND: D
BARGAINING UNIT: ESMAB
REPORTS TO: Chief Academic Officer ~~Chief, Talent Development Officer~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To provide a continuum of instructional staff development services from pre-service through National Board Certification. To provide a continuing series of result-driven staff development activities which support Innovation Zone initiatives. To provide instructional professional learning and teacher development programs to empower teachers to be change agents and active participants in the development of positive school culture and high quality instruction.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, Teacher Professional Learning & Growth shall carry out the performance responsibilities listed below.

- This position supervises employees as assigned.
- Serve as the liaison to higher education positions in the areas of teacher preparation.
- Develop, coordinate, monitor, and evaluate the effectiveness of the following programs and to ensure that the quality control of all training is aligned with the appropriate competencies for the following:
 - (a) National Board Certification Preparation Program
 - (b) Field Experience Program for college/university preservice students
 - (c) Broward Guild of Teachers Program
 - (d) Other instructional development programs as assigned.
- Provide instructional staff support and activities for Innovation Zones & School Improvement Plans to ensure that District initiatives are being implemented.
- Consult with District and school-based leadership to develop results-driven staff professional learning.
- Facilitate a variety of instructional based committees to ensure instructional professional learning programs meet the needs as identified.
- Oversee budget management, operations and procedures related to Title IIA and other grants.
- Collaborate with District departments to ensure a cohesive approach in the design and delivery of professional learning to instructional personnel aligned to standards and the instructional practice framework and other activities aligned to the Strategic Plan.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs to enhance the individual skills and proficiency related to job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the Chief Academic Officer or designee. ~~Chief Talent Development Officer or designee.~~

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution is required.
- A minimum of seven (7) years, within the last twelve (12) years, of progressively more responsible leadership experience and/or experience in the field related to the title of the position.
- Hold Florida certification in administration and supervision, educational leadership, school principal or professional school principal.
- Excellent analytical interpersonal, and evaluation skills.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned doctorate degree from an accredited institution, ~~is preferred.~~
- A minimum of five (5) years, within the last ten (10) years, of progressively more responsible leadership experience and/or experience in the field related to the title of the position.
- Degree majors in education, educational leadership, or related field, school-based ~~aAdministrative eExperience, preferred.~~
- Bilingual skills are preferred.

SUPERVISION:

~~This position supervises staff as assigned.~~

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

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 4/20/78

Revised: 8/20/79 ER80-12

Approved: 10/2/80

Revised: 12/16/82 &

Adopted: 1/6/86

Item G-7: 11/6/86

Retitled: 4/12/94

Realignment of Department: 3/19/96

Revised 4/21/98 &

Adopted 5/19/98

Department Realigned: 4/7/98, 4/13/99; 5/9/2000

Alignment title Change: 5/01/2001

Title Changes: 3/19/02

Board Adopted: 12/16/03*

Revised: 5/18/06

Title Change: 7/1/06

Reporting Change: 7/1/2014

Board Approved: 8/18/2015

Board Adopted: 9/16/2015



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

POSITION TITLE: Director, Elementary Learning
JOB CODE: New
CLASSIFICATION: Exempt
SALARY BAND: D
BARGAINING UNIT: ESMAB
REPORTS TO: Chief Academic Officer
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To maintain a continuous and systematic process for improving teaching and learning related to the whole child in elementary grade bands by coordinating efforts across district departments and schools.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, Elementary Learning shall carry out the performance responsibilities listed below.

- This position supervises employees assigned to the Elementary Learning department.
- Collaborate with the Chief Academic Officer to provide vision, direction, management, and oversight for all aspects of elementary learning.
- Focus the work of elementary-level personnel on ensuring all students are on track to graduate college and career ready, with an emphasis on equity for all students, through a personalized learning approach.
- Define, direct, plan, evaluate, and provide leadership for standards-based elementary instruction, school needs and services, instructional programs, and effective strategies.
- Engage in ongoing research and data-analysis to recommend curriculum; instructional materials; resources; practices; strategies; interventions, including but not limited to the Response to Intervention/Multi-tiered System of Support process; and assessments that support elementary learning.
- Collaborate with District staff to define, develop, select, curate, and/or implement needed instructional resources, services, and materials for students including textbooks/e-books, digital/online materials, technology, (software/hardware), visual aids, etc. and provide guidance on the instructional usage.
- Implement an effective curriculum/method for improving tier one instruction to ensure that all students reach their highest potential.
- Integrate instructional programs in the schools and provide articulate curriculum between grade levels and between school levels with other district and school-based staff to provide seamless transitions for students.
- Develop strategies and provide leadership and technical support to assist school principals in developmentally appropriate standards-based instruction, program implementation, supervision, and evaluation.
- Promote the systemic implementation of progressive educational practices, such as proficiency-based teaching and learning, social-emotional learning, and inquiry-based instruction.
- Develop, implement, and evaluate professional development for staff in conjunction with the Director of Professional Development Standards and Support and the Director of Teacher Professional Development Learning and Growth.
- Monitor student progress and make recommendations where improvement is needed.
- Be able to possess knowledge and skills in the latest technology and the ability to integrate technology with the curriculum as a delivery tool.
- Establish, monitor, and control the respective budgets based on educational needs.
- Develop and monitor all necessary reports in the area of responsibility.
- Participate in the development of short and long-term goals, objectives, and instructional plans related to elementary learning.

- Keep the district and school management continually informed of all educational policy decisions and current legislative changes.
- Serve as liaison with local, state, and national organizations and agencies.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs to enhance individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the Chief Academic Officer.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- A minimum of eight (8) years of experience and/or training in the field related to the title of the position.
- Certification in Administration and Supervision (K-6 or K-12), Educational Leadership, School Principal, Elementary Education, Pre-K/Primary Education, or Early Childhood Education.
- Requires at least three (3) years supervisory or administrative experience in the administration of early learning/educational programs.
- Computer skills are required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned doctorate degree from an accredited institution.
- A minimum of ten (10) years of experience and/or training in the field related to the title of the position.
- Demonstrated expertise in the design and evaluation of curriculum and instruction for child development.
- Communication skills to effectively disseminate information regarding the department.
- Experience in a public K-12 school system.
- Bilingual skills are preferred.

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

Frequently coordinates between Elementary Learning, schools, departments across the District, and the Learning division in planning and implementing standards, curriculum, and instruction to meet the needs of all students to graduate college and career ready; maximizes opportunities for effective elementary teaching and learning by collaborating with local universities, local, regional, state and national educational institutions, organizations, agencies, and school districts to ensure effective teaching and learning support and the delivery of quality education for the students of Broward County Public Schools.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Point Factor Listing
 Director, Elementary Learning
 Point Range: 1045-1214
Position Factors

1. Knowledge: Combined required minimum education/experience for competent performance				
		Experience Range - Years		
Education		Up to 3	4-7	8+
A. High School		1	2	3
B. A.A/Vocational training		1	2	3
C. B.S/B.A.		1	2	3
D. M.S/ M.A.		1	2	3
E. MS+ (Sr. Mgmt.)		1	2	3
2. Human Relations Skills: All interpersonal skills required to produce the desired end result				
		*Organization Contact Level		
Required skill level				
A. Moderately important; courtesy/tact		1	2	3
B. Important; communicate ideas/lead team		1	2	3
C. Very important; influencing others; supervise/manage		1	2	3
D. Critical to end result; convincing others; lead/motivate		1	2	3
*Definitions 1 – Immediate workgroup 2 – Outside of immediate workgroup 3 – Assistant/Associate/Deputy Superintendents 4 – Superintendent, School Board; critical external parties				
3. Problem Solving: Thinking environment to perform job duties				
A. Follow established routine and well-defined patterns B. Some analysis; known solutions C. Apply established principles; determine method D. Follows broad policies; known objectives E. Establish policies based on goals/strategies				
4. Decision Making Freedom: Freedom to take action				
A. Follows instructions; refer decisions to a higher authority B. Occasional independent action; interpret practices/procedures C. Independence within specialty area; report progress D. Frequent independent action; may impact other areas E. Regular independent action; follows broad policies				
5. Position Impact: Degree of job impact on the District				
A. Minor to total organization; moderate to work unit B. Advisory to work unit; used by others to take action C. Substantial support, advice, and counsel to work unit D. Substantial direct impact on unit's results E. Authoritative to unit/substantial to District				

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
D3	C3	D	E	D



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Curriculum Supervisor, Language Arts (Elementary) ~~Curriculum Supervisor, Literacy (Elementary)~~
JOB CODE: E-107A
CLASSIFICATION: Exempt
SALARY BAND: C
BARGAINING UNIT: ESMAB
REPORTS TO: Director, Elementary Learning ~~Director, Literacy~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To ensure improvement of instruction in language arts in the elementary ~~and secondary~~ schools through designing, planning, developing, implementing, coordinating, evaluating and monitoring the curriculum.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Curriculum Supervisor, Language Arts (Elementary) ~~Curriculum Supervisor, Literacy (Elementary)~~ shall carry out the performance responsibilities listed below.

- This position provides supervisory services in language arts to elementary schools.
- Develop ~~develop~~ and constantly review District ~~district~~ comprehensive plans for curriculum improvement in language arts. This includes planning for curriculum articulation across all elementary ~~and secondary~~ schools.
- Review ~~review~~ the language arts programs being implemented by the respective schools as to their effectiveness in meeting school and District ~~district~~ goals.
- Be able to possess knowledge and skills in the latest technology and the ability to integrate technology with the curriculum as a delivery tool. ~~be knowledgeable and skilled in the latest technology and be able to integrate that technology with the curriculum as a delivery tool.~~
- Work ~~work~~ collaboratively in cross-functional teams to provide direct/indirect support to teachers, focused on improved student achievement.
- Determine ~~determine~~ the extent to which the standards of excellence and service in instructional programs are being maintained.
- Provide ~~provide~~ input and support to individual elementary ~~and secondary~~ schools relative to accountability.
- Coordinate ~~coordinate~~ the efforts of respective school-based department heads at the elementary ~~and secondary~~ school level.
- Participate ~~participate~~ in the development and/or coordination of the development of all language arts programs and management systems being implemented in the District ~~district~~.
- Serve ~~serve~~ in staff advisory capacity to the language arts curriculum councils.
- Participate ~~participate~~ in the evaluation and the selection of materials and equipment appropriate to teaching of language arts curriculum in the elementary ~~and secondary~~ schools.
- Represent ~~represent~~ the Director, Elementary Learning ~~Director, Literacy~~ on all matters pertaining to language arts.
- Participate ~~participate~~ in the coordination, development, and/or teaching of language arts in-service courses in coordination with the Director, Professional Development Standards & Support. ~~Human Resource Development Department.~~
- Represent ~~represent~~ the District ~~district~~ on language arts-elementary ~~and secondary~~ at the national, state and local levels. This includes speaking to parent and community groups, as well as to representatives of the media.

- ~~Coordinate~~ coordinate the planning and staging of county-wide activities in language arts.
- ~~Perform~~ perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- ~~Participate~~ participate successfully in the training programs offered to enhance ~~increase~~ the individual ~~individual's~~ skills and proficiency related to the job responsibilities, assignments.
- ~~Review~~ review current developments, literature and technical sources of information related to job responsibilities. ~~responsibility.~~
- ~~Ensure~~ ensure adherence to ~~good~~ safety rules and procedures.
- ~~Follow~~ follow federal and state laws, as well as School Board policies.
- ~~Perform~~ perform other duties as assigned by the Director, Elementary Learning. ~~Director, Literacy.~~

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- A minimum ~~Minimum~~ of five (5) years, of successful teaching in the Broward County School District. or;
- A minimum ~~Minimum~~ of eight (8) years successful outside teaching experience.
- Valid Florida certificate in one of the following: Language Arts, Elementary Education or Early Childhood required.
- Progressively more responsible successful work experience, including department head or grade chairperson or equivalent.
- Demonstrated expertise in the design, implementation and evaluation of curriculum for language arts.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Bilingual skills are preferred.

SUPERVISES:

~~Provide supervisory services in language arts to elementary and secondary schools.~~

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

Frequently coordinates with department heads of curriculum specialty across the District in planning, coordinating, implementing, and monitoring the effectiveness of curriculum that meet student needs. Periodically meets with parent and community groups to represent the District on curriculum specialty issues.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Replaced: 5/19/92 &

Revised: 6/2/92 &

Adopted: 6/16/92 (Eff. 7/1/92)

Revised: 6/7/94 &

Adopted: 7/19/94

Alignment Title Change: 3/19/96

Organizational Chart: 4/13/99

Effective: 7/1/99

Reorganization: 5/9/2000

Board Adopted: 12/16/03

Organizational Chart: 2013-2014

Title & Reporting Change: 6/24/14

DRAFT



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

POSITION TITLE: Curriculum Supervisor, Math (Elementary)
JOB CODE: E-106.1
CLASSIFICATION: Exempt
SALARY BAND: C
BARGAINING UNIT: ESMAB
REPORTS TO: Director, Elementary Learning ~~Director, Math, Science & Gifted~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To ensure improvement of instruction in mathematics in the elementary schools through designing, planning, developing, implementing, coordinating, evaluating and monitoring the program.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Curriculum Supervisor, Math shall carry out the performance responsibilities listed below.

- This position provides supervisory services in mathematics to elementary schools.
- Coordinate ~~coordinate~~ District ~~district~~ comprehensive plans for mathematics curriculum in elementary schools and plan the mathematics curriculum articulation across all elementary schools.
- Review ~~review~~ each elementary school's system-wide goals to determine if they are effective in implementing instructional plans and at the same time are based on an adequate community needs assessment.
- Determine ~~determine~~ the extent to which the mathematics curricula is being implemented in the schools.
- Provide ~~provide~~ direct assistance to classroom teachers.
- Determine ~~determine~~ the extent to which the standards of excellence and service in instructional programs are being maintained.
- Coordinate ~~coordinate~~ the efforts of respective school-based curriculum representatives at the elementary school level.
- Participate ~~participate~~ in the development and/or coordination of the development of all mathematics programs and management systems being implemented in the District ~~district~~.
- Serve ~~serve~~ in staff advisory capacity to the mathematics curriculum councils.
- Participate ~~participate~~ in the evaluation and the selection of materials and equipment appropriate to teaching mathematics curriculum in the elementary schools.
- Represent the Director, Elementary Learning on all matters pertaining to mathematics. ~~represent the Director, Math, Science & Gifted on all matters pertaining to mathematics.~~
- Participate ~~participate~~ in the coordination, development, and/or teaching of mathematics in-service courses in coordination with the Director Professional Development Standards & Support. ~~Talent Development Department.~~
- Represent ~~represent~~ the District ~~district~~ on Mathematics (Elementary) at the national, state and local levels. (This includes speaking to parent and community groups.)
- Participate ~~participate~~ in coordinating the planning and staging of activities in Mathematics (Elementary).
- Perform ~~perform~~ and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate ~~participate~~ successfully in the training programs offered to enhance increase the individual individual's skills and proficiency related to the job responsibilities. assignments.
- Review ~~review~~ current developments, literature and technical sources of information related to job responsibilities. ~~responsibility.~~

- ~~Ensure~~ ensure adherence to ~~good~~ safety rules and procedures.
- ~~Follow~~ follow federal and state laws, as well as School Board policies.
- ~~Perform~~ perform other duties as assigned by the Director, Elementary Learning. ~~Director, Math, Science & Gifted.~~

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- ~~A minimum~~ Minimum of four (4) years, of successful teaching in the Broward County School District. or;
- ~~A minimum~~ Minimum of seven (7) years successful outside teaching experience.
- Florida certificate in Mathematics or Elementary Education required.
- Demonstrated expertise in the design, implementation, and evaluation of curriculum for Mathematics (Elementary).
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Progressively more responsible successful work experience, including department head or grade chairperson, ~~preferred.~~
- Bilingual skills are preferred.

SUPERVISES:

~~Provides supervisory services in mathematics to elementary schools~~

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

Frequently coordinates with department heads of curriculum specialty across the District in planning, coordinating, implementing, and monitoring the effectiveness of curriculum that meet student needs. Periodically meets with parent and community groups to represent the District on curriculum specialty issues.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 3/21/89 &

Adopted: 4/13/89

ER88-89-7 Approved: 6/22/89 &

Adopted: 7/18/89

Board Approved: 3/22/94 &

Adopted: 4/12/94

(94-95 Organizational Chart, title change, pay upgrade and realignment)

Organizational Chart: 4/13/99

Effective: 7/1/99

Reorganization: 5/9/2000

Board Adopted: 12/16/03

Title Change: 9/24/2012

Revised: 10/15/2012

Organizational Chart: 2012-2013



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

POSITION TITLE: Curriculum Supervisor, Science
JOB CODE: E-139
CLASSIFICATION: Exempt
SALARY BAND: C
BARGAINING UNIT: ESMAB
REPORTS TO: Director, or designee ~~Director, Math, Science & Gifted~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Provide supervision and quality leadership in the on-going coordination, development, supervision and improvement of the general and content specific (Science, Technology, Engineering and Mathematics) instructional program for Grades K-12. Work in conjunction with District personnel, school administrators and teachers to enhance learning opportunities for students to develop 21st Century skill sets which focus on occupations that require a significant level of STEM knowledge and skills.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Curriculum Supervisor, Science shall carry out the performance responsibilities listed below.

- This position supervises staff as assigned.
- Design ~~design~~ systems to recognize, collect and distribute models of effective STEM content area instructional practices and strategies for classroom teachers.
- Incorporate ~~incorporate~~ relevant STEM digital tools and strategies into professional learning, curriculum frameworks, and assessments for teacher and student use.
- Communicate ~~communicate~~ the scope of scientifically based research regarding STEM and digital learning content areas including effective interventions to direct instructional best practices that allow students to demonstrate their potential in all aspects of learning.
- Work ~~work~~ collaboratively with colleagues to ensure effective student transitions between elementary and secondary schools, paying particular attention to horizontal and vertical continuity and articulation of the K-12 instructional program.
- Communicate ~~communicate~~ the scope of the Common Core State Standards and Florida Standards.
- Facilitate ~~facilitate~~ curricular alignment and ensure cyclical and timely curriculum revisions and administration.
- Develop ~~develop~~, supervise, and deliver professional learning for teachers and administrators related to STEM program goals through a variety of delivery methods including virtual learning, professional learning communities, lesson studies and/or peer review.
- Build ~~build~~ capacity for STEM inquiry-based, project oriented learning by developing and facilitating projects in K-12 schools.
- Ensure ~~ensure~~ all division/departments priorities and projects assist in achieving the District's Strategic Plan.
- Analyze ~~analyze~~ formative and summative student assessment results to formulate databased decisions for modifications to curriculum, instructional practice, and professional learning needs.
- Participate ~~participate~~ in the selection and evaluation of appropriate STEM instructional materials, software and hardware and provide expertise to teachers and leaders as needed.
- Plan ~~plan~~ and manage project implementation and meet project milestones and benchmark deadlines while staying within budget.
- Communicate ~~communicate~~ effectively to school personnel, parents, and community applicable policies, procedures, programs, curricula, and instructional techniques designed to address individual student and/or school needs.
- Provide ~~provide~~ support to cross-functional collegial teams as necessary and as assigned.

- ~~Perform~~ ~~perform~~ and promote all activities in compliance with ~~the~~ equal employment and non-discrimination policies of The School Board of Broward County, ~~Florida, FL~~.
- ~~Participate~~ ~~participate~~ successfully in the training programs offered to ~~enhance~~ ~~increase~~ the ~~individual~~ ~~individual's~~ skills and proficiency related to the ~~job responsibilities~~. ~~assignments~~.
- ~~Review~~ ~~review~~ current developments, literature and technical sources of information related to job ~~responsibilities~~. ~~responsibility~~.
- ~~Ensure~~ ~~ensure~~ adherence to ~~good~~ safety rules and procedures.
- ~~Follow~~ ~~follow~~ Federal and State laws, as well as School Board policies.
- ~~Perform~~ ~~perform~~ other duties as assigned by the ~~Director, or designee~~. ~~Director, Math, Science & Gifted~~.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- Must have completed a minimum of three graduate-level courses in STEM-related education.
- ~~A minimum~~ ~~Minimum~~ of five (5) years within the last ten (10) years of successful educational experience which includes three (3) years of successful classroom teaching/coaching experience in at least one concentration of STEM-related content.
- Valid Florida Teacher Certificate in Mathematics, any area of Science, Technology Education, or related STEM field.
- Excellent oral and written communication skills.
- Strong technology skills with demonstrated experience of integrating technology into teaching, learning and management.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- ~~An earned doctorate degree from an accredited institution~~. ~~Doctorate preferred~~.
- Grant writing experience.
- Bilingual skills are preferred.

SUPERVISES:

Staff as assigned

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

Serves as a liaison as needed to the U.S. Department of Education, the Florida Department of Education and the business community to advance the interests of the District relative to STEM. Frequent contact with staff across the District and the schools in planning, coordinating, implementing and monitoring the effectiveness of curriculum programs to meet student needs. Periodically meets with parent and community groups to represent the District and communicate curriculum related information.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approval: 06/26/2012

Board Adopted: 07/24/2012

2012-2013 Organizational Chart

Title Change: 6/24/14



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Curriculum Supervisor, Social Studies - Elementary
JOB CODE: E-109
CLASSIFICATION: Exempt
SALARY BAND: C
BARGAINING UNIT: ESMAB
REPORTS TO: Director, Elementary Learning ~~Director, Literacy~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To ensure improvement of instruction in social studies in elementary schools through designing, planning, developing, implementing, coordinating, evaluating and monitoring the curriculum.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Curriculum Supervisor, Social Studies (Elementary) shall carry out the performance responsibilities listed below.

- This position provides supervisory services in social studies to elementary schools.
- Develop ~~develop~~ and constantly review District ~~district~~ comprehensive plans for curriculum improvement in social studies. This includes planning for curriculum articulation across all elementary schools.
- Review ~~review~~ the social studies programs being implemented by the respective schools as to their effectiveness in meeting school and District ~~district~~ goals.
- Determine ~~determine~~ the extent to which social studies curricula is being implemented in the elementary schools.
- Provide ~~provide~~ direct assistance to classroom teachers.
- Determine ~~determine~~ the extent to which the standards of excellence and service in instructional programs are being maintained.
- Provide ~~provide~~ input and support to individual elementary schools relative to accountability.
- Coordinate ~~coordinate~~ the efforts of respective school-based department heads at the elementary school level.
- Participate ~~participate~~ in the development and/or coordination of the development of all social studies programs and management systems being implemented in the District ~~district~~.
- Serve ~~serve~~ in staff advisory capacity to the social studies curriculum councils.
- Participate ~~participate~~ in the evaluation and the selection of materials and equipment appropriate to teaching of social studies curriculum in elementary schools.
- Represent ~~represent~~ the Director, Elementary Learning ~~Director, Literacy~~ on all matters pertaining to social studies.
- Participate ~~participate~~ in the coordination, development and/or teaching of social studies in service courses in coordination with the Director Professional Development Standards & Support ~~Talent Development Department~~.
- Represent ~~represent~~ the District ~~district~~ on social studies elementary at the national, state and local levels. This includes speaking to parent and community groups, as well as to representatives of the media.
- Coordinate ~~coordinate~~ the planning and staging of county-wide activities in social studies.
- Perform ~~perform~~ and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate ~~participate~~ successfully in the training programs offered to enhance ~~increase~~ the individual ~~individual's~~ skills and proficiency related to the job responsibilities ~~assignments~~.
- Review ~~review~~ current developments, literature and technical sources of information related to job responsibilities ~~responsibility~~.
- Ensure ~~ensure~~ adherence to good safety rules and procedures.
- Follow ~~follow~~ Federal and State laws, as well as School Board policies.
- Perform ~~perform~~ other duties as assigned by the Director, Elementary Learning or designee ~~Director, Literacy or designee~~.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- ~~A minimum~~ Minimum of five (5) years of successful teaching experience in elementary social studies.
- Valid Florida certificate in Elementary Education required.
- Progressively more responsible successful work experience, including department head or grade chairperson or equivalent.
- Demonstrated expertise in the design, implementation and evaluation of curriculum for social studies.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Bilingual skills are preferred.

SUPERVISES:

~~Provide supervisory services in social studies to elementary schools.~~

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

Frequently coordinates with department heads of curriculum specialty across the District in planning, coordinating, implementing, and monitoring the effectiveness of curriculum that meet student needs. Periodically meets with parent and community groups to represent the District on curriculum specialty issues.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Replaced: 5/19/92

Revised: 6/2/92 &

Adopted: 6/16/92 (Eff. 7/1/92)

Realigned: 4/12/94

Alignment Title Change: 3/19/96

Reorganization: 5/9/2000

Board Adopted: 12/16/03

Revised 5/19/05

Board Adopted: 10/17/06

Title Change: 9/24/2012

Organizational Chart: 2012-2013



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Director, Secondary Learning ~~Director, Math, Science and Gifted~~
JOB CODE: E-127
CLASSIFICATION: Exempt
SALARY BAND: D
BARGAINING UNIT: ESMAB
REPORTS TO: Chief Academic Officer ~~Executive Director, Instruction & Interventions~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To maintain a continuous and systematic process for improving teaching and learning in secondary grade bands by coordinating efforts across district departments and schools. Ensure full integration of technology into the teaching and learning process by designing, developing and implementing instructional technology programs to meet the educational requirements of all students and to support the staff development of teachers.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The **Director, Secondary Learning** ~~Director, Math, Science and Gifted~~ shall carry out the performance responsibilities listed below.

- This position supervises employees assigned to the Secondary Learning department.
- Collaborate with the Chief Academic Officer to provide vision, direction, management, and oversight for all aspects of secondary learning.
- Focus the work of secondary-level personnel on ensuring all students are on track to graduate college and career ready, with an emphasis on equity for all students, through a personalized learning approach.
- Define, direct, plan, evaluate, and provide leadership for standards-based secondary instruction, school needs and services, instructional programs, and effective strategies.
- Engage in ongoing research and data-analysis to recommend curriculum, instructional materials, resources, practices, strategies, interventions, and assessments that support secondary learning.
- Collaborate with District staff to define, develop, select, curate, and/or implement needed instructional resources, services, and materials for students including textbooks/e-books, digital/online materials, technology (software/hardware), visual aids, etc. and provide guidance on the instructional usage.
- Implement an effective curriculum/method for improving tier one instruction to ensure that all students reach their highest potential.
- Integrate instructional programs in the schools and provide articulate curriculum between grade levels and between school levels with other district and school-based staff to provide seamless transitions for students.
- Develop strategies and provide leadership and technical support to assist school principals in standards-based instruction, program implementation, supervision, and evaluation.
- Promote the systemic implementation of progressive educational practices, such as proficiency-based teaching and learning and inquiry-based instruction.
- Develop, implement, and evaluate professional development for staff in conjunction with the Director of Professional Development Standards and Support and the Director of Teacher Professional Learning and Growth.
- Monitor student progress and make recommendations where improvement is needed.
- Be able to possess knowledge and skills in the latest technology and the ability to integrate technology with the curriculum as a delivery tool.
- Establish, monitor, and control the respective budgets based on educational needs.
- Develop and monitor all necessary reports in the area of responsibility.
- Participate in the development of short and long-term goals, objectives, and instructional plans related to secondary learning.

- Keep the district and school management continually informed of all educational policy decisions and current legislative changes.
- Serve as liaison with local, state, and national organizations and agencies.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs to enhance individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the Chief Academic Officer.
- ~~develop and implement strategies to effectively provide instructional technology staff development to schools and departments regarding the integration of technology into curricular programs.~~
- ~~promote, direct, coordinate and lead the CISS Instructional Technology initiatives including those items outlined in the District's IT Blueprint.~~
- ~~set strategic goals/objectives/improvements which are aligned with curricular needs of students and staff development needs of teachers by partnering with senior administrators and department directors.~~
- ~~determine current level of instructional technology effectiveness and develop ongoing program of continuous improvement by researching and implementing appropriate new technologies to insure instructional technology continues to meet Broward County School District needs and government mandates regarding technology integration into the curriculum.~~
- ~~coordinate between Educational Technology, schools, departments across the District, and the Instruction & Interventions division in planning and implementing technology projects.~~
- ~~assist with the identification and development of funding opportunities and partnerships, both internal and external; develop district, regional, state and federal grant proposals, as required.~~
- ~~maximize opportunities for instructional technology development by partnering with local universities and businesses in planning and implementing instructional technology events and networking with other school districts and state and federal agencies.~~
- ~~supervise, appraise, and ensure the professional development of the staff.~~
- ~~serve on district committees as assigned.~~
- ~~assist Executive Director, Instruction & Interventions in budget preparation.~~
- ~~perform and promote all activities in compliance with equal employment and non-discrimination policies of The School Board of Broward County, Florida.~~
- ~~participate successfully in the training programs offered to increase the individual's skills and proficiency related to the job assignments.~~
- ~~review current developments, literature and technical sources of information related to job responsibility.~~
- ~~ensure adherence to good safety procedures.~~
- ~~follow Federal and State laws, as well as School Board policies.~~
- ~~perform other duties as assigned by the Executive Director, Instruction & Interventions or designee.~~

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's bachelor's degree from an accredited institution.
- A minimum Minimum of eight (8) years of experience and/or training in the field related to the title of the position.
- ~~Degree majors to include educational technology, computer sciences or related field.~~
- Requires at least three (3) ~~two (2)~~ years supervisory or administrative experience in the administration of secondary educational programs, information/education technology systems.
- Computer skills are required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned ~~doctorate~~ master's degree from an accredited institution.
- ~~A minimum~~ Minimum of ~~ten (10)~~ six (6)-years of experience and/or training in the field related to the title of the position.
- Experience in a public K-12 school system.
- Communication skills to effectively disseminate information regarding the department.
- ~~Customer Service~~ experience in integrating technology into the curriculum, microcomputers, wide and local area networks in a large public school system.
- Bilingual skills are preferred.

SUPERVISES:

All employees assigned to the ~~STEM & Instructional Resources~~ department

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

Frequently coordinates between Secondary Learning, schools, departments across the District, and the Learning division in planning and implementing standards, curriculum, and instruction to meet the needs of all students to graduate college and career ready; maximizes opportunities for effective secondary teaching and learning by collaborating with local universities, local, regional, state and national educational institutions, organizations, agencies, and school districts to ensure effective teaching and learning support and the delivery of quality education for the students of Broward County Public Schools.

~~Frequently coordinates between Educational Technology, schools, departments across the District, and the Instruction & Interventions division in planning and implementing technology projects that meet curriculum and instruction needs; maximize opportunities for instructional technology development by partnering with local universities and businesses in planning and implementing instructional technology events and networking with other school districts and state and federal agencies.~~

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Revised: 5/20/97 &

Adopted: 6/17/97

Title Change: 4/13/99

Revised: 5/9/00

Reporting Change: 5/1/2001

Realignment: 4/01/03

Board Adopted: 12/16/03

Board Adopted: 01/18/05

Title Change: 07/01/05

Revised: 01/22/10

2009-2010 Organizational Chart

Reporting Change: 07/25/11

2011-2012 Organizational Chart Title & Reporting Change: 10/01/12

2012-2013 Organizational Chart Title Change Approved 5/20/14

2014-2015 Organizational Chart

Point Factor Listing
 Director, Secondary Learning
 Point Range: 1045-1214
Position Factors

1. <u>Knowledge:</u> Combined required minimum education/experience for competent performance				
	<u>Experience Range - Years</u>			
<u>Education</u>	<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>	
A. High School	1	2	3	
B. A.A/Vocational training	1	2	3	
C. B.S/B.A.	1	2	3	
D. M.S/ M.A.	1	2	3	
E. MS+ (Sr. Mgmt.)	1	2	3	

2. <u>Human Relations Skills:</u> All interpersonal skills required to produce the desired end result				
<u>Required skill level</u>	<u>*Organization Contact Level</u>			
A. Moderately important; courtesy/tact	1	2	3	4
B. Important; communicate ideas/lead team	1	2	3	4
C. Very important; influencing others; supervise/manage	1	2	3	4
D. Critical to end result; convincing others; lead/motivate	1	2	3	4

<u>*Definitions</u>	
1 – Immediate workgroup	2 – Outside of immediate workgroup
3 – Assistant/Associate/Deputy Superintendents	4 – Superintendent, School Board; critical external parties

3. <u>Problem Solving:</u> Thinking environment to perform job duties				
A. Follow established routine and well-defined patterns				
B. Some analysis; known solutions				
C. Apply established principles; determine method				
D. Follows broad policies; known objectives				
E. Establish policies based on goals/strategies				

4. <u>Decision Making Freedom:</u> Freedom to take action				
A. Follows instructions; refer decisions to a higher authority				
B. Occasional independent action; interpret practices/procedures				
C. Independence within specialty area; report progress				
D. Frequent independent action; may impact other areas				
E. Regular independent action; follows broad policies				

5. <u>Position Impact:</u> Degree of job impact on the District				
A. Minor to total organization; moderate to work unit				
B. Advisory to work unit; used by others to take action				
C. Substantial support, advice, and counsel to work unit				
D. Substantial direct impact on unit's results				
E. Authoritative to unit/substantial to District				

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
D3	C3	D	E	D



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Curriculum Supervisor, Language Arts (Secondary) ~~Curriculum Supervisor, Literacy (Secondary)~~
JOB CODE: E-107B
CLASSIFICATION: Exempt
SALARY BAND: C
BARGAINING UNIT: ESMAB
REPORTS TO: Director, Secondary Learning ~~Director, Literacy~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To ensure improvement of instruction in language arts in the ~~elementary and~~ secondary schools through designing, planning, developing, implementing, coordinating, evaluating and monitoring the curriculum.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Curriculum Supervisor, Language Arts (Secondary) ~~Curriculum Supervisor, Literacy (Secondary)~~ shall carry out the performance responsibilities listed below.

- This position provides supervisory services in language arts to secondary schools.
- Develop ~~develop~~ and constantly review District ~~district~~ comprehensive plans for curriculum improvement in language arts. This includes planning for curriculum articulation across all ~~elementary and~~ secondary schools.
- Review ~~review~~ the language arts programs being implemented by the respective schools as to their effectiveness in meeting school and District ~~district~~ goals.
- Be able to possess knowledge and skills in the latest technology and the ability to integrate technology with the curriculum as a delivery tool. ~~be knowledgeable and skilled in the latest technology and be able to integrate that technology with the curriculum as a delivery tool.~~
- Work ~~work~~ collaboratively in cross-functional teams to provide direct/indirect support to teachers, focused on improved student achievement.
- Determine ~~determine~~ the extent to which the standards of excellence and service in instructional programs are being maintained.
- Provide ~~provide~~ input and support to individual ~~elementary and~~ secondary schools relative to accountability.
- Coordinate ~~coordinate~~ the efforts of respective school-based department heads at the ~~elementary and~~ secondary school level.
- Participate ~~participate~~ in the development and/or coordination of the development of all language arts programs and management systems being implemented in the District ~~district~~.
- Serve ~~serve~~ in staff advisory capacity to the language arts curriculum councils.
- Participate ~~participate~~ in the evaluation and the selection of materials and equipment appropriate to teaching of language arts curriculum in the ~~elementary and~~ secondary schools.
- Represent ~~represent~~ the Director, Secondary Learning ~~Director, Literacy~~ on all matters pertaining to language arts.
- Participate ~~participate~~ in the coordination, development, and/or teaching of language arts in-service courses in coordination with the Director, Professional Development Standards & Support. ~~Human Resource Development Department.~~
- Represent ~~represent~~ the District ~~district~~ on language arts ~~elementary and~~ secondary at the national, state and local levels. This includes speaking to parent and community groups, as well as to representatives of the media.
- Coordinate ~~coordinate~~ the planning and staging of county-wide activities in language arts.
- Perform ~~perform~~ and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate ~~participate successfully in the training programs offered to~~ enhance ~~increase the~~ individual ~~individual's~~ skills and proficiency related to the job responsibilities, assignments.

- Review ~~review~~ current developments, literature and technical sources of information related to job responsibilities. ~~responsibility.~~
- Ensure ~~ensure~~ adherence to good safety rules and procedures.
- Follow ~~follow~~ federal and state laws, as well as School Board policies.
- Perform ~~perform~~ other duties as assigned by the Director, Secondary Learning. ~~Director, Literacy.~~

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- A minimum ~~Minimum~~ of five (5) years of successful teaching in the Broward County School District. or;
- A minimum ~~Minimum~~ of eight (8) years successful outside teaching experience.
- Valid Florida certificate in one of the following: Language Arts (Secondary), Elementary Education or Early Childhood required.
- Progressively more responsible successful work experience, including department head or grade chairperson or equivalent.
- Demonstrated expertise in the design, implementation and evaluation of curriculum for language arts.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Bilingual skills are preferred.

SUPERVISES:

~~Provide supervisory services in language arts to elementary and secondary schools.~~

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

Frequently coordinates with department heads of curriculum specialty across the District in planning, coordinating, implementing, and monitoring the effectiveness of curriculum that meet student needs. Periodically meets with parent and community groups to represent the District on curriculum specialty issues.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Replaced: 5/19/92 &

Revised: 6/2/92 &

Adopted: 6/16/92 (Eff. 7/1/92)

Revised: 6/7/94 &

Adopted: 7/19/94

Alignment Title Change: 3/19/96

Organizational Chart: 4/13/99

Effective: 7/1/99

Reorganization: 5/9/2000

Board Adopted: 12/16/03

Organizational Chart: 2013-2014

Title & Reporting Change: 6/24/14



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Curriculum Supervisor, Math (Secondary)
JOB CODE: E-106
CLASSIFICATION: Exempt
SALARY BAND: C
BARGAINING UNIT: ESMAB
REPORTS TO: Director, Secondary Learning ~~Director, Math, Science & Gifted~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To ensure improvement of instruction in mathematics in the secondary schools through designing, planning, developing, implementing, coordinating, evaluating and monitoring the program.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Curriculum Supervisor, Math shall carry out the performance responsibilities listed below.

- This position provides supervisory services in mathematics to secondary schools.
- Develop ~~develop~~ and constantly review district comprehensive plans for curriculum improvement in mathematics. This includes planning for curriculum articulation across all secondary schools and coordination with elementary supervisors.
- Review ~~review~~ the mathematics programs being implemented by the respective schools as to their effectiveness in meeting school and district goals.
- Determine ~~determine~~ the extent to which mathematics curricula is being implemented in the secondary schools.
- Provide ~~provide~~ direct assistance to classroom teachers.
- Determine ~~determine~~ the extent to which the standards of excellence and service in instructional program are being maintained.
- Provide ~~provide~~ input and support to individual secondary schools relative to accountability.
- Coordinate ~~coordinate~~ the efforts of respective school-based department heads at the secondary school level.
- Participate ~~participate~~ in the development and/or coordination of the development of all mathematics programs and management systems being implemented in the district.
- Serve ~~serve~~ in staff advisory capacity to the mathematics curriculum councils.
- Participate ~~participate~~ in the evaluation and the selection of materials and equipment appropriate to teaching of mathematics curriculum in the secondary schools.
- Represent ~~represent~~ the Director, Secondary Learning ~~Director, STEM & Instructional Resources~~ on all matters pertaining to mathematics.
- Participate ~~participate~~ in the coordination, development and/or teaching of mathematics in-service courses in coordination with the Director Professional Development Standards & Support ~~Talent Development Department~~.
- Represent ~~represent~~ the district on mathematics-secondary at the national, state and local levels. This includes speaking to parent and community groups, as well as to representatives of the media.
- Coordinate ~~coordinate~~ the planning and staging of county-wide activities in mathematics.
- Perform ~~perform~~ and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate ~~participate~~ successfully ~~in the training programs offered to~~ enhance ~~increase~~ the individual ~~individual's~~ skills ~~and proficiency related to the~~ job responsibilities ~~assignment~~.
- Review ~~review~~ current developments, literature and technical sources of information related to job responsibilities ~~responsibility~~.
- Ensure ~~ensure~~ adherence to good ~~good~~ safety rules and procedures.
- Follow ~~follow~~ federal and state laws, as well as School Board policies.
- Perform ~~perform~~ other duties as assigned by the Director, Secondary Learning ~~Director, STEM & Instructional Resources~~.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- A minimum ~~Minimum~~ of five (5) years of successful teaching in the Broward County School District. or;
- A minimum ~~Minimum~~ of eight (8) years successful outside teaching experience.
- Valid Florida certificate in Mathematics (Grades 6-12 or 7-12) required.
- Progressively more responsible successful work experience, including department head or grade chairperson or equivalent.
- Demonstrated expertise in the design, implementation, and evaluation of curriculum for mathematics.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Bilingual skills are preferred.

SUPERVISION:

~~Provides supervisory services in mathematics to secondary schools~~

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

Frequently coordinates with department heads of curriculum specialty across the District in planning, coordinating, implementing, and monitoring the effectiveness of curriculum that meet student needs. Periodically meets with parent and community groups to represent the District on curriculum specialty issues.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Replaced: 5/19/92

Revised: 6/2/92

Adopted: 6/16/92 (Eff. 7/1/92)

Realigned: 4/12/94

Alignment Title Change: 3/19/96

Reorganization: 5/9/2000

Board Adopted: 12/16/03

Title Change: 9/24/2012

Organizational Chart: 2012-2013



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

POSITION TITLE: Curriculum Supervisor, Social Studies - Secondary
JOB CODE: E-135
CLASSIFICATION: Exempt
SALARY BAND: C 27
BARGAINING UNIT: ESMAB
REPORTS TO: Director, Secondary Learning ~~Director, Literacy~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To ensure improvement of instruction in social studies in secondary schools, through designing, planning, developing, implementing, coordinating, evaluating and monitoring the curriculum.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Curriculum Supervisor, Social Studies - Secondary shall carry out the performance responsibilities listed below.

- This position provides supervisory services in social studies to secondary schools.
- Develop ~~develop~~ and constantly review District ~~district~~ comprehensive plans for curriculum improvement in social studies. This includes planning for curriculum articulation across all secondary schools.
- Review ~~review~~ the social studies programs being implemented by the respective schools as to their effectiveness in meeting school and District ~~district~~ goals.
- Determine ~~determine~~ the extent to which social studies curricula is being implemented in the secondary schools.
- Provide ~~provide~~ direct assistance to classroom teachers.
- Determine ~~determine~~ the extent to which the standards of excellence and service in instructional programs are being maintained.
- Provide ~~provide~~ input and support to individual secondary schools relative to accountability.
- Coordinate ~~coordinate~~ the efforts of respective school-based department heads at the secondary school level.
- Participate ~~participate~~ in the development and/or coordination of the development of all social studies programs and management systems being implemented in the District ~~district~~.
- Serve ~~serve~~ in staff advisory capacity to the social studies curriculum councils.
- Participate ~~participate~~ in the evaluation and the selection of materials and equipment appropriate to teaching of social studies curriculum in secondary schools.
- Represent ~~represent~~ the Director, Secondary Learning ~~Director, Literacy~~ on all matters pertaining to social studies.
- Participate ~~participate~~ in the coordination, development and/or teaching of social studies in service courses in coordination with the Director, Professional Development Standards & Support ~~Human Resources Development Department~~.
- Represent ~~represent~~ the District ~~district~~ on social studies-secondary at the national, state and local levels. This includes speaking to parent and community groups, as well as to representatives of the media.
- Coordinate ~~coordinate~~ the planning and staging of county-wide activities in social studies.
- Perform ~~perform~~ and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate ~~participate~~ successfully in the training programs offered to enhance ~~increase~~ the individual ~~individual's~~ skills and proficiency related to the job responsibilities ~~assignments~~.
- Review ~~review~~ current developments, literature and technical sources of information related to job responsibilities ~~responsibility~~.

- ~~Ensure~~ ensure adherence to ~~good~~ safety rules and procedures.
- ~~Follow~~ follow Federal and State laws, as well as School Board policies.
- ~~Perform~~ perform other duties as assigned by the Director, Secondary Learning or designee. ~~Director, Literacy or designee.~~

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- ~~A minimum~~ Minimum of five (5) years of successful teaching experience in high school social studies.
- Valid Florida certificate in certificate in Social Studies (Grades 6-12 or 7-12) is required.
- Progressively more responsible successful work experience, including department head or grade chairperson or equivalent.
- Demonstrated expertise in the design, implementation and evaluation of curriculum for secondary level social studies.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Bilingual skills are preferred.

SUPERVISES:

~~Provide supervisory services in social studies to secondary schools.~~

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

Frequently coordinates with department heads of curriculum specialty across the District in planning, coordinating, implementing, and monitoring the effectiveness of curriculum that meet student needs. Periodically meets with parent and community groups to represent the District on curriculum specialty issues.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Adopted: 12/12/06

Title Change: 9/24/2012

Organizational Chart: 2012-2013



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

POSITION TITLE: Director, Innovative Learning & Arts
JOB CODE: C-052
CLASSIFICATION: Exempt
SALARY BAND: D
BARGAINING UNIT: ESMAB
REPORTS TO: Chief Academic Officer ~~Executive Director, Instructional & Interventions~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

The purpose of this position is to provide leadership and tactical strategies for the smooth operation of multiple technological systems that enhance the teaching and learning. The position will lead the research and identification of technological and pedagogical practices necessary for equity of outcomes for students.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, Innovative Learning & Arts shall carry out the performance responsibilities listed below.

- This position supervises employees as assigned.
- Establish ~~establish~~ goals, identify objectives, and assess the impact of initiatives implemented by the Innovative Learning & Arts Team.
- Establish ~~establish~~, develop and implement the necessary professional learning for the successful development of the staff, teachers, and school leaders to implement the Innovative Learning & Arts initiatives.
- Develop ~~develop~~ and implement the Instructional Technology goals and objectives, outlined in the District's Technology Strategic Plan.
- Establish ~~establish~~ the implementation of an assessment tool that measures educators' and students' technology competencies.
- Promote ~~promote~~ the innovative and effective transformation of the use of technology in the classrooms.
- Develop ~~develop~~ a plan that results in the use of technology to transform teaching and learning in the classroom; increases access and participation in Innovative Learning Arts programs; encourages students to become life-long learners and effective producers and consumers of digital resources; and produces citizens who are prepared to compete in a global society.
- Build ~~build~~ awareness amongst the staff and district leaders regarding the latest technologies proven to aid in teaching and learning, and innovative practices across the nation.
- Analyze ~~analyze~~ and interpret data to provide written and/or oral reports to the School Board and to District personnel as requested.
- Collaborate ~~collaborate~~ in the development and monitoring of district budgets, expenditures, and inventories, as related to the position responsibilities.
- Support ~~support~~ the development of technology resources to aid curriculum development and grant writing.
- Assist ~~assist~~ in the development of strategic alliance partners.
- Assist ~~assist~~ with identification, selection, and procurement of instructional resources, both print and digital; and the evaluation of the effectiveness of their use on student achievement.
- Serve ~~serve~~ on district, state and national committees; and deliver presentations at local, state, and national conferences.
- Perform ~~perform~~ duties with professionalism; and exhibit work ethic aligned to the on time, success attainment of goals.
- Promote ~~promote~~, direct, coordinate and lead the CISS Instructional Technology initiatives including those items outlined in the District's IT Blueprint.
- Set ~~set~~ strategic goals/objectives/improvements which are aligned with curricular needs of students and staff development needs of teachers by partnering with senior administrators and department directors.

- Determine ~~determine~~ current level of instructional technology effectiveness and develop ongoing program of continuous improvement by researching and implementing appropriate new technologies to insure instructional technology continues to meet Broward County School District needs and government mandates regarding technology integration into the curriculum.
- Coordinate ~~coordinate~~ between Educational Technology, schools, departments across the District, and the Instruction & Interventions division in planning and implementing technology projects.
- Assist ~~assist~~ with the identification and development of funding opportunities and partnerships, both internal and external; develop district, regional, state and federal grant proposals, as required.
- Maximize ~~maximize~~ opportunities for instructional technology development by partnering with local universities and businesses in planning and implementing instructional technology events and networking with other school districts and state and federal agencies.
- Supervise ~~supervise~~, appraise, and ensure the professional development of the staff.
- Serve ~~serve~~ on district committees as assigned.
- Assist ~~assist~~ Chief Academic Officer ~~Executive Director, Instruction & Interventions~~ in budget preparation.
- Perform ~~perform~~ and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate ~~participate~~ in the training programs offered to enhance the individual ~~individual's~~ skills and proficiency related to the job responsibilities.
- Review ~~review~~ current developments, literature and technical sources of information related to job responsibilities.
- Ensure ~~ensure~~ adherence to good ~~good~~ safety rules and procedures.
- Follow ~~follow~~ Federal and State laws, as well as School Board policies.
- Perform ~~perform~~ other duties as assigned by the Chief Academic Officer or designee. ~~Executive Director, Instruction & Interventions or designee.~~

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree in educational or instructional technology, or educational leadership from an accredited institution.
- A minimum of six (6) years, within the last ten (10) years, of experience in the development, implementation and evaluation of curriculum and instructional units that authentically integrates technology to result in increased student achievement.
- Excellent interpersonal, oral and written communication skills.
- Proven effective leadership skills.
- Advanced computer skills are required for the position.
- ~~Excellent interpersonal, oral and written communication skills, proven effective leadership skills and advanced computer skills.~~

PREFERRED QUALIFICATIONS & EXPERIENCE:

- A minimum of three (3) years teaching in a Prek-12th grade classroom, or three (3) years of experience as school based media specialist or core content area coach.
- Experience in writing, securing, and managing grants.
- Bilingual skills are preferred.

SUPERVISES:

Staff as assigned

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

Frequent contact with various levels of School and District staff in the use of technology to transform teaching and learning in the classroom. Establish partnerships with other organizations in order to meet program goals.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

2014-2015 Organizational Chart

Board Approved: 5/20/14

Board Adopted: 6/24/14

DRAFT



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

POSITION TITLE: Curriculum Supervisor, Gifted and Talented
JOB CODE: E-140
CLASSIFICATION: Exempt
SALARY BAND: C
BARGAINING UNIT: ESMAB
REPORTS TO: Director, Innovative Learning ~~Director, Math, Science & Gifted~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To provide quality leadership to school district personnel in the system design, on-going coordination, development, supervision, auditing and improvement of gifted and talented instructional program for Grades K-12 to enhance learning opportunities, maximize student achievement and college/career readiness.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Curriculum Supervisor, Gifted and Talented shall carry out the performance responsibilities listed below.

- This position supervises employees as assigned.
- Lead ~~lead~~ the design, implementation, auditing, and improvement of systems to implement instructional best practices in gifted and talented instruction with particular attention to the instruction of cognitive skills that underlie the Common Core State standards at all levels.
- Facilitate ~~facilitate~~ curricular alignment and ensure cyclical and timely system revisions.
- Communicate ~~communicate~~ the scope of District and statutory requirements regarding gifted and talented instruction to school district personnel.
- Ensure ~~ensure~~ compliance and quality in all aspects of gifted and talented education through effective system management practices.
- Work ~~work~~ collaboratively with colleagues to ensure effective student transitions between elementary and secondary schools, paying particular attention to the horizontal and vertical continuity and articulation of the K-12 instructional program.
- Analyze ~~analyze~~ and present student data to inform and plan instruction that meets the targeted and differentiated needs of gifted students.
- Develop ~~develop~~ and supervise delivery of professional learning for teachers related to gifted and talented education through a variety of cost-efficient and effective delivery methods utilizing current technology.
- Ensure ~~ensure~~ all division/department priorities and projects assist in achieving the District's Strategic Plan.
- Build ~~build~~ capacity for college and career readiness in all stakeholders by coordinating and providing a systematic and continuous program.
- Analyze ~~analyze~~ both standardized and authentic student assessment results to inform instructional enhancements and develop and implement recommendations for improvement that meet targeted and differentiated needs of all students.
- Plan ~~plan~~ and manage project implementation and meet project milestones and benchmark deadlines while staying within budget.
- Communicate ~~communicate~~ effectively to school personnel, parents, and community applicable policies, procedures, programs, curricula, and instructional techniques designed to address individual student and/or school needs.
- Provide ~~provide~~ support to cross-functional collegial teams as necessary and assigned. Build rapport, collegiality, and relationships among staff members in a manner that positively impacts the school culture and supports the belief that all students can and will learn.
- Identify ~~identify~~ areas for improvement, which need to be addressed on a District-wide basis and initiate problem-solving protocols through department supervisor.
- Model ~~model~~ the use of technology to increase and to enhance the academic experience.
- Perform ~~perform~~ and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida, FL.

- ~~Participate~~ participate successfully in the training programs offered to enhance ~~increase~~ the individual ~~individual's~~ skills and proficiency related to the job responsibilities, assignments.
- ~~Review~~ review current developments, literature and technical sources of information related to job responsibilities. ~~responsibility.~~
- ~~Ensure~~ ensure adherence to good ~~good~~ safety rules and ~~and~~ procedures.
- ~~Follow~~ follow Federal and State laws, as well as School Board policies.
- ~~Perform~~ perform other duties as assigned by the Director, Innovative Learning or designee. ~~Director, Math, Science and Gifted or designee.~~

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's from an accredited institution.
- Must have completed the gifted endorsement and have a minimum of three graduate-level courses in exceptional student education, core content, college and career planning, and/or pedagogy. ~~Doctorate preferred.~~
- ~~A minimum~~ Minimum of five (5) years within the last ten (10) years of successful educational experience which includes three (3) years of required experience with successful application of diagnostic/differentiated approaches to instruction that involve acceleration and enrichment, and communication and implementation of policies and statutes.
- Valid Florida Teacher Certificate with gifted endorsement.
- Excellent oral and written communication skills.
- Strong technology, data analysis, and system design skills with the ability to integrate technology into effective instructional practices.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Doctorate degree from an accredited institution.
- Experience in writing grants. ~~Grant writing skills.~~
- Bilingual skills are preferred.

SUPERVISES:

Staff as assigned

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

Serves as a liaison to the U.S. Department of Education, the Florida Department of Education and the business community to advance the interests of the District relative to gifted and talented education. Frequent coordination and collaboration with staff across the District, state, and schools in planning, coordinating, implementing and monitoring the effectiveness of gifted and talented instruction to meet student needs. Regular meetings with parent and community groups to represent the District and communicate gifted and talented education related information.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 06/26/2012

Board Adopted: 07/24/2012

2014-2015 Organizational Chart

Title Change: 6/24/14



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Director, Applied Learning Curriculum Supervisor, Educational Programs
JOB CODE: E-027
CLASSIFICATION: Exempt
SALARY BAND: D G
BARGAINING UNIT: ESMAB
REPORTS TO: Chief Academic Officer ~~Director, Math, Science & Gifted~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

The Director, Applied Learning provides leadership, development, support, communication and continuous improvement in county-wide programs where students learn to apply knowledge and skills in hands-on and/or real world experiences to develop 21st century skill sets which ensure successful entry into the global workforce. ~~To ensure improvement of instruction and student performance through designing, planning, developing, implementing, coordinating, evaluating, and monitoring the entire curriculum.~~

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, Applied Learning Curriculum Supervisor, Educational Programs shall carry out the performance responsibilities listed below.

- This position supervises employees assigned to the Applied Learning department.
- Collaborate with the Chief Academic Officer to provide vision, direction, management, and oversight for all aspects of applied learning.
- Focus the work of all applied learning programs to ensure that all students are on track to graduate college and career ready, with an emphasis on equality for all students.
- Develop and implement programs in support of applied learning.
- Assist with the identification and development of funding opportunities and partnerships, both internal and external; develop district, regional, state and federal grant proposals in support of applied learning programs.
- Coordinate and collaborate across District offices and departments in support of applied learning initiatives focused on increasing academic rigor in applied learning teaching and learning.
- Work collaboratively in cross-functional teams to provide direct/indirect support to the teacher, focused on improved student engagement and achievement.
- Increase awareness amongst staff and district leaders regarding programs proven to support student engagement and achievement through real world applications.
- Participate with other directors in the implementation of comprehensive articulation procedures.
- Serve as liaison with local, state and national organizations and agencies.
- Participate in the selection of instructional materials, technology, resources, etc. for applied learning programs.
- Establish, monitor, and control the respective budgets based on educational needs.
- Participate in the development of short and long-term goals, objectives, and instructional plans related to applied learning.
- Promote greater curriculum articulation across all levels - elementary, middle, and high school.
- Ensure the effective implementation of assigned program area by meeting with site coordinators to review program progress, prepare reports, and monitor associated budget expenditures.
- Be able to possess knowledge and skills in the latest technology and the ability to integrate technology with the curriculum as a delivery tool.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to the job responsibilities.

- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the Chief Academic Officer.
- ~~practice current research-based instructional strategies.~~
- ~~be knowledgeable and skilled in the use of the latest technology and be able to integrate that technology into all areas of curriculum as a delivery tool.~~
- ~~evaluate the subject area programs and develop prescriptive improvement plans which increase effectiveness in meeting school and system-wide goals.~~
- ~~work collaboratively in cross-functional teams to provide direct/indirect support to the teacher, focused on improved student achievement.~~
- ~~be able to modify the delivery of an inter-disciplinary curriculum which is time appropriate and be able to adapt to the concept of flexible scheduling.~~
- ~~promote greater curriculum articulation across all levels—elementary, middle, and high school.~~
- ~~use curriculum and teacher coaching techniques in order to provide direct assistance to classroom teachers by coordinating, modeling, and/or teaching in-service courses, as required.~~
- ~~as required, serve as liaison to US Department of Education and the business community to advance the interests of the District relative to the curriculum specialty.~~
- ~~participate in the evaluation and selection of materials and equipment appropriate to the teaching of the curriculum.~~
- ~~ensure that instructional personnel are provided with technical assistance in the implementation of modified methods of instruction which reflect the philosophy that all students can learn.~~
- ~~ensure the effective implementation of assigned program area by meeting with site coordinators to review program progress, preparing reports, and monitoring associated budget expenditures.~~
- ~~utilize knowledge of test assessment techniques to adapt, design and implement diagnostic—prescriptive curriculum with learning styles to meet the needs of the individual programs.~~
- ~~perform and promote all activities in compliance with equal employment and non-discrimination policies of The School Board of Broward County, FL.~~
- ~~participate successfully in the training programs offered to increase the individual's skill and proficiency related to job assignments.~~
- ~~review current developments, literature and technical sources of information related to job responsibilities.~~
- ~~ensure adherence to good safety rules and procedures.~~
- ~~follow federal and state, as well as School Board policies.~~
- ~~perform other duties as assigned by the Director, Math, Science & Gifted.~~

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- A minimum of eight (8) ~~four (4)~~ years of teaching experience in the assigned curriculum specialty.
- Florida certification is required to be consistent with the assigned specialty.
- Florida certification, at the secondary level, is required from any academic or career/technical subject.
- ~~Must have experience in working collaboratively in cross-functional teams and settings.~~
- Computer skills are required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Demonstrated expertise in the design and evaluation of curriculum and instruction.
- Communication skills to effectively disseminate information regarding the department.
- Bilingual skills are preferred.

SUPERVISES:

~~Provides supervisory services in respective areas to the staff and to school personnel.~~

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

Frequently coordinates between Applied Learning, schools, departments across the District, and the Learning division in planning and implementing curriculum and instruction to meet the needs of all students to graduate college and career ready; maximizes opportunities for engaging, effective teaching and learning by collaborating with local universities, local, regional, state and national educational institutions, organizations, agencies, and school districts to ensure effective teaching and learning support and the delivery of quality education for the students of Broward County Public Schools.

~~May serve as liaison to US Department of Education and the business community to advance the interests of the District relative to the curriculum specialty.~~

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 4/26/94 &

Adopted: 6/7/94

Title Change &

Realignment: 4/11/95 & 3/19/96

Alignment Change: 4/7/98

Organizational Chart 4/13/99

Effective 7/1/99

Realignment: 5/9/2000

Alignment Title Change: 5/1/2001

Board Adopted: 12/16/03

Revised: 8/23/05, 9/28/05, 9/05/06

Revised: 01/22/10

2009-2010 Organizational Chart

Title Change: 9/24/2012

2012-2013 Organizational Chart

2014-2015 Organizational Chart

Realignment & Reporting Change: 6/24/14

Point Factor Listing
 Director, Applied Learning
 Point Range: 1045-1214
Position Factors

1. <u>Knowledge:</u> Combined required minimum education/experience for competent performance				
		<u>Experience Range - Years</u>		
<u>Education</u>		<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>
A. High School		1	2	3
B. A.A/Vocational training		1	2	3
C. B.S/B.A.		1	2	3
D. M.S/ M.A.		1	2	3
E. MS+ (Sr. Mgmt.)		1	2	3

2. <u>Human Relations Skills:</u> All interpersonal skills required to produce the desired end result					
<u>Required skill level</u>		<u>*Organization Contact Level</u>			
A. Moderately important; courtesy/tact		1	2	3	4
B. Important; communicate ideas/lead team		1	2	3	4
C. Very important; influencing others; supervise/manage		1	2	3	4
D. Critical to end result; convincing others; lead/motivate		1	2	3	4
*Definitions					
1 – Immediate workgroup		2 – Outside of immediate workgroup			
3 – Assistant/Associate/Deputy Superintendents		4 – Superintendent, School Board; critical external parties			

3. <u>Problem Solving:</u> Thinking environment to perform job duties				
A. Follow established routine and well-defined patterns				
B. Some analysis; known solutions				
C. Apply established principles; determine method				
D. Follows broad policies; known objectives				
E. Establish policies based on goals/strategies				

4. <u>Decision Making Freedom:</u> Freedom to take action				
A. Follows instructions; refer decisions to a higher authority				
B. Occasional independent action; interpret practices/procedures				
C. Independence within specialty area; report progress				
D. Frequent independent action; may impact other areas				
E. Regular independent action; follows broad policies				

5. <u>Position Impact:</u> Degree of job impact on the District				
A. Minor to total organization; moderate to work unit				
B. Advisory to work unit; used by others to take action				
C. Substantial support, advice, and counsel to work unit				
D. Substantial direct impact on unit's results				
E. Authoritative to unit/substantial to District				

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
D3	C3	D	E	D



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

POSITION TITLE: Curriculum Supervisor, Music & Performing Arts
JOB CODE: E-111
CLASSIFICATION: Exempt
SALARY BAND: C
BARGAINING UNIT: ESMAB
REPORTS TO: Director, Applied Learning ~~Director, Innovative Learning Art~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To ensure improvement of instruction in music in the K-12 schools through designing, planning, developing, implementing, coordinating, evaluating and monitoring the curriculum.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Curriculum Supervisor, Music and Performing Arts shall carry out the performance responsibilities listed below.

- This position provides supervisory services in music to K-12 schools.
- Develop ~~develop~~ and constantly review District ~~district~~ comprehensive plans for curriculum improvement in music. This includes planning for curriculum articulation across all K-12 schools.
- Review ~~review~~ music programs being implemented by the respective schools as to their effectiveness in meeting school and District ~~district~~ goals.
- Determine ~~determine~~ the extent to which music curricula is being implemented in the K-12 schools.
- Provide ~~provide~~ direct assistance to classroom teachers.
- Determine ~~determine~~ the extent to which the standards of excellence and service in instructional programs are being maintained.
- Provide ~~provide~~ input and support to individual K-12 schools relative to accountability.
- Coordinate ~~coordinate~~ the efforts of respective school-based department heads at the K-12 school level.
- Participate ~~participate~~ in the development and/or coordination of the development of all music programs and management systems being implemented in the District ~~district~~.
- Serve ~~serve~~ in staff advisory capacity to the music curriculum councils.
- Participate ~~participate~~ in the evaluation and the selection of materials and equipment appropriate to teaching of music curriculum in the K-12 schools.
- Represent ~~represent~~ the Director, Applied Learning ~~Director, College and Career Readiness~~ on all matters pertaining to music.
- Participate ~~participate~~ in the coordination, development and/or teaching of music in-service courses in coordination with the Director Professional Development Standards & Support ~~Talent Development Department~~.
- Represent ~~represent~~ the District ~~district~~ on music at the national, state and local levels. This includes speaking to parent and community groups, as well as to representatives of the media.
- Coordinate ~~coordinate~~ the planning and staging of county-wide activities in music.
- Perform ~~perform~~ and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida, FL.
- Participate ~~participate~~ successfully ~~in the~~ training programs offered to enhance ~~increase~~ the individual ~~individual's~~ skills and proficiency related to the job responsibilities.
- Review ~~review~~ current developments, literature and technical sources of information related to job responsibilities.
- Ensure ~~ensure~~ adherence to good ~~good~~ safety rules and procedures.
- Follow ~~follow~~ Federal and State laws, as well as School Board policies.
- Perform ~~perform~~ other duties as assigned by the Director, Applied Learning ~~Director, Innovative Learning & Art~~.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- A minimum ~~Minimum~~ of five (5) years of successful teaching in the Broward County School District. or;
- A minimum ~~Minimum~~ of eight (8) years successful outside teaching experience.
- Valid Florida certificate in Music.
- Progressively more responsible successful work experience, including department head or grade chairperson or equivalent.
- Demonstrated expertise in the design, implementation, and evaluation of curriculum for music.
- Computer skills are required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Bilingual skills are preferred.

SUPERVISES:

~~Provide supervisory services in music to K-12 schools~~

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

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Replaced: 5/19/92 &

Adopted: 6/16/92 (Effective 7/1/92)

Realigned: 4/12/94

Alignment Title Change: 3/19/96

Reorganization: 5/9/2000

Board Adopted: 12/16/03

Title Change: 10/15/2012

Organizational Chart: 2012-2013

2014-2015 Organizational Chart

Reporting Change: 6/24/14



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

POSITION TITLE: Curriculum Supervisor, Art
JOB CODE: E-110
CLASSIFICATION: Exempt
SALARY BAND: C
BARGAINING UNIT: ESMAB
REPORTS TO: Director, Applied Learning ~~Director, Innovative Learning & Art~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To ensure improvement of instruction in art in the K-12 schools through designing, planning, developing, implementing, coordinating, evaluating and monitoring the curriculum.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Curriculum Supervisor, Art shall carry out the performance responsibilities listed below.

- This position provides supervisory services in art to K-12 schools.
- Develop ~~develop~~ and constantly review District ~~district~~ comprehensive plans for curriculum improvement in art. This includes planning for curriculum articulation across all K-12 schools.
- Review ~~review~~ art programs being implemented by the respective schools as to their effectiveness in meeting school and District ~~district~~ goals.
- Determine ~~determine~~ the extent to which art curricula is being implemented in the K-12 schools.
- Provide ~~provide~~ direct assistance to classroom teachers.
- Determine ~~determine~~ the extent to which the standards of excellence and service in instructional programs are being maintained.
- Provide ~~provide~~ input and support to individual K-12 schools relative to accountability.
- Coordinate ~~coordinate~~ the efforts of respective school-based department heads at the K-12 school level.
- Participate ~~participate~~ in the development and/or coordination of the development of all art programs and management systems being implemented in the District ~~district~~.
- Serve ~~serve~~ in staff advisory capacity to the art curriculum councils.
- Participate ~~participate~~ in the evaluation and the selection of materials and equipment appropriate to teaching of art curriculum in the K-12 schools.
- Represent ~~represent~~ the Director, Applied Learning ~~Director, Innovative Learning & Art~~ on all matters pertaining to art.
- Participate ~~participate~~ in the coordination, development and/or teaching of art in-service courses in coordination with the Director Professional Development Standards & Support ~~Talent Development Department~~.
- Represent ~~represent~~ the District ~~district~~ on art at the national, state and local levels. This includes speaking to parent and community groups, as well as to representatives of the media.
- Coordinate ~~coordinate~~ the planning and staging of county-wide activities in art.
- Perform ~~perform~~ and promote all activities in compliance with the ~~the~~ equal employment and non-discrimination policies of The School Board of Broward County, Florida, FL.
- Participate ~~participate~~ successfully ~~in the~~ training programs offered to enhance ~~increase~~ the individual ~~individual's~~ skills and proficiency related to the job responsibilities.
- Review ~~review~~ current developments, literature and technical sources of information related to job responsibilities.
- Ensure ~~ensure~~ adherence to good ~~good~~ safety rules and procedures.
- Follow ~~follow~~ federal and state laws, as well as School Board policies.
- Perform ~~perform~~ other duties as assigned by the Director, Applied Learning ~~Director, Innovative Learning & Art~~.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- A minimum ~~Minimum~~ of five (5) years of successful teaching in the Broward County School District. or;
- A minimum ~~Minimum~~ of eight (8) years successful outside teaching experience.
- Valid Florida certificate in Art required.
- Progressively more responsible successful work experience, including department head or grade chairperson or equivalent.
- Demonstrated expertise in the design, implementation, and evaluation of curriculum for art.
- Computer skills are required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Bilingual skills are preferred.

SUPERVISES:

~~Provide supervisory services in art to K-12 schools~~

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

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Replaced: 5/19/92 &

Adopted: 6/16/92 (Effective 7/1/92)

Realigned: 4/12/94

Alignment Title Change: 3/19/96

Reorganization: 5/9/2000

Board Adopted: 12/16/03

Title Change: 10/15/2012

Organizational Chart: 2012-2013

2014-2015 Organizational Chart

Reporting Change: 6/24/14



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Curriculum Supervisor, Physical and Education Programs
JOB CODE: E-112
CLASSIFICATION: Exempt
SALARY BAND: C
BARGAINING UNIT: ESMAB
REPORTS TO: Director, Applied Learning ~~Director, Innovative Learning-Art~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To ensure improvement of instruction in physical education in the K-12 schools through designing, planning, developing, implementing, coordinating, evaluating, and monitoring the curriculum.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Curriculum Supervisor, Physical and Education Programs shall carry out the performance responsibilities listed below.

- This position provides supervisory services in physical education to K-12 schools.
- Develop ~~develop~~ and constantly review District ~~district~~ comprehensive plans for curriculum improvement in physical education. This includes planning for curriculum articulation across all K-12 schools.
- Review ~~review~~ physical education programs being implemented by the respective schools as to their effectiveness in meeting school and District ~~district~~ goals.
- Determine ~~determine~~ the extent to which physical education curricula is being implemented in the K- 12 schools.
- Provide ~~provide~~ direct assistance to classroom teachers.
- Determine ~~determine~~ the extent to which the standards of excellence and service in instructional programs are being maintained.
- Provide ~~provide~~ input and support to individual K-12 schools relative to accountability.
- Coordinate ~~coordinate~~ the efforts of respective school-based department heads at the K-12 school level.
- Participate ~~participate~~ in the development and/or coordination of the development of all physical education programs and management systems being implemented in the District ~~district~~.
- Serve ~~serve~~ in staff advisory capacity to the physical education curriculum councils.
- Participate ~~participate~~ in the evaluation and the selection of materials and equipment appropriate to teaching of physical education curriculum in the K-12 schools.
- Represent ~~represent~~ the Director, Applied Learning ~~Director, College and Career Readiness~~ on all matters pertaining to physical education.
- Participate ~~participate~~ in the coordination, development and/or teaching of physical education in-service courses in coordination with the Director Professional Development Standards & Support, ~~Talent Development Department~~.
- Represent ~~represent~~ the District ~~district~~ on physical education at the national, state and local levels. This includes speaking to parent and community groups, as well as to representatives of the media.
- Coordinate ~~coordinate~~ the planning and staging of county-wide activities in physical education.
- Perform ~~perform~~ and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida, FL.
- Participate ~~participate~~ successfully in the training programs offered to enhance ~~increase~~ the individual ~~individual's~~ skills and proficiency related to the job responsibilities, ~~assignments~~.
- Review ~~review~~ current developments, literature and technical sources of information related to job responsibilities, ~~responsibility~~.

- Ensure ~~ensure~~ adherence to good ~~good~~ safety rules and ~~rules and~~ procedures.
- Follow ~~follow~~ federal and state laws, as well as School Board policies.
- Perform ~~perform~~ other duties as assigned by the Director, Applied Learning. ~~Director, Innovative Learning & Art.~~

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- A minimum ~~Minimum~~ of five (5) years of successful teaching in the Broward County School District. or;
- A minimum ~~Minimum~~ of eight (8) years successful outside teaching experience.
- Valid Florida certificate in Physical Education required.
- Progressively more responsible successful work experience, including department head or grade chairperson or equivalent.
- Demonstrated expertise in the design, implementation, and evaluation of curriculum for physical education.
- Computer skills are required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Bilingual skills are preferred.

SUPERVISES:

~~Provide supervisory services in physical education to K-12 schools~~

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

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Replaced: 5/19/92 &

Adopted: 6/16/92 (Effective 7/1/92)

Realigned: 4/12/94

Alignment Title Change: 3/19/96

Reorganization: 5/9/2000

Board Adopted: 12/16/03

Title Change: 10/15/2012

Organizational Chart: 2012-2013

2014-2015 Organizational Chart

Reporting Change: 6/24/14



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Curriculum Supervisor, STEM+C

JOB CODE: New

CLASSIFICATION: Exempt

SALARY BAND: C

BARGAINING UNIT: ESMAB

REPORTS TO: Director, Applied Learning

CONTRACT YEAR: Twelve Months

POSITION GOAL:

To provide direction and leadership for the overall administration and coordination of the STEM+C programs in support of effective instructional practices, communication and operation in all District schools.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Curriculum Supervisor, STEM+C shall carry out the performance responsibilities listed below.

- This position provides supervisory services in STEM+C programs to K-12 schools.
- Provide direction and leadership in the development of a comprehensive STEM+C curriculum for all K-12 schools.
- Oversee the development and enhancement of the STEM+C curriculum for instructional programs and collaborate with teachers and administration in the development and maintenance of the STEM+C curriculum.
- Promote effective instructional practices and communication that support high levels of instruction through the use of research-based data driven best practices, effective classroom consultation, and program evaluation.
- Lead a process for the evaluation, selection, and acquisition of resources, instructional materials, supplies, and equipment to support the STEM+C curriculum.
- Assist administrators and teachers in evaluating and improving classroom instruction in the STEM+C programs.
- Assist in the development of a proposed annual budget relating to curriculum development and the instructional materials needs of all K-12 schools.
- Assist in reviewing and evaluating results of District-wide assessment and recommend appropriate modifications to the STEM+C curriculum.
- Assist in the planning and development of District and school-wide instructional in-service programs for teachers to assist in raising the level of instructional performance and student achievement in the STEM+C programs.
- Prepare narrative and statistical reports regarding the STEM+C programs and provide support to administrators and teachers in data-driven decision making to improve student achievement.
- Advocate for community support and resources to promote growth of STEM+C programs.
- Participate in the development and coordination of all STEM+C programs and management being implemented in the District.
- Build capacity for STEM+C inquiry-based, project oriented learning by developing and facilitating projects in K-12 schools.
- Ensure all division/department priorities and projects assist in achieving the District's Strategic Plan.
- Plan and manage project implementation and meet project milestones and benchmark deadlines while staying within budget.
- Communicate effectively to school personnel, parents, and community applicable policies, procedures, programs, curricula, and instructional techniques designed to address individual student and/or school needs.
- Participate in the development and/or evaluation and selection of materials and equipment appropriate to the teaching of STEM+C curricula in the K-12 schools.
- Represent the Director, Applied Learning on all matters pertaining to STEM+C.
- Participate in the coordination, development and/or teaching of STEM+C in-service courses in coordination with the Director of Professional Development Standards & Support.
- Represent the District in STEM+C programs at the national, state and local levels. This includes speaking to parent and community groups, as well as to representatives of the media.

- Coordinate the planning and staging of county-wide competitions in STEM+C.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the Director, Applied Learning.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- A minimum of five (5) years of successful teaching in the Broward County School District. or;
- A minimum of eight (8) years successful outside teaching experience.
- Valid Florida certificate in Science, Technology Education, Coding, or any related STEM+C field is required.
- Progressively more responsible successful work experience, including department head or grade chairperson or equivalent.
- Demonstrated expertise in the design, implementation, and evaluation of curriculum for STEM+C.
- Computer skills are required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Bilingual skills are preferred.

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

Serves as a liaison to the U.S. Department of Education, the Florida Department of Education and the business community to advance the interests of the District relative to STEM+C programs. Frequent coordination and collaboration with staff across the District, state, and schools in planning, coordinating, implementing and monitoring the effectiveness of STEM+C programs to meet student needs. Regular meetings with parent and community groups to represent the District and communicate STEM+C program related information.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Point Factor Listing
Curriculum Supervisor, STEM+C
Point Range: 945-1044
Position Factors

1. <u>Knowledge:</u> Combined required minimum education/experience for competent performance					
		<u>Experience Range - Years</u>			
<u>Education</u>		<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>	
A. High School		1	2	3	
B. A.A/Vocational training		1	2	3	
C. B.S/B.A.		1	2	3	
D. M.S/ M.A.		1	2	3	
E. MS+ (Sr. Mgmt.)		1	2	3	
2. <u>Human Relations Skills:</u> All interpersonal skills required to produce the desired end result					
<u>Required skill level</u>		<u>*Organization Contact Level</u>			
A. Moderately important; courtesy/tact		1	2	3	4
B. Important; communicate ideas/lead team		1	2	3	4
C. Very important; influencing others; supervise/manage		1	2	3	4
D. Critical to end result; convincing others; lead/motivate		1	2	3	4
*Definitions					
1 – Immediate workgroup		2 – Outside of immediate workgroup			
3 – Assistant/Associate/Deputy Superintendents		4 – Superintendent, School Board; critical external parties			
3. <u>Problem Solving:</u> Thinking environment to perform job duties					
A. Follow established routine and well-defined patterns					
B. Some analysis; known solutions					
C. Apply established principles; determine method					
D. Follows broad policies; known objectives					
E. Establish policies based on goals/strategies					
4. <u>Decision Making Freedom:</u> Freedom to take action					
A. Follows instructions; refer decisions to a higher authority					
B. Occasional independent action; interpret practices/procedures					
C. Independence within specialty area; report progress					
D. Frequent independent action; may impact other areas					
E. Regular independent action; follows broad policies					
5. <u>Position Impact:</u> Degree of job impact on the District					
A. Minor to total organization; moderate to work unit					
B. Advisory to work unit; used by others to take action					
C. Substantial support, advice, and counsel to work unit					
D. Substantial direct impact on unit's results					
E. Authoritative to unit/substantial to District					

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
D2	C3	C	C	C



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

POSITION TITLE: Curriculum Supervisor, Civic Engagement
JOB CODE: New
CLASSIFICATION: Exempt
SALARY BAND: C
BARGAINING UNIT: ESMAB
REPORTS TO: Director, Applied Learning
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To ensure improvement of instruction in civic engagement programs in the K-12 schools through designing, planning, developing, implementing, coordinating, evaluating and monitoring the curriculum.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Curriculum Supervisor, Civic Engagement shall carry out the performance responsibilities listed below.

- This position provides supervisory services to civic engagement programs in K-12 schools.
- Develop and constantly review District comprehensive plans for curriculum improvement in civic engagement programs. This includes planning for curriculum articulation across all participating K-12 schools.
- Review civic engagement programs being implemented by the respective schools as to their effectiveness in meeting school and District goals.
- Advocate for community support and resources to promote growth of civic engagement programs.
- Provide direct assistance to classroom teachers in all areas of civic engagement.
- Determine the extent to which the standards of excellence and service in civic engagement programs are being maintained.
- Participate in the development and coordination of all civic engagement programs and management systems being implemented in the District.
- Build capacity for inquiry-based, project oriented learning by developing and facilitating projects in civic engagement programs at all K-12 schools.
- Ensure all division/department priorities and projects assist in achieving the District's Strategic Plan.
- Plan and manage project implementation and meet project milestones and benchmark deadlines while staying within budget.
- Communicate effectively to school personnel, parents, and community about applicable policies, procedures, programs, curricula, and instructional techniques designed to address individual student and/or school needs.
- Participate in the development and/or evaluation and selection of materials and equipment appropriate to the teaching of civic engagement curricula in the K-12 schools.
- Represent the Director, Applied Learning on all matters pertaining to civic engagement programs.
- Participate in the coordination, development and/or teaching of civic engagement in-service courses in coordination with the Director of Professional Development, Standards & Support.
- Represent the District's civic engagement programs at the national, state and local levels. This includes speaking to parent and community groups, as well as to representatives of the media.
- Coordinate the planning and staging of county-wide civic engagement competition.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow Federal and State laws, as well as School Board policies.
- Perform other duties as assigned by the Director, Applied Learning.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- A minimum of five (5) years of successful teaching in the Broward County School District. or;
- A minimum of eight (8) years successful outside teaching experience.
- Valid Florida certificate in English (6-12), Speech, or Social Studies (6-12).
- Progressively more responsible successful work experience, including department head or grade chairperson or equivalent.
- Demonstrated expertise in the design, implementation, and evaluation of curriculum for civic engagement.
- Computer skills are required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Bilingual skills are preferred.

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

Serves as a liaison to the U.S. Department of Education, the Florida Department of Education and the business community to advance the interests of the District relative to civic engagement programs. Frequent coordination and collaboration with staff across the District, state, and schools in planning, coordinating, implementing and monitoring the effectiveness of civic engagement programs to meet student needs. Regular meetings with parent and community groups to represent the District and communicate civic engagement program related information.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Point Factor Listing

Curriculum Supervisor, Civic Engagement

Point Range: 945-1044

Position Factors

1. <u>Knowledge:</u> Combined required minimum education/experience for competent performance				
	<u>Experience Range - Years</u>			
<u>Education</u>	<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>	
A. High School	1	2	3	
B. A.A/Vocational training	1	2	3	
C. B.S/B.A.	1	2	3	
D. M.S/ M.A.	1	2	3	
E. MS+ (Sr. Mgmt.)	1	2	3	

2. <u>Human Relations Skills:</u> All interpersonal skills required to produce the desired end result				
	<u>*Organization Contact Level</u>			
<u>Required skill level</u>				
A. Moderately important; courtesy/tact	1	2	3	4
B. Important; communicate ideas/lead team	1	2	3	4
C. Very important; influencing others; supervise/manage	1	2	3	4
D. Critical to end result; convincing others; lead/motivate	1	2	3	4

*Definitions	
1 – Immediate workgroup	2 – Outside of immediate workgroup
3 – Assistant/Associate/Deputy Superintendents	4 – Superintendent, School Board; critical external parties

3. <u>Problem Solving:</u> Thinking environment to perform job duties				
A. Follow established routine and well-defined patterns				
B. Some analysis; known solutions				
C. Apply established principles; determine method				
D. Follows broad policies; known objectives				
E. Establish policies based on goals/strategies				

4. <u>Decision Making Freedom:</u> Freedom to take action				
A. Follows instructions; refer decisions to a higher authority				
B. Occasional independent action; interpret practices/procedures				
C. Independence within specialty area; report progress				
D. Frequent independent action; may impact other areas				
E. Regular independent action; follows broad policies				

5. <u>Position Impact:</u> Degree of job impact on the District				
A. Minor to total organization; moderate to work unit				
B. Advisory to work unit; used by others to take action				
C. Substantial support, advice, and counsel to work unit				
D. Substantial direct impact on unit's results				
E. Authoritative to unit/substantial to District				

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
D2	C3	C	C	C



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

POSITION TITLE: Director, Bilingual/English for Speakers of Other Languages (ESOL)
JOB CODE: E-133
CLASSIFICATION: Exempt
SALARY BAND: D
BARGAINING UNIT: ESMAB
REPORTS TO: Chief Academic Officer ~~Executive Director, Instruction & Interventions~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To develop, implement, coordinate and monitor district-wide educational curriculum for students assigned to the Bilingual/ESOL program. To develop grant requests and monitor the implementation and evaluation of Title III grants for maximum utilization of funds.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, Bilingual/English for Speakers of Other Languages (ESOL) shall carry out the performance responsibilities listed below.

- This position supervises staff as assigned to the Bilingual/ESOL program.
- Develop ~~develop~~ and implement the district's bilingual/ESOL program.
- Develop ~~develop~~ the District's Limited English Proficient (LEP) Plan, as required by the state Department of Education, and submit to the Board and State for approval.
- Coordinate ~~coordinate~~ the identification, assessment and placement of students in the district's bilingual/ESOL program.
- Coordinate ~~coordinate~~ the development of bilingual/ESOL curriculum guides, benchmarks and performance objectives for grades K-12.
- Coordinate ~~coordinate~~ the ESOL textbook adoption/selection process and the ordering of materials and equipment needed to implement the district's bilingual/ESOL program.
- Maintain ~~maintain~~ close liaison with the multicultural community through personal contacts, and promote parental involvement in and work closely with the ESOL Parent Leadership Council.
- Work ~~work~~ with principals, teachers and district personnel in developing the district's bilingual/ESOL program.
- Coordinate ~~coordinate~~ activities with early intervention programs to provide services for limited-English proficient students.
- Develop ~~develop~~, implement, revise and evaluate ESOL Endorsement courses for in-service programs for school and district staff, in coordination with the Director Professional Development Standards & Support ~~Human Resource Development and Program Evaluation department.~~
- Ensure ~~ensure~~ that school, district, and community-based organizational personnel understand their roles in the implementation of the ESOL program and required compliance with federal and state mandates through developing and implementing appropriate staff development programs.
- Compile ~~compile~~ and prepare with project staff all reports necessary to fulfill compliance requirements of federal, state, and local agencies.
- Coordinate ~~coordinate~~ the internal and external ESOL program evaluation to maintain an effective feedback monitoring system, in coordination with the district's research department.
- Serve ~~serve~~ as a consultant on the matters pertinent to the District's bilingual/ESOL program.
- Ensure ~~ensure~~ LEP student needs are integrated into the Curriculum and Instruction/Student Support Division through collaboration with other departments as necessary.
- Coordinate ~~coordinate~~ the development of translations for the District.
- Develop ~~develop~~ grant requests and oversee the implementation of Title III grants.
- Work ~~work~~ with area superintendents' offices and transportation departments to review and/or establish district ESOL Clusters.
- Assist ~~assist~~ with interviews of applicants and selection of bilingual/ESOL teachers.

- ~~Ensure~~ ensure tracking LEP student academic progress through the development and utilization of effective assessment instruments.
- ~~Perform~~ perform and promote all activities in compliance with the equal employment and non-discrimination policies of ~~the~~ The School Board of Broward County, Florida.
- ~~Participate~~ participate successfully in the training programs offered to ~~enhance~~ increase the individual's skills and proficiency related to the job responsibilities, assignments.
- ~~Review~~ review current developments, literature and technical sources of information related to job responsibilities responsibility.
- ~~Ensure~~ ensure adherence to ~~good~~ safety rules procedures.
- ~~Follow~~ follow Federal and State laws, as well as School Board policies.
- ~~Perform~~ perform other duties as assigned by the Chief Academic Officer, Executive Director, Instruction & Interventions.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned ~~m~~Master's degree from an accredited institution.
- A ~~m~~Minimum of five (5) years of experience and/or training in the field related to the title of the position.
- Required experience includes a minimum of two (2) years teaching experience in bilingual/ESOL education and two (2) years of related supervisory/administrative experience.
- Computer skills are required for the position. ~~required as needed for the position.~~

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Degree Preferred degree major in Elementary or Secondary or other field related to the title of the position. Florida certification in Administration, Supervision, Administration and Supervision, Educational Leadership, School Principal or Professional School Principal and ESOL certification or endorsement. ~~preferred.~~
- Language skills in Spanish, Portuguese and/or Haitian/Creole. ~~preferred.~~

SUPERVISES:

Staff as assigned

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

Works with principals, teachers and district personnel in developing the district's bilingual/ESOL program for grades K-12. Maintain close liaison with the multicultural community through personal contacts, and promote parental involvement and work closely with the ESOL Parent Leadership Council.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Adopted: 3/16/04

Title & Reporting Change: 10/01/12

2012-2013 Organizational Chart

2012-2013 Organizational Chart

Title Change: 6/24/14



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Director, School Counseling & BRACE Advisement ~~Supervisor, Guidance, BRACE* & Academic Advisement~~
JOB CODE: E-123
CLASSIFICATION: Exempt
SALARY BAND: D C
BARGAINING UNIT: ESMAB
REPORTS TO: Executive Director, Student Support Initiatives ~~Director, Innovative Learning & Art~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To provide leadership and coordination which promotes personalized, integrated, culturally sensitive school counseling/student support/BRACE (Broward Advisors for Continuing Education) services that focus on student achievement and personal growth in accordance with the Standards of Student Services policy.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, School Counseling & BRACE Advisement ~~Supervisor, Guidance, BRACE* & Academic Advisement~~ shall carry out the performance responsibilities listed below.

- Supervise the Supervisor of College & Career Readiness and employees as assigned by the Executive Director of Student Support Initiatives.
- Provide leadership and coordination for the implementation of integrated student support/school counseling/BRACE services that focus on student achievement and personal growth in accordance with each school's Annual School Counseling Plan.
- Develop and maintain systems that provide students and families with information and experiences that successfully prepare them for post-secondary educational, career, and personal opportunities.
- Collaborate with the Department of Information & Technology, develop, update and train school personnel in the use of technology-based systems that provide personalized information to students and families, enable staff to easily access and analyze information, and enhance program efficiency and effectiveness.
- Collaborate with agencies and organizations in the community for the purpose of expanding and complementing the school-based support services that are available to students and their families.
- Collaborate with colleges/universities, professional organizations, foundations, and other entities for the purpose of assisting students/families with post-secondary planning, scholarships, and financial aid.
- Develop and maintain the district's policies related to student progression to align with state and local requirements, ensuring all students seamlessly promote between grade levels and ultimately graduate according to each student's personalized plan for success.
- Provide results-driven staff development activities that are consistent with a standards-driven, zone-based, integrated support system consistent with the Standards of Student Services and the American School Counselor Association National Model.
- Collaborate with other departments within the district to ensure that major initiatives as well as administrative policies and procedures are consistent with the Standards of Student Services.
- Provide input at the federal and state level to influence the development of legislation and procedures which reflect the School Board's priorities and philosophy related to student support services. * Broward Advisor For Continuing Education.

- Provide school counseling-related information and training for school administration, teachers, parents, support personnel and community representatives.
- ~~provide leadership and coordination for the implementation of integrated student support/guidance services that focus on student achievement and personal growth, in accordance with the Standards of Student Services.~~
- ~~develop and maintain systems that provide students and families with information and experiences that successfully prepare them for post-secondary educational, career, and personal opportunities.~~
- ~~in collaboration with the Department of Educational Technology Services, develop, update, and train school personnel in the use of technology-based systems which provide information to students and families, which enable guidance, BRACE and related staff to easily access and analyze information, and which enhance staff efficiency and program effectiveness.~~
- ~~collaborate with agencies and organizations in the community for the purpose of expanding and complementing the school-based support services that are available to students and their families.~~
- ~~collaborate with colleges/universities, professional organizations, foundations, and other entities for the purpose of assisting students/families with post-secondary planning, scholarships, and financial aid.~~
- ~~provide results-driven staff development activities that are consistent with a standards-driven, zone-based, integrated support system, consistent with the Standards of Student Services.~~
- ~~collaborate with other departments within the district to ensure that major initiatives, as well as, administrative policies and procedures are consistent with the Standards of Student Services.~~
- ~~provide input at the federal and state level, to influence the development of legislation and procedures which reflect the School Board's priorities and philosophy related to student support services.~~
- ~~Coordinate coordinate the district's responsibilities related to home education.~~
- ~~provide guidance-related information and training for school administration, teachers, parents, support personnel and community representatives.~~
- Perform ~~perform~~ and promote all activities in compliance with the equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
- Participate ~~participate, successfully, in the training programs offered to enhance~~ increase the individual's skills and proficiency related to the job responsibilities ~~assignment~~.
- Review ~~review~~ current developments, literature and technical sources of information related to job responsibilities ~~responsibility~~.
- Ensure ~~ensure~~ adherence to good safety procedures.
- Follow ~~follow~~ federal and state laws, as well as School Board policies.
- Perform ~~perform~~ other duties as assigned by the Executive Director, Student Support Initiatives ~~Director, College and Career Readiness~~.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- Minimum of seven (7) ~~five (5)~~ years of experience and/or training in the field related to the title of the position.
- Certification in School Counseling ~~Guidance~~ required.
- Computer skills ~~are required for the position~~.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Preferred experience Experience as a School Counselor ~~Guidance Counselor~~ or School Counseling Director ~~Guidance Director~~.
- Bilingual skills ~~preferred~~.

SUPERVISES:

Employees as assigned by the Director, Innovative Learning & Art

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

Frequent contact with various levels of School and District staff to develop and implement a comprehensive school counseling program with fidelity. Establish partnerships with other organizations in order to meet program goals.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Replaced: 5/19/92 &

Adopted: 6/16/92 (Effective 7/1/92)

Realigned: 4/12/94

Realigned: 4/11/95

Board Item I-7

Revised: 5/4/99

Organizational Chart: 5/9/2000

Board Adopted: 12/16/03

Reporting Change: 07/25/11

2011-2012 Organizational Chart

2014-2015 Organizational Chart

Title & Reporting Change: 6/24/14

Position Factor Listing

Director, School Counseling & BRACE Advisement ~~Supervisor, Guidance, BRACE & Academic Advisement~~

Point Range: 1045 – 1214

Position Factors

1. <u>Knowledge</u>: Combined required minimum education/experience for competent performance				
		<u>Experience Range - Years</u>		
<u>Education</u>		<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>
A. High School		1	2	3
B. A.A/Vocational training		1	2	3
C. B.S/B.A.		1	2	3
D. M.S/ M.A.		1	2	3
E. MS+ (Sr. Mgmt.)		1	2	3

2. <u>Human Relations Skills</u>: All interpersonal skills required to produce the desired end result				
		<u>*Organization Contact Level</u>		
<u>Required skill level</u>				
A. Moderately important; courtesy/tact		1	2	3
B. Important; communicate ideas/lead team		1	2	3
C. Very important; influencing others; supervise/manage		1	2	3
D. Critical to end result; convincing others; lead/motivate		1	2	3

***Definitions**

1 – Immediate workgroup	2 – Outside of immediate workgroup
3 – Assistant/Associate/Deputy Superintendents	4 – Superintendent, School Board; critical external parties

3. <u>Problem Solving</u>: Thinking environment to perform job duties				
A. Follow established routine and well-defined patterns				
B. Some analysis; known solutions				
C. Apply established principles; determine method				
D. Follows broad policies; known objectives				
E. Establish policies based on goals/strategies				

4. <u>Decision Making Freedom</u>: Freedom to take action				
A. Follows instructions; refer decisions to a higher authority				
B. Occasional independent action; interpret practices/procedures				
C. Independence within specialty area; report progress				
D. Frequent independent action; may impact other areas				
E. Regular independent action; follows broad policies				

5. <u>Position Impact</u>: Degree of job impact on the District				
A. Minor to total organization; moderate to work unit				
B. Advisory to work unit; used by others to take action				
C. Substantial support, advice, and counsel to work unit				
D. Substantial direct impact on unit's results				
E. Authoritative to unit/substantial to District				

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
D2	C4	D	D	D



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

POSITION TITLE: Supervisor, College & Career Readiness
JOB CODE: NEW
CLASSIFICATION: Exempt
SALARY BAND: C
BARGAINING UNIT: ESMAB
REPORTS TO: Director, School Counseling & BRACE Advisement
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To provide leadership and coordination of school counseling and BRACE (Broward Advisors for Continuing Education) services to develop a culture that prepares all students to succeed in tomorrow's world by enabling access to postsecondary opportunities.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Supervisor, College & Career Readiness shall carry out the performance responsibilities listed below.

- Supervise employees as assigned by the Director, School Counseling & BRACE Advisement.
- Provide leadership and coordination for the implementation of integrated student support, school counseling, and BRACE services that focus on the district's strategic goals for college and career readiness.
- Facilitate an environment that allows school counselors, BRACE, and related staff to provide personalized academic advisement, college and career readiness, and social/emotional learning services to all students in a developmental, comprehensive program.
- Develop and maintain systems that provide students and families with information and experiences that successfully prepare them for post-secondary educational, career, and personal opportunities.
- Implement district-wide initiatives to promote a college and career ready culture and achieve strategic goals for postsecondary readiness.
- Collaborate with agencies and organizations in the community for the purpose of expanding and complementing the school-based support services that are available to students and their families.
- Collaborate with colleges/universities, professional organizations, foundations, and other entities for the purpose of assisting students/families with post-secondary planning, scholarships, and financial aid.
- Provide results-driven staff development activities that are consistent with a standards-driven, zone-based, integrated support system consistent with the Standards of Student Services.
- Collaborate with other departments within the district to ensure that major initiatives as well as administrative policies and procedures are consistent with the Standards of Student Services.
- Provide school counseling-related information and training for school administration, teachers, parents, support personnel and community representatives.
- Perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
- Participate training programs offered to enhance the individual skills and proficiency related to the assignment.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to good safety procedures.
- Perform other duties as assigned by the Director, School Counseling & BRACE Advisement.
- Follow federal and state laws, as well as School Board policies.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- A minimum of five (5) years of experience and/or training in the field related to the title of the position.
- Certification in School Counseling.
- Computer skills.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Experience as a School Counselor or School Counseling Director.
- Bilingual skills.

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

Frequent contact with various levels of School and District staff to develop and implement a comprehensive school counseling program with fidelity. Establish partnerships with other organizations in order to meet program goals.

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:

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

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Position Factor Listing
Supervisor, College & Career Readiness
Point Range: 945 – 1044
Position Factors

1. <u>Knowledge:</u> Combined required minimum education/experience for competent performance				
		<u>Experience Range - Years</u>		
<u>Education</u>		<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>
A. High School		1	2	3
B. A.A/Vocational training		1	2	3
C. B.S/B.A.		1	2	3
D. M.S/ M.A.		1	2	3
E. MS+ (Sr. Mgmt.)		1	2	3

2. <u>Human Relations Skills:</u> All interpersonal skills required to produce the desired end result					
<u>Required skill level</u>		<u>*Organization Contact Level</u>			
A. Moderately important; courtesy/tact		1	2	3	4
B. Important; communicate ideas/lead team		1	2	3	4
C. Very important; influencing others; supervise/manage		1	2	3	4
D. Critical to end result; convincing others; lead/motivate		1	2	3	4
*Definitions					
1 – Immediate workgroup		2 – Outside of immediate workgroup			
3 – Assistant/Associate/Deputy Superintendents		4 – Superintendent, School Board; critical external parties			

3. <u>Problem Solving:</u> Thinking environment to perform job duties				
A. Follow established routine and well-defined patterns				
B. Some analysis; known solutions				
C. Apply established principles; determine method				
D. Follows broad policies; known objectives				
E. Establish policies based on goals/strategies				

4. <u>Decision Making Freedom:</u> Freedom to take action				
A. Follows instructions; refer decisions to a higher authority				
B. Occasional independent action; interpret practices/procedures				
C. Independence within specialty area; report progress				
D. Frequent independent action; may impact other areas				
E. Regular independent action; follows broad policies				

5. <u>Position Impact:</u> Degree of job impact on the District				
A. Minor to total organization; moderate to work unit				
B. Advisory to work unit; used by others to take action				
C. Substantial support, advice, and counsel to work unit				
D. Substantial direct impact on unit's results				
E. Authoritative to unit/substantial to District				

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
D2	C3	D	C	D



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

POSITION TITLE: Courts Liaison
JOB CODE: EE-135
CLASSIFICATION: Exempt
PAY GRADE: 25
BARGAINING UNIT: BTU-TSP
REPORTS TO: Director, Equity & Academic Attainment ~~Director, Student Support~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To coordinate the educational stabilization process of students involved in the dependency court system in an efficient and effective manner; to coordinate school, court and community agency communication which involves cooperative planning and delivery of services, programs and placements for meeting the special needs of dependency student.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Courts Liaison shall carry out the performance responsibilities listed below.

- Serve ~~serve~~ as a consultant for school personnel, parents, Department of Children and Families personnel, judges of the Dependency Court and other agency personnel in regard to department students.
- Receive ~~receive~~ and review court orders from judges of the Dependency Court and assist all parties involved with follow-up action, including facilitation of testing for exceptional education services and assignment of surrogate parents.
- Consult ~~consult~~ with Department of Children and Families family service counselors, caseworkers and school personnel pertaining to unique needs of dependency youth.
- Review ~~review~~ and interpret records of students relative to educational needs, including ESE services, programs and past and current placements.
- Identify ~~identify~~ programs available in the school and community for these students and facilitate placement of students in appropriate programs, including arrangement of school board transportation when appropriate and available.
- Advise ~~advise~~ judges on available programs.
- Develop ~~develop~~ and implement procedures for release of information.
- Act ~~act~~ as a liaison between Department of Children and Families personnel and school district foster care designees on educational services.
- Implement ~~implement~~ case management and follow-up procedures.
- Use ~~use~~ technology and related school district databases to ensure the real time transfer of student data among and between schools, district and approved governmental agencies.
- Perform ~~perform~~ and promote all activities in compliance with equal employment and non-discrimination policies of ~~the~~ The School Board of Broward County, Florida.
- Participate ~~participate successfully in the~~ training programs offered to enhance ~~increase~~ the individual's skills and proficiency related to job responsibilities ~~the assignments~~.
- Review ~~review~~ current developments, literature and technical sources of information related to job responsibilities ~~responsibility~~.
- Ensure ~~ensure~~ adherence to good safety procedures.
- Follow ~~follow~~ Federal and State laws, as well as School Board policies.
- Perform ~~perform~~ other duties as assigned by Director, Equity & Academic Attainment ~~Director Student Support or designee~~.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- Minimum of three (3) years of experience and/or training in a field related to the title of the position.
- Ability to communicate effectively in both oral and written form.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- ~~Preferred degree~~ Degree majors include education or related field such as social work, guidance, school psychologist, etc.
- ~~Prefer successful experience~~ Experience in an educational or related setting as a teacher or support staff, such as ESE Specialist, guidance counselor or school social worker.
- Knowledge of an experience with the ESE; eligibility, IEP and placement process ~~preferred~~.
- Bilingual skills ~~preferred~~.

SUPERVISES:

None

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

Consult with Department of Children and Families family service counselors, caseworkers, judges, and school personnel pertaining to available programs to meet the unique needs of dependency youth.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Revised: 6/20/2000 & Adopted: 7/18/2000

Alignment Title Change: 3/19/02

Board Adopted: 12/16/03*

Revised: 01/22/10

2009-2010 Organizational Chart



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Grants Administrator Specialist
JOB CODE: New
CLASSIFICATION: Exempt
PAY GRADE: 25
BARGAINING UNIT: BTU-TSP
REPORTS TO: Director Title I, Migrant & Special Programs
CONTRACT YEAR: Twelve Months

POSITION GOAL: Under the direct supervision of the Director of Title I, Migrant and Special Programs, the Grants Administrator Specialist will assist with the development and maintenance of a fiscal management accountability system for the Title I program that will ensure compliance with state, local and federal requirements.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Grants Administrator Specialist shall carry out the performance responsibilities listed below.

- Assist in planning and organizing the development and fiscal components of the Title I Grant applications.
- Review grant fiscal reports and collect data to monitor grant program implementation by schools and department and provide immediate follow-up.
- Develop and implement a system for monitoring the Title I grants program performance and the expenditure of grant funds for district and school based staff.
- Communicate and coordinate training and technical assistance activities with the district's Budget and Accounting Departments.
- Review fiscal and performance activities to ensure compliance with statutory, grant, and contract requirements.
- Monitor expenditures on a school-by-school basis to ensure compliance with federal regulations, and verify that Federal funds are not used to duplicate regular FTE programs.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in the training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state, as well as School Board policies.
- Perform other duties as assigned by the Director Title I, Migrant & Special Programs.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution in business administration, public administration, or a related field, with course work in finance, accounting, budget analysis, or a related field.
- A minimum of four (4) years, within the last eight (8) years, of experience and demonstrated knowledge of, a familiarity with, the theory, methods, and principles of fiscal management, as well as the federal, state, and local laws, regulations and requirements that govern grants administration.
- Ability to explain relevant issues and train other staff members.
- Capable of conducting research and collecting documentation independently.
- Ability to work effectively under pressure and to meet deadlines.
- And ability to communicate effectively both orally and in writing.
- Computer skills.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Experience in grant project development, administration and fiscal management.
- Bilingual skills.

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

Serve as the liaison for the Title I, Migrant and Special Programs Department within the District and externally with federal, state and local governmental entities regarding all fiscal matters related to the Title I program.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Position Factor Listing
Grant Administrator Specialist
Point Range: 845 – 894
Position Factors

1. <u>Knowledge:</u> Combined required minimum education/experience for competent performance				
		<u>Experience Range - Years</u>		
<u>Education</u>		<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>
A. High School		1	2	3
B. A.A/Vocational training		1	2	3
C. B.S/B.A.		1	2	3
D. M.S/ M.A.		1	2	3
E. MS+ (Sr. Mgmt.)		1	2	3

2. <u>Human Relations Skills:</u> All interpersonal skills required to produce the desired end result					
<u>Required skill level</u>		<u>*Organization Contact Level</u>			
A. Moderately important; courtesy/tact		1	2	3	4
B. Important; communicate ideas/lead team		1	2	3	4
C. Very important; influencing others; supervise/manage		1	2	3	4
D. Critical to end result; convincing others; lead/motivate		1	2	3	4
*Definitions					
1 – Immediate workgroup		2 – Outside of immediate workgroup			
3 – Assistant/Associate/Deputy Superintendents		4 – Superintendent, School Board; critical external parties			

3. <u>Problem Solving:</u> Thinking environment to perform job duties				
A. Follow established routine and well-defined patterns				
B. Some analysis; known solutions				
C. Apply established principles; determine method				
D. Follows broad policies; known objectives				
E. Establish policies based on goals/strategies				

4. <u>Decision Making Freedom:</u> Freedom to take action				
A. Follows instructions; refer decisions to a higher authority				
B. Occasional independent action; interpret practices/procedures				
C. Independence within specialty area; report progress				
D. Frequent independent action; may impact other areas				
E. Regular independent action; follows broad policies				

5. <u>Position Impact:</u> Degree of job impact on the District				
A. Minor to total organization; moderate to work unit				
B. Advisory to work unit; used by others to take action				
C. Substantial support, advice, and counsel to work unit				
D. Substantial direct impact on unit's results				
E. Authoritative to unit/substantial to District				

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
C2	B4	C	C	C



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

POSITION TITLE: Director, Pre-Construction
JOB CODE: S-036
CLASSIFICATION: Exempt
SALARY BAND: D
BARGAINING UNIT: ESMAB
REPORTS TO: Chief Facilities Officer ~~Executive Director, Capital Programs~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To establish the program and procedures to manage the planning and design process of facilities in such a manner as to provide a superior educational environment within allotted schedules and budget. To be accountable for the work of subordinate personnel. To serve as liaison between the Facilities Design & Construction Department, schools, and the community.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, Pre-Construction shall carry out the performance responsibilities listed below.

- This position supervises the Manager, Mechanical Engineering, Manager, Architectural Engineering, Manager, Electrical Engineering and Manager ADA Accessibility, along with architects, engineers, design professionals and other consultants.
- Provide leadership for professional staff and consultants of Architects, Engineers, and Project Managers through coordination of design and construction processes.
- Oversee work in progress with management personnel of other departments in the Facilities & Construction Division.
- Establish and train all staff in procedures and policies relative to their work.
- Evaluate individual contributions and section performance and establish procedures to maximize the effectiveness of the section.
- Respond to inquiries or concerns in a timely manner by preparing or overseeing the preparation of all required reports and maintaining appropriate records.
- Develop the department budget, monitor its implementation, and ensure sound budget management for all sections within Pre-Construction.
- Seek and implement innovative solutions to challenges driven by fluctuating funding levels, personnel staffing, emerging technologies and changing customer requirements.
- Monitor the Architects, Engineers, and Project Managers' performance responsibilities, as follows:
 - a) coordinate planning for new facilities, additions, and alterations with educational staff, design staff, consulting architects and engineers.
 - b) research and develop, new products and construction techniques.
 - c) evaluate new and existing facilities.
 - d) preside over design/plan review of construction documents for the major and minor construction projects, ensuring conformance to State, Federal, educational codes and safety standards.
 - e) coordinate design and development of construction documents for small projects including ADA, Safety, and playgrounds.
 - f) develop and maintain the District's technical specifications utilized by outside consultants for major and minor projects as well as the District's design criteria and construction standards and materials.
 - g) establish project cost budgets for funding allocations; assist consultants and educational staff in development of educational programs for projects; establish and update project schedule.
 - h) coordinate and expedite the administration and management of projects during preconstruction to ensure schedule, budget, and quality compliance.
- Direct the development of documents (RFQ's, RFP's, and Design Criteria Packages) necessary for the procurement process to implement the District's design and construction programs.

- Initiate and maintain programs that ensure District facilities meet the highest environmental and conservation standards for building elements and systems according to the most recent performance and rating guidelines.
- Represent The School Board of Broward County at regulatory hearings, legal actions and legislative meetings.
- Evaluate existing school needs and make recommendations to correct facilities-related problems.
- Coordinate and supervise ADA upgrades, Indoor Evaluation Quality remediation, and relocation of portable classrooms to meet curriculum and construction needs as well as state building codes.
- Conduct warranty inspections and communicate with the vendor to correct deficiencies without cost to the District.
- Serve as off-hours contact person for emergencies, such as fires and storm damage, and contact the appropriate person/agency in order that the school may resume operation as quickly as possible.
- Establish goals, objectives and action plans consistent with District goals and strategic commitments and implement tracking systems which produce expected outcomes to meet the needs of the District.
- Provide technical assistance to schools and departments.
- Attend meetings both day and evenings.
- Communicate the goals and achievements of the Pre-Construction Division.
- Provide the necessary information for any pending litigation; appear as a witness in court in reference to projects supervised.
- Prepare, oversee the preparation of, and submit all required reports in a timely manner and maintain all appropriate records.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate ~~successfully in the~~ training programs offered to enhance ~~increase~~ the individual skills and proficiency related to the job responsibilities. ~~assignments~~.
- Review current developments, literature and technical sources of information related to job responsibilities. ~~responsibility~~.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned, consistent with the goals and objectives of this position, by Chief Facilities Officer. ~~Executive Director, Capital Programs~~.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree in architecture, engineering or related field from an accredited institution.
- A minimum ten (10) years of experience and/or training in the field related to the title of the position. At least two (2) years in a Director of engineering, facilities or construction position. Or;
- A minimum eight (8) years of progressively responsible experience within the Facilities and Construction Management Division of The School Board of Broward County, Florida that includes at least five (5) years in a manager and/or director of engineering, facilities or construction position.
- Current registration as an architect, licensed contractor, or professional engineer in the State of Florida.
- Ability to complete all design and construction of projects in a timely and efficient manner in accordance with any applicable contract documents and School Board codes or regulations.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree in architecture, engineering, building construction, or field related to the title of the position. ~~Master's preferred.~~
- A minimum five (5) years of experience and/or training in the field related to the title of the position.
- ~~Preferred major or concentration in architecture, engineering, building construction, or field related to the title of the position.~~
- Bilingual skills are preferred.

SUPERVISION:

~~This position supervises Manager, Mechanical Engineering, Manager, Architectural Engineering, Manager, Electrical Engineering and Manager ADA Accessibility, along with architects, engineers, design professionals and other consultants.~~

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

Works closely with Chief Facility Officer, ~~Executive Director~~, department heads and staff, school administrators, legislators, local agencies, vendors, and community to effectively manage the plan and design of construction projects for The School Board of Broward County, Florida.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 01/25/2011

Board Adopted: 05/17/2011

Revised: 10/01/2012

2012-2013 Organizational Chart

Approved as Amended: 6/23/15

Adopted as Amended: 7/28/15



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Director, Construction
JOB CODE: S-037
CLASSIFICATION: Exempt
SALARY BAND: D
BARGAINING UNIT: ESMAB
REPORTS TO: Chief Facilities Officer ~~Executive Director, Capital Programs~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To provide cost effective and timely delivery of quality capital projects consistent with the District's goals. These projects include the construction, commissioning, change management and close out of new construction, comprehensive renovation, and educational enhancements.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, Construction shall carry out the performance responsibilities listed below.

- This position supervises the Manager, Construction, Manager, Commissioning and Project Manager.
- Develop and execute an effective system for managing the construction and commissioning of all capital construction for the District.
- Directly supervise staff and provide leadership of consultants responsible for the delivery of school construction projects.
- Respond to internal and external customers in a timely, accurate, courteous and empathetic manner representing Broward County Public Schools in a positive light.
- Coordinate a seamless management of projects from pre-construction activities through procurement, construction and closeout, with a specific focus on developing a robust commissioning process which begins at project schematic design and continues through the transition to operations by the end user.
- Implement programs for quality assurance and continuous process improvement which provide: effective and actionable evaluations of staff, consultants, design professionals and contractors; a clear system of accountability; and a knowledge management system which captures and infuses lessons learned and best practices into the execution of every project.
- On a routine and timely basis meet with stakeholders of the program to provide effective communication regarding project and program status, to garner informal feedback and to build strong relationships upon which to execute the program.
- Develop and implement a comprehensive change management process in collaboration with the Director of Program Controls, including preparation and presentation of changes to the School Board.
- Ensure adherence to schedule, budget and established financial controls.
- On a routine basis travel to schools and work sites throughout the District, to review project status, facilitate issue resolution and communicate with stakeholders.
- Provide outstanding customer service, and use positive interpersonal communication skills.
- Make all decisions and perform all tasks in accordance with the Broward County Public Schools organizational values.
- Ensure compliance with Board rules and applicable federal laws and regulations.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned, by the Chief Facilities Officer. ~~Executive Director, Capital Programs.~~

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited educational institution with major course work in construction management, architecture, engineering or related field is required.
- A minimum ten (10) years of experience within the last twelve (12) years in a management role of a major construction program. ~~The experience described is to be within the last twelve (12) years is required.~~
- Experience with progressively increasing responsibility for senior management responsibilities of a capital construction program of medium to large commercial, industrial or public construction projects.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited educational institution with major course work in construction management, architecture, engineering or related field. is preferred.
- A minimum of ten (10) years of experience within the last twelve (12) years managing major facility renovation programs with primary responsibility for the leadership of construction and close out phases. ~~The experience described is to be within the last twelve (12) years is preferred.~~
- Registered professional engineer, licensed architect preferred, or General Contractor's license. preferred.
- Experience managing capital construction for an educational institution.
- Bilingual skills are preferred.

SUPERVISION:

~~This position supervises Manager, Construction and Manager, Commissioning.~~

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

Works with the Chief Facilities Officer, District leadership at all levels, and parent/school/community groups to support, develop, and supervise staff and operations to improve the instructional environment for students and teachers, through the timely delivery of high quality projects.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Approved as Amended: 6/23/15

Adopted as Amended: 7/28/15



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

POSITION TITLE: Director, Program Controls
JOB CODE: S-038
CLASSIFICATION: Exempt
SALARY BAND: D
BARGAINING UNIT: ESMAB
REPORTS TO: Chief Facilities Officer ~~Executive Director, Capital Programs~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To provide cost effective and timely delivery of quality capital projects consistent with the District's goals. These projects include the effective control from project charter to the transition to operations for all new construction, comprehensive renovation, and educational enhancements.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, Program Controls shall carry out the performance responsibilities listed below.

- This position supervises the Manager, Contract Administration and Manager, Database Administrator.
- Develop and execute an effective system of program controls and performance improvement for all capital construction for the District.
- Directly supervise staff and provide leadership of consultants responsible for the delivery of school construction projects.
- Respond to internal and external customers in a timely, accurate, courteous and empathetic manner representing Broward County Public Schools in a positive light.
- Coordinate a seamless management of projects from pre-construction activities through procurement, construction and closeout, with a specific focus on developing a robust set of cost, quality and schedule controls.
- Develop and implement systems for quality assurance and continuous process improvement which provide: effective and actionable evaluations of staff, consultants, design professionals and contractors; a clear system of accountability; and a knowledge management system which captures and infuses lessons learned and best practices into the execution of every project.
- On a routine and timely basis meet with stakeholders of the program to provide effective communication regarding project and program status, to garner informal feedback and to build strong relationships upon which to execute the program.
- Develop and implement a comprehensive change management process in collaboration with the Directors of Pre-Construction and Construction, including preparation and presentation of changes to the School Board.
- Ensure adherence to schedule, budget and established financial controls.
- On a routine basis travel to schools and work sites throughout the District, to review the effectiveness of control systems, facilitate issue resolution and communicate with stakeholders.
- Provide outstanding customer service, and use positive interpersonal communication skills.
- Implement systems, policies and procedures in accordance with School Board policies.
- Make all decisions and perform all tasks in accordance with the Broward County Public Schools organizational values.
- Ensure compliance with Board rules and applicable federal laws and regulations.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned, by the Chief Facilities Officer. ~~Executive Director, Capital Programs.~~

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited educational institution with major course work in Business Management (with a focus in Operations), Construction Management or in a related field is required.
- A minimum ten (10) years of experience within the last twelve (12) years in a management role of a major construction program. ~~The experience described must be within the last twelve (12) years (required).~~
- Experience with progressively increasing responsibility for senior management responsibilities of a capital construction program of medium to large commercial, industrial or public construction projects.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited educational institution with major course work in Business Management (with a focus in Operations) or in Construction Management, is preferred
- A minimum of ten (10) years of experience within the last twelve (12) years managing major facility renovation programs with primary responsibility for the leadership of program controls. ~~The experience described must be within the last twelve (12) years (preferred).~~
- Experience in the development and management of a variety of program control systems including: data management and reporting, performance management, change management, knowledge management, project estimating and cost management.
- Bilingual skills are preferred.

SUPERVISION:

~~This position supervises Manager, Contract Administration; Manager, Database Administrator, and Coordinator, Performance Improvement.~~

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

Works with the Chief Facilities Officer, Executive Director Capital Programs, and District leadership at all levels, and parent/school/community groups to support, develop, and supervise staff and operations to improve the instructional environment for students and teachers, through the timely delivery of high quality projects.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Approved as Amended: 6/23/15

Adopted as Amended: 7/28/15



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

POSITION TITLE: Manager, PPO Finance
JOB CODE: New
CLASSIFICATION: Exempt
SALARY BAND: C
BARGAINING UNIT: ESMAB
REPORTS TO: Director, Physical Plant Operations
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Assist the Director in maintaining or enhancing the Enterprise Resource Planning (ERP) finance system modules by supervising an assigned team. Ensure business processes and systems configurations are aligned by managing collaboration of the end users with the support center department, designing or redesigning business processes, and enhancing the finance modules to accommodate defined processes as they relate to the various modules comprising the ERP system. Provide continuing analytical services to identify changes in work practices, requirements for technology applications, and implementation of associated system changes. Provide management with consistent and accurate financial information that can be relied upon in making business decisions. Manage changes to finance system configuration to minimize the risk of disrupting the daily operations of the District.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Manager PPO Finance shall carry out the performance responsibilities listed below.

- This position supervises staff as assigned.
- Maintain/enhance the ERP financial system modules to efficiently and effectively support work practices, District policies, legal and fiscal/budget requirements, collective bargaining agreements, and personnel administration by assisting management in developing, monitoring, and enforcing accurate and effective business processes.
- Supervise the work of assigned staff to ensure staff accuracy, quality, timeliness, progress toward department goals, and compliance with department standards by proactively monitoring work progress and results on an ongoing basis.
- Collaborate with the appropriate school/department to determine the compatibility and effectiveness of current work processes, and their interaction with the financial system modules, relative to system capability to determine need for new work processes or enhancements to existing processes.
- Identify, analyze, and resolve work process issues, document system user's needs and problems through Remedy tickets and/or remotely using LANDesk.
- Research and evaluate possible software solutions, and design and implement appropriate corrective actions by creating transports as needed for changes in configuration, table maintenance, among others.
- Design solutions necessary to develop or add new functions within the financial system modules or work environment, and coordinate with pertinent departments/schools District initiatives involving any changes/upgrades to the financial system modules.
- Document each new or changed work process procedure, report, service or utility and develop communications to end users and super users regarding process and/or system changes and roll out strategies; communicate through print, face to-face or online presentations.
- Oversee the planning, analyzing, testing, implementation and integration of ERP program patches, changes, upgrades, enhancements and rollouts supplied by the program vendor for financial system modules or situations; ensure configuration consistency with other modules.
- Lead and coordinate team development and execution of unit and integration test scenarios including construction of test plans/scripts for financial system modules.

- Review, approve/reject and coordinate movement of transportable changes through the system landscape.
- Collaborate with end and super users, development team and Business Intelligence (BI) team to develop, modify, and design BI and ECC reports to assist schools and departments in managing their financial resources.
- Identify, research and correct errors in BI and ECC reports by working with developers, BI analysts and other functional teams to isolate errors, recommend corrections and/or modifications to reports, test reports and notify end-users of resolution.
- Prepare/submit communications to SAP as related to issues in the applicable financial system modules and work with SAP to resolve such issues.
- Serve as the finance liaison for budget, payroll, time and benefits and other functional teams by assisting in the design and implementation of new ERP processes and enhancements to existing ERP processes which have cross-team implications.
- Evaluate, trouble-shoot and recommend security accesses for users.
- Test new work processes to ensure their functionality and optimize current work processes by adapting to new functionality in the system or work environment.
- Articulate user needs to the development team and take ownership of development work performed.
- Work with consultants regarding financial system module related activities.
- Develop training materials on the applicable financial system modules and provide or coordinate training on the system to end users and super users of finance system modules.
- Develop, maintain, and update all forms, reference documentation and work instructions, as well as all other content on the ERP website as related to the financial system modules.
- Assist in ensuring that the District remains in compliance with external requirements and internal policies by remaining current with State/Federal regulations and system technologies in the applicable functional area.
- Apply well-established accounting principles, theories, concepts, and practices to ensure accounting and financial reporting processes and procedures are able to provide accurate and consistent financial information that can be relied on in making business decisions.
- Collaborate with the departments supported by the financial system modules by supporting the quarterly and year-end closing and audits performed by state auditors and/or public accounting firms.
- Design, manage, coordinate and complete projects assigned by developing a project plan, marshalling the resources to execute the project plan and performing the necessary activities to ensure completion of the projects by set deadlines.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in the training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the Director, Physical Plant Operations or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- A minimum of seven (7) years within the last twelve (12) years, of increasingly responsible experience in accounting, financial reporting, implementing and/or maintaining an enterprise resource planning (ERP) system which includes system integration analysis and financial system configuration and testing in a similar environment.
- Knowledgeable in work order and cost accounting in construction methodologies.
- Skilled in annual Budgeting for specific goals and routine operations.
- Experience in preparing all aspects of financial statements in accordance with generally accepted accounting principles including applicable State and Federal regulations, closing of accounting records on an ad hoc, monthly, quarterly or annual basis.

- Experience with system interdependencies and interfaces between modules and in tracing and analyzing the flow of information thru the financial system as represented by changes in master data and financial transaction postings.
- Demonstrate experience in contract spending analysis, analyzing financial information, identifying historical or projected trends including synthesizing financial information from all databases and comparing information for accuracy and reasonableness.
- Proven experience with effective planning, organizing, analyzing situations and data, communicating complex ideas, and solving difficult problems with minimum supervision.
- Prior supervisory experience. Proficiency in ERP system configuration.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution in finance or accounting.
- A minimum of five (5) years, within the last ten (10) years, of increasingly responsible experience in accounting, financial reporting, implementing and/or maintaining an enterprise resource planning (ERP) system which includes system integration analysis and financial system configuration and testing in a similar environment.
- Knowledgeable in Capital and Operating Budgeting in School Board of Broward County.
- Experience of SAP system configuration with project implementation. Experience with analysis and implementation of governmental accounting standards.
- Bilingual skills are preferred.

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

Frequently works with department heads, principals, and applicable staff to obtain input and understanding of their work processes and needs; periodically works with senior management on specific design issues. Frequently works with SAP support and development personnel and with ERP analysts, in this school district and in other districts, on technical issues related to the functionality of the SAP ERP system.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Point Factor Listing

Manager, PPO Finance

Point Range: 945-1044

Position Factors

1. <u>Knowledge:</u> Combined required minimum education/experience for competent performance				
<u>Education</u>		<u>Experience Range - Years</u>		
		<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>
A. High School		1	2	3
B. A.A/Vocational training		1	2	3
C. B.S/B.A.		1	2	3
D. M.S/ M.A.		1	2	3
E. MS+ (Sr. Mgmt.)		1	2	3
2. <u>Human Relations Skills:</u> All interpersonal skills required to produce the desired end result				
<u>Required skill level</u>		<u>*Organization Contact Level</u>		
A. Moderately important; courtesy/tact		1	2	3
B. Important; communicate ideas/lead team		1	2	3
C. Very important; influencing others; supervise/manage		1	2	3
D. Critical to end result; convincing others; lead/motivate		1	2	3
*Definitions 1 – Immediate workgroup 3 – Assistant/Associate/Deputy Superintendents				
2 – Outside of immediate workgroup 4 – Superintendent, School Board; critical external parties				
3. <u>Problem Solving:</u> Thinking environment to perform job duties				
A. Follow established routine and well-defined patterns B. Some analysis; known solutions C. Apply established principles; determine method D. Follows broad policies; known objectives E. Establish policies based on goals/strategies				
4. <u>Decision Making Freedom:</u> Freedom to take action				
A. Follows instructions; refer decisions to a higher authority B. Occasional independent action; interpret practices/procedures C. Independence within specialty area; report progress D. Frequent independent action; may impact other areas E. Regular independent action; follows broad policies				
5. <u>Position Impact:</u> Degree of job impact on the District				
A. Minor to total organization; moderate to work unit B. Advisory to work unit; used by others to take action C. Substantial support, advice, and counsel to work unit D. Substantial direct impact on unit's results E. Authoritative to unit/substantial to District				

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
C2	C3	D	C	D



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Director, Business Process and Performance Improvement
JOB CODE: New
CLASSIFICATION: Exempt
SALARY BAND: D
BARGAINING UNIT: ESMAB
REPORTS TO: Chief Facilities Officer
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Provide a key role as a subject matter expert with a priority concentration on identifying and supporting improvements to process, performance, internal controls, written procedures, data-driven decision making, best practices implementation and compliance matters critical to successful accomplishment of strategic initiatives and tactical outcomes resulting in trust and support from stakeholders.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, Business Process and Performance Improvement shall carry out the performance responsibilities listed below.

- Serve as a catalyst to identify and recommend improved performance through: capacity planning, resource allocation, work simplification, system utilization, process automation, staff scheduling, service level management, organizational design, performance measurement systems, training, strategic planning, productivity improvement, and expense control/cost avoidance.
- Develop, implement, and promote best practice standards to include defining the linkage from Customer to Process to Execution, ensuring business units are tightly aligned with the needs of its customers.
- Work with line of business directors to gain in-depth understanding of their business strategy and priorities and to imbed continuous improvement into business plans and goals.
- Proactively identify opportunities for process improvement, obtain sponsorship and commitment, align resources, lead projects/initiatives utilizing best practice methodologies, and ensure projects/initiatives delivery.
- Increase standardization of work processes and accomplish measureable business process improvements, utilizing fact-based management practices and the use other problem solving methodologies.
- Partners with leadership in driving process change, implementing changes, and ensures impacts to business are understood and accepted.
- Lead in the creation of measureable performance metrics, reporting and improvement targets for all business units.
- Facilitates identification, prioritization, selection, and scope of business process improvement initiatives.
- Conducts analysis on various departmental programs with limited data to identify trends, measures process value and performance, identifies and validates root causes; makes recommendations and provides alternatives to management based on business objectives.
- Demonstrates a results orientation for delivering appropriate deliverables and services in an accurate, complete and timely fashion.
- Oversee and be the point of coordination for the execution of internal controls and process/performance improvement projects; which may include outsourced assets and capabilities.
- Provides direction, prioritization and conflict resolution in managing project teams to accomplish project objectives.
- Prepares and implements detailed project plans including definition of scope, requirements, objectives, resource allocation and task schedules and milestones as relates to process/performance improvements.
- Generates ideas for process improvement initiatives and participates in control activities that establish, maintain and validate standards for the functional area.
- Prepares and presents both orally and in written form, conclusions and recommendations concerning complex matters to internal and external stakeholders.

- Learn business processes across all business units to enable proactive identification of opportunities for process improvement.
- Demonstrates the ability to assess and identify needs and develop creative strategies.
- Demonstrates ability to act independently upon information and make decisions that achieve optimal results.
- Research, design and implement appropriate process and performance workshops and training for all Division staff and consultants.
- Lead and facilitate ongoing performance improvement sessions, along with other regular meetings required to follow through on lessons learned, drive improvement, and assist the Chief Facilities Officer in developing policies necessary to establish a high performance organization.
- Develops and monitors systems to insure proactive, timely, accurate and appropriate communications to all internal and external stakeholders from all business units.
- Develops and promotes methodology to implement and sustain a service excellence culture within all business units.
- Serves as a mentor and/or coach; provides guidance, and constructive feedback to all levels of staff.
- Support the analysis, planning, design, implementation and evaluation of key projects to help the Division achieve its goals.
- Manages process to insure appropriate reviews, approvals, budget verification and justifications/explanations are provided and are consistent with District procedures, policies, and state laws.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, FL.
- Participate in training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the Chief Facilities Officer or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution in engineering, operations management or related field.
- A minimum of ten (10) years of project management experience with cross functional teams or related experience.
- Strong interpersonal skills and the ability to connect with a positively influence leadership and all levels of the organization.
- Expertise in problem-solving utilizing formal program/process.
- Able to drive strategic thinking and continuous improvement including connecting the cross-functional resources to remove waste along the extended value streams.
- Passion for driving improvement and leading change in a complex environment.
- Proven track record for developing, training, and coaching teams.
- Great communicator, including solid written, oral and presentation-giving skills.
- Broad knowledge of multi-functional, multi-site organizational processes and business methods.
- High ethical standards to support a professional business code of conduct.
- Extensive knowledge of Architecture and Construction practices.
- Computer skills are required including MS Office Suite and familiarity with other enterprise software.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- Experience with budgets, accounting principles, statistical process control, lean principles, and six sigma.
- Knowledge of PMP methodology plus experience working in a fast-paced highly complex environment.
- Experience with strategy deployment and Value-stream mapping.
- Bilingual skills are preferred.

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

Facilitates and fosters frequent communication with internal and external customers throughout the District, using professionalism, tact, and good judgment to improve the business processes of the Office of Facilities division.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

DRAFT

Point Factor Listing

Director, Business Process & Performance Improvement

Point Range: 1045-1214

Position Factors

1. <u>Knowledge:</u> Combined required minimum education/experience for competent performance				
		<u>Experience Range - Years</u>		
<u>Education</u>		<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>
A. High School		1	2	3
B. A.A/Vocational training		1	2	3
C. B.S/B.A.		1	2	3
D. M.S/ M.A.		1	2	3
E. MS+ (Sr. Mgmt.)		1	2	3
2. <u>Human Relations Skills:</u> All interpersonal skills required to produce the desired end result				
		<u>*Organization Contact Level</u>		
<u>Required skill level</u>				
A. Moderately important; courtesy/tact		1	2	3
B. Important; communicate ideas/lead team		1	2	3
C. Very important; influencing others; supervise/manage		1	2	3
D. Critical to end result; convincing others; lead/motivate		1	2	3
*Definitions 1 – Immediate workgroup 3 – Assistant/Associate/Deputy Superintendents				
2 – Outside of immediate workgroup 4 – Superintendent, School Board; critical external parties				
3. <u>Problem Solving:</u> Thinking environment to perform job duties				
A. Follow established routine and well-defined patterns B. Some analysis; known solutions C. Apply established principles; determine method D. Follows broad policies; known objectives E. Establish policies based on goals/strategies				
4. <u>Decision Making Freedom:</u> Freedom to take action				
A. Follows instructions; refer decisions to a higher authority B. Occasional independent action; interpret practices/procedures C. Independence within specialty area; report progress D. Frequent independent action; may impact other areas E. Regular independent action; follows broad policies				
5. <u>Position Impact:</u> Degree of job impact on the District				
A. Minor to total organization; moderate to work unit B. Advisory to work unit; used by others to take action C. Substantial support, advice, and counsel to work unit D. Substantial direct impact on unit's results E. Authoritative to unit/substantial to District				

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
C3	C3	D	E	D



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

POSITION TITLE: Director, Employee Evaluations
JOB CODE: C-045
CLASSIFICATION: Exempt
SALARY BAND: D
BARGAINING UNIT: ESMAB
REPORTS TO: Chief Human Resources & Equity Officer ~~Director, Performance Evaluations & Teacher Incentive Fund or designee~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To direct all activities associated with implementation of all evaluation instruments within the district; School-Based Administrators, District-Based Administrators, Classroom Teachers, Non-Classroom Teachers, Non-Instructional, and Paraprofessionals. Direct all activities associated with the instructional, non-instructional, and administrative employee evaluations and performance. To direct and assist with the instructional, non-instructional and administrative evaluation plans at all charter schools. To monitor changes in employee contracts and Florida Statute as it relates and impacts employee evaluations.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, Employee Evaluations shall carry out the performance responsibilities listed below.

- Supervise staff as assigned to the Department of Employee Evaluations.
- Develop ~~develop~~ and implement performance evaluation systems for all employee groups.
- Enhance ~~enhance~~ evaluation instruments by collaborating with the unions, working with focus groups, and seeking input from stakeholders.
- Serve ~~serve~~ as the liaison between the district and state in developing and submitting evaluation systems.
- Provide ~~provide~~ an annual orientation to the evaluation instrument for all school-based administrators, as well as, continual updates to all supervisors regarding requirements for evaluation systems.
- Provide ~~provide~~ on-going feedback to supervisors to ensure that they are implementing evaluation systems with fidelity.
- Provide ~~provide~~ support for staff assigned, in providing support administrators in the development of performance Improvement Plans (PIPs) for administrators.
- Provide ~~provide~~ support for staff assigned, in providing support for administrators in the development of Performance Development Plans (PDPs).
- Ensure ~~ensure~~ staff assigned maintains a database for the purpose of complying with due process issues, as they relate to employee performance.
- Provide ~~provide~~ support to staff assigned in giving assistance to administrators regarding due process, contractual compliance issues, and the development of employee performance goals and objectives.
- Direct ~~direct~~ and facilitate teacher and administrative evaluation committees, district committees, and other committees to review and make recommendations for refining the evaluation systems, to meet employee evaluation needs, and make recommendations.
- Prepare ~~prepare~~ and submit annually the state required district evaluation plans and/or enhancements made to the plans.
- Mediate ~~mediate~~ complaints or problems with employee performance concerns, and make recommendations as needed.
- Serve ~~serve~~ on committees as assigned.
- Assist ~~assist~~ in representing ~~the~~ The School Board of Broward County, Florida in employee performance issues.
- Participate ~~participate~~ in inter-agency planning and communicating.
- Perform ~~perform~~ and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.

- ~~Participate~~ participate successfully in training programs offered to enhance the individual's skills and proficiency related to the job responsibilities.
- ~~Review~~ review current developments, literature and technical sources of information related to job responsibilities.
- ~~Ensure~~ ensure adherence to good safety procedures.
- ~~Follow~~ follow federal and state ~~Federal and State~~ laws, as well as School Board policies.
- ~~Perform~~ perform other duties as assigned by the Chief Human Resources & Equity Officer ~~Director, or designee.~~

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- Minimum of six (6) years, within the last ten (10) years, of experience in the field related to the title of the position.
- Certification in administration/supervision, administration (K-6 or K-12), educational leadership, school principal or professional principal.
- Computer skills ~~required for the position.~~

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- Minimum of eight (8) years, within the last twelve (12) years, of experience in the field related to the title of the position.
- Progressively more responsible professional educational experience with at least three (3) years of experience with instructional/administrative employee evaluation, assessment, observation, and contract issues.
- Ability to communicate effectively within all levels of district personnel, specifically, as it relates to instructional, non-instructional, and administrative employee performance issues.
- Ability to design and deliver training to administrators.
- Current and working knowledge of contracts, Florida Statute, and due process, as it relates to instructional/administrative employee performance issues.
- Bilingual skills ~~preferred.~~

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

Communicate with senior leaders, directors, principals and labor groups to ensure that evaluation systems are in compliance with state and local requirements.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 5/21/13

Board Adopted: 6/25/13



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Coordinator, Non-Instructional Development
JOB CODE: C-036
CLASSIFICATION: Exempt
PAY GRADE: 27
BARGAINING UNIT: BTU-TSP
REPORTS TO: Director, Talent Acquisition & Operations (Non-Instructional) ~~Director, Leadership Development~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Oversee non-instructional staff development, from new employees to front-line supervisors, by working with non-instructional staff departments to ensure training addresses defined needs, incorporates sound educational principals, shows a clear progression of individual development, supports district initiatives, and is effectively presented.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Coordinator, Non-Instructional Development shall carry out the performance responsibilities listed below.

- Supervise employees in the job classifications of Staff Assistant, Clerk Specialist III, Clerk Specialist IV, Clerk Typist II, Bookkeeper III, Supervisor III, Operations, Facilities Serviceperson and other staff as may be assigned.
- ~~Develop~~ develop coordinate, monitor, and evaluate non-instructional staff development programs.
- ~~Facilitate~~ facilitate non-instructional communication to ensure contractual requirements are fulfilled.
- ~~Interact~~ interact cooperatively and promote working relationships with non-instructional personnel for the purpose of developing a comprehensive staff development program.
- ~~Plan~~ plan and initiate strategies for improving school effectiveness in cooperation with non-instructional directors and managers.
- ~~Coordinate~~ coordinate the gathering and analysis of data relevant to the human resource development needs of the Broward County School System.
- ~~Provide~~ provide consultant services and direct technical assistance efforts to enhance the competencies of all non-instructional personnel.
- ~~Provide~~ provide leadership in identifying research and development priorities for the district.
- ~~Interact~~ interact with the district's ETS and research department to coordinate the technical aspects of the program.
- ~~Communicate~~ communicate effectively in both written and oral forms to facilitate program implementation.
- ~~Perform~~ perform and promote all activities in compliance with equal employment and non-discrimination policies of the The School Board of Broward County, Florida.
- ~~Participate~~ participate successfully in the training programs offered to enhance ~~increase~~ the individual's skills and proficiency related to the ~~job responsibilities-assignments~~.
- ~~Review~~ review current developments, literature and technical sources of information related to job responsibilities ~~responsibility~~.
- ~~Ensure~~ ensure adherence to good safety procedures.
- ~~Follow~~ follow Federal and State laws, as well as School Board policies.
- ~~Perform~~ perform other duties as assigned by Director, Talent Acquisition & Operations (Non-Instructional) ~~Director, Leadership Development or designee~~.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- A minimum of eight (8) years of experience and/or training in the field related to the title of the position.
- ~~An earned master's degree from an accredited institution.~~
- ~~A minimum of six (6) years of experience and/or training in the field related to the title of the position.~~
- Computer skills ~~as required for the position.~~

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- A minimum of six (6) years of experience and/or training in the field related to the title of the position.
- ~~An earned bachelor's degree from an accredited institution.~~
- ~~A minimum of eight (8) years of experience and/or training in the field related to the title of the position.~~
- Human Resources, training or education major ~~preferred.~~
- ~~Prefer experience~~ Experience with demonstrated expertise in the design, implementation and evaluation of training and development programs for adults.
- Bilingual skills ~~preferred.~~

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

Communicate frequently with district administrators in identifying development opportunities for non-instructional personnel across the District.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Adopted: 12/16/03*

Revised: 10/25/2012

2012-2013 Organizational Chart



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Specialist, Human Resources ~~Specialist, Professional Standards, unless otherwise certified by the Public Employers Relations Commission~~

JOB CODE: Z-034

CLASSIFICATION: Exempt

SALARY BAND: B

BARGAINING UNIT: ESMAB

REPORTS TO: Director, Employee & Labor Relations ~~Chief of Staff~~

CONTRACT YEAR: Twelve Months

POSITION GOAL:

To assist school-based and District administration in the investigation and progressive discipline process of employees in a fair and equitable manner. To assist in the collection of data and information, the development of necessary materials, and the presentation of facts in employee discipline proceedings.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Specialist, Human Resources ~~Specialist, Professional Standards~~ shall carry out the performance responsibilities listed below.

- Advise and assist school-based and District administrators on proper handling of progressive discipline process with employees.
- Assist school-based and District administration in fact finding and ~~District and school-based administration in the investigation of certified employees alleged to have engaged in inappropriate conduct.~~
- Assist Employee & Labor Relations Specialists with fact finding in matters involving inappropriate employee conduct
- Prepare and conduct training for appropriate administrators on proper investigation and documentation processes associated with allegations against employees.
- Research and compile information from various data systems. Have familiarity with District data systems, including employee performance evaluation models.
- Participate in the development of necessary materials and the presentation of facts in employee disciplinary proceedings.
- Ensure adherence of all applicable investigations to state Department of Education reporting requirements.
- Interact with parents, outside agencies, businesses and community to enhance understanding of District initiatives and priorities, and to elicit support and assistance.
- ~~Advise District administrators on matters related to Professional Standards.~~
- Serve as School Board representative with employment and training programs sponsored by federal, state, or local agencies.
- Respond to inquiries and concerns in a timely manner as directed by the Director, Employee & Labor Relations ~~Chief of Staff~~.
- Represent the Department of Employee & Labor Relations ~~Office of the Chief of Staff~~ at various meetings and/or committees.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate ~~successfully~~ in training programs offered to enhance ~~increase~~ the individual skills and proficiency related to the job responsibilities ~~assignments~~.
- Review current developments, literature and technical sources of information related to job responsibilities ~~responsibility~~.
- Ensure adherence to safety rules and procedures.
- Follow Federal and State ~~federal and state~~ laws, as well as School Board policies.
- Perform other duties as assigned by the Director, Employee & Labor Relations ~~Chief of Staff or designee~~.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- A minimum of six (6) years, within the last ten (10) years, of experience and/or training in the field related to the title of the position.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution ~~is preferred~~.
- A minimum of eight (8) ~~four (4)~~ years, within the last twelve (12) ~~eight (8)~~ years, of experience and/or training in the field related to the title of the position.
- ~~Preferred degree~~ Degree major in Human Resources ~~personnel administration, personnel relations~~ or a related field.
- Bilingual skills ~~are preferred~~.

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

Frequent interaction with District and school-based administrators to assist in the investigation and discipline of employees. Frequent interaction with the Superintendent's Administrative Counsel to assist with the collection of data and information, the development of necessary materials, and the presentation of facts in employee discipline proceedings.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Approved as Amended: 6/23/15

Adopted as Amended: 7/28/15



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

POSITION TITLE: Assistant Director, ERP Technical Services
JOB CODE: W-030
CLASSIFICATION: Exempt
SALARY BAND: C
BARGAINING UNIT: ESMAB
REPORTS TO: Director, Business Applications ~~Director, ERP Project Management~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Ensure the reliability of district-wide system performance by providing leadership to assigned staff, to align processes and systems with the needs of the end users and accommodate designed processes within the technical architecture of the ERP systems.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Assistant Director, ERP Technical Services shall carry out the performance responsibilities listed below.

- Supervise staff as assigned in the performance of their duties.
- Ensure ~~ensure~~ the District's capability to administer policies, legal and fiscal/budget requirements, collective bargaining agreements, and personnel administration, by assisting management in implementing accurate and effective processes, according to the enterprise resource plan of work practices.
- Manage ~~manage~~ the design, implementation and maintenance of multiple ERP application instances (development, test, training and production) that comprise the system environment.
- Introduce ~~introduce~~ technical changes (including support packages, kernel upgrades, and system upgrades) into the technical environment using a structured approach that minimizes risk and achieves high reliability, availability and performance of each ERP application instance.
- Support ~~support~~ application developers and functional team leaders.
- Research ~~research~~ and analyze alternative technical solutions, determine optimal solutions, given the resources available, and provide clear written and/or verbal documentation for the rationale.
- Lead ~~lead~~ and coordinate the assigned technical team in the integration of technical services within, and in conjunction with, the ERP application.
- Provide ~~provide~~ hardware/software evaluation and planning, including capacity planning for upgrade of servers or file systems. Lead the installation and removal of application servers as required.
- Coordinate ~~coordinate~~ the administration of the ERP application instance(s) and develop client strategy.
- Ensure ~~ensure~~ optimum system performance by planning and coordinating the execution of system tuning strategies.
- Ensure ~~ensure~~ the creation and maintenance of system administrative jobs, such as spool reorganizations, job log reorganizations, and security profile synchronization.
- Implement ~~implement~~ and monitor system Service Level Agreements.
- Establish ~~establish~~ outside vendor relationships in support of systems development efforts.
- Direct ~~direct~~ the deployment of front-end software.
- Manage ~~manage~~ system backup and recovery procedures (weekly and disaster recovery).
- Coordinate ~~coordinate~~ the maintenance and upgrade of router services, to allow vendors supporting the ERP application to access BCPS systems and resolve problems.
- Perform ~~perform~~ and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.

- ~~Participate~~ participate successfully in training programs offered to enhance ~~increase~~ the individual's skills and proficiency related to the job responsibilities ~~assignments~~.
- ~~Review~~ review current developments, literature, and technical sources of information related to job responsibilities.
- ~~Ensure~~ ensure adherence to good safety procedures.
- ~~Follow~~ follow federal and state laws, as well as School Board policies.
- ~~Perform~~ perform other duties as assigned by the Director Business Applications ~~Director, ERP Project Management or designee~~.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- Minimum of ten (10) years of experience and/or training in the field related to the title of the position, including at least five (5) ~~three (3)~~ years supervisory experience in the administration of enterprise systems.
- Excellent leadership, supervisory, technical and communication (written and oral) skills ~~are required~~. This job performs duties of a non-routine nature and requires the skills enabling the exercise of independent judgment in the performance of duties.
- Computer skills ~~as required for the position~~, including prior experience in system administration, enterprise portals, security administration, and business warehouse.

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

Frequently coordinates with departmental management across the District in planning and implementing services that meet user needs; frequently meets with vendors of technology solutions to determine effective applications for the District. Periodically works with senior management on specific design issues on the system's technical infrastructure.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Adopted: 6/20/06

Revised: 01/22/10

2009-2010 Organizational Chart



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Director, Information Technology Security
JOB CODE: NEW
CLASSIFICATION: Exempt
SALARY BAND: D
BARGAINING UNIT: ESMAB
REPORTS TO: Chief Information Officer
CONTRACT YEAR: Twelve Months

POSITION GOAL:

The Director, Information Technology Security is accountable for the enterprise-wide Information Technology security policy, as well as strategy, operations, and capability enhancements. This role oversees and coordinates security initiatives and works closely with district, business, and functional leaders. The Director, IT Security will provide the vision and leadership necessary to manage risk to the organization and will ensure business alignment, effective governance, system and product availability, integrity and confidentiality.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, Information Technology Security shall carry out the performance responsibilities listed below.

- Supervise staff as assigned to the Department of Information Technology Security.
- Create and oversee the successful execution of the Security Roadmap for the District including core objectives, requirements, initiatives, roles and responsibilities to ensure alignment with the District's business strategy.
- Oversee the approval, training, and dissemination of security policies, standards and practices.
- Develop and maintain a highly qualified staff of information security professionals across the enterprise.
- Develop and enhance an information security management and control framework in accordance with appropriate information security industry standards.
- Manage the framework for roles and responsibilities with regard to information ownership, classification, accountability and protection.
- Coordinate and monitor internal/external audits and risk assessments.
- Define and report on information security metrics.
- Oversee ongoing security monitoring and continuous improvement of information systems.
- Direct the implementation of security controls, standards, policies and procedures to ensure continuous monitoring and protection of information systems and physical property.
- Perform and promote all activities in compliance with equal employment and non-discrimination policies of The School Board of Broward County.
- Participate in training programs offered to increase the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Perform other duties as assigned by the Chief Information Officer (CIO) or designee.
- Follow federal and state laws, as well as School Board policies.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- A minimum of eight (8) years of experience in the field related to the title of the position.
- A minimum of five (5) years supervisory or administrative experience in the administration of information/education technology systems.
- Requires the ability to manage multiple projects and create and manage departmental budget for major projects across the District.
- Progressively more responsible work experience in the design, planning, integration, and installation of campus level security systems and end-user devices.
- Prior experience developing and maintaining District technology standards and complex, detailed records.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- CISM or CISSP Certification.
- Bilingual skills.

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

Interact with Senior Management and department heads as it relates to IT security projects for their respective areas. Communicate with federal agencies such as the Department of Education and Schools and Library Division with regards to compliance issues. Interact with principals, department heads and technology vendors as it relates to IT security.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Position Factor Listing
 Director, Information Technology Security
Point Range: 1045 – 1214
Position Factors

1. Knowledge: Combined required minimum education/experience for competent performance					
		Experience Range - Years			
Education		Up to 3	4-7	8+	
A. High School		1	2	3	
B. A.A/Vocational training		1	2	3	
C. B.S/B.A.		1	2	3	
D. M.S/ M.A.		1	2	3	
E. MS+ (Sr. Mgmt.)		1	2	3	
2. Human Relations Skills: All interpersonal skills required to produce the desired end result					
Required skill level		*Organization Contact Level			
A. Moderately important; courtesy/tact		1	2	3	4
B. Important; communicate ideas/lead team		1	2	3	4
C. Very important; influencing others; supervise/manage		1	2	3	4
D. Critical to end result; convincing others; lead/motivate		1	2	3	4
*Definitions					
1 – Immediate workgroup		2 – Outside of immediate workgroup			
3 – Assistant/Associate/Deputy Superintendents		4 – Superintendent, School Board; critical external parties			
3. Problem Solving: Thinking environment to perform job duties					
A. Follow established routine and well-defined patterns					
B. Some analysis; known solutions					
C. Apply established principles; determine method					
D. Follows broad policies; known objectives					
E. Establish policies based on goals/strategies					
4. Decision Making Freedom: Freedom to take action					
A. Follows instructions; refer decisions to a higher authority					
B. Occasional independent action; interpret practices/procedures					
C. Independence within specialty area; report progress					
D. Frequent independent action; may impact other areas					
E. Regular independent action; follows broad policies					
5. Position Impact: Degree of job impact on the District					
A. Minor to total organization; moderate to work unit					
B. Advisory to work unit; used by others to take action					
C. Substantial support, advice, and counsel to work unit					
D. Substantial direct impact on unit's results					
E. Authoritative to unit/substantial to District					

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
C3	C4	D	D	D



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Manager, Information Security
JOB CODE: R-046
CLASSIFICATION: Exempt
SALARY BAND: C
BARGAINING UNIT: ESMAB
REPORTS TO: Director, Information Technology Security ~~Director, ERP~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Safeguard Broward County School District electronically stored information against accidental or unauthorized modification, destruction, or disclosure, by analyzing the information security environment, developing security measures and standards, and creating disaster recovery and business continuity plans.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Manager, Information Security shall carry out the performance responsibilities listed below.

- Develop ~~develop~~ a comprehensive strategy to protect information assets.
- Develop ~~develop~~ and publish information security policies and guidelines.
- Provide ~~provide~~ assistance to schools and departments in the creation of disaster recovery and business continuity plans.
- Work ~~work~~ with outside vendors to conduct annual independent security audit and threat analysis.
- Review ~~review~~ all new or planned changes in applications and infrastructure for compliance to the information security policies and guidelines.
- Develop ~~develop~~ education and awareness programs on the need for data backup, recovery and archiving.
- Develop ~~develop~~, maintain and annually test the District's off-site disaster recovery plan.
- Monitor ~~monitor~~ changes in legislation, state and federal rules for school applicability.
- Assist ~~assist~~ in developing protocols and standards for single sign-on.
- Chair ~~chair~~ the Information Security Committee.
- Maintain ~~maintain~~ knowledge of current information security and business continuity best practices.
- Perform ~~perform~~ and promote all activities in compliance with equal employment and non-discrimination policies of the The ~~The~~ School Board of Broward County, Florida.
- Participate ~~participate successfully~~ in the training programs offered to enhance ~~increase~~ the individual's skills and proficiency related to the job responsibilities ~~assignments~~.
- Review ~~review~~ current developments, literature and technical sources of information related to job responsibilities ~~responsibility~~.
- Ensure ~~ensure~~ adherence to good safety procedures.
- Follow ~~follow~~ Federal and State laws, as well as School Board policies.
- Perform ~~perform~~ other duties as assigned by Director, Information Technology Security ~~Director, ERP or designee~~.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- Minimum of six (6) years of progressively more responsible experience in the field of Information Security, and/or training in the field related to the title of the position.
- A minimum of three (3) years of information security experience in one of the following areas: ERP Systems, Perimeter Defense, Identity Management/Directory Services.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- ~~Prefer technology~~ Technology degree major with concentration in Information Security Management.
- Bilingual skills ~~preferred~~.

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

Frequently works with district and school-based administrators at all levels; periodically works with senior managers and area offices, to ensure appropriate information security needs are being met and maintained.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Adopted: 4/26/05

Revised: 10/25/2012

Organizational Chart: 2012-2013



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Systems Analyst IV
JOB CODE: RR-035
CLASSIFICATION: Exempt
PAY GRADE: 26
BARGAINING UNIT: BTU-TSP
REPORTS TO: Director as assigned ~~Director or designee~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Support the design, documentation and implementation of applications in support of the School District's Technology Plan.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Systems Analyst IV shall carry out the performance responsibilities listed below.

- Supervise staff as assigned in the performance of their duties.
- Analyze ~~analyze~~ and document user requirements for specific projects as assigned.
- Assist ~~assist~~ in the design of enhancements to specific existing systems, and prepare program specifications for specific projects as assigned.
- Coordinate ~~coordinate~~ the activities (maintenance and development) for specific projects within an application area. Review and approve work of staff as directed.
- Work ~~work~~ closely with programmers and end users, to test and validate that enhancements meet user requirements.
- Coordinate ~~coordinate~~ the development of systems documentation for specific projects as assigned (systems flow charts, instructional manuals, logic diagrams, data dictionary entries, etc.).
- Participate ~~participate, successfully,~~ in the training programs offered to enhance ~~increase~~ the individual's skills and proficiency related to the job responsibilities ~~assignments~~.
- Review current developments, literature and technical sources of information related to job responsibilities ~~responsibility~~.
- Perform ~~perform~~ and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
- Ensure ~~ensure~~ adherence to good safety procedures.
- Follow ~~follow federal and state~~ Federal and State laws, as well as School Board policies.
- Perform ~~perform~~ other duties as assigned by the Director or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned associate's degree in computer science, computer information systems, management information systems, or related field from an accredited institution.
- Minimum of eight (8) years, within the last thirteen (13) years, of experience developing, documenting and implementing systems analysis projects.
- Demonstrated experience in a project leadership role.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree in computer science, computer information systems, management information systems or related field from an accredited institution.
- Minimum of six (6) years, within the last eleven (11) years, of experience developing, documenting and implementing systems analysis projects.
- Bilingual skills ~~preferred~~.

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

Communicates regularly with employees throughout the District using tact and good judgment to complete assigned projects.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 2/6/86 &

Adopted: 2/19/86

Item G-7: 11/6/86

Realigned: 4/12/94 & 3/19/96

Title Change: 6/17/97

Alignment Title Change: 4/13/99; 3/19/2002; 4/01/03

Board Adopted: 12/16/03*

Reporting Relationship Changed: 7/1/04

Revised: 6/17/05

Revised: 5/9/06

Board Approved: 12/17/13

Board Adopted: 1/22/14



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Senior Telecommunications Analyst
JOB CODE: RR-033
CLASSIFICATION: Exempt
PAY GRADE: 25
BARGAINING UNIT: BTU-TSP
REPORTS TO: Director, Technical Support Services ~~Director or designee~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To provide operationally sound and cost effective solutions in the areas of installation and services of highly sophisticated telecommunications equipment and facilities.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Senior Telecommunications Analyst shall carry out the performance responsibilities listed below.

- Supervise staff as assigned in the performance of their duties.
- Establish ~~establish~~ uniform telephone wiring and cable policies and procedures. Perform telephone moves and changes using software tools where possible, and provide oversight of physical moves or changes.
- Provide economic and functional analysis of telecommunications facilities and services within the sphere of the job, to ensure the most cost effective telecommunications solutions.
- Responsible ~~responsible~~ for review of new construction designs, to ensure the proper provisioning of telecommunications wiring and cable facilities, to support voice and data requirements.
- Maintain ~~maintain~~ telecommunications equipment and facilities inventories. Diagnose and resolve telecommunications equipment problems.
- Develop ~~develop~~, evaluate and negotiate third party vendor contracts to provide telecommunications services, as may be required, to operate and maintain the telecommunications systems supporting the Broward County School System. Manage ~~manage~~ third party vendor contracts, as they pertain to the telecommunications system supporting the Broward County School system.
- Perform ~~perform~~ and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
- Participate ~~participate, successfully,~~ in the training programs offered to enhance the individual's skills and proficiency related to the job responsibilities.
- Review ~~review~~ current developments, literature and technical sources of information related to job responsibilities.
- Ensure ~~ensure~~ adherence to good safety procedures.
- Follow ~~follow federal and state~~ Federal and State laws, as well as School Board policies.
- Perform ~~perform~~ other duties as assigned by the Director, Technical Support Services ~~director or designee~~.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned associate's degree in computer science, engineering or related field from an accredited institution.
- Minimum of seven (7) years, within the last twelve (12) years, of experience in a network-based or telecommunications work environment.
- Experience in voice and data communications, at least five (5) years of which have been in system planning, system/network design, procurement and implementation in large IP Telephony, PABX or Central Office support environments.
- Certifications required in voice systems, data communications, and communications network design. Demonstrated proficiencies in current technologies required.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree in computer science, engineering or related field from an accredited institution.
- Minimum of five (5) years, within the last ten (10) years, of experience in a network-based or telecommunications work environment.
- Certification in voice systems, data communications, and communications network design. Demonstrated proficiencies in current technologies.
- ~~Prefer experience in voice and data communications, at least five (5) of which have been in system planning, system/network design, procurement and implementation in large IP Telephony, PABX or Central Office support environments.~~

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

Communicates frequently with employees throughout the District, using tact and good judgment, to complete assigned projects.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 10/3/85 &

Adopted: 10/17/85

Item G-7: 11/6/86

Board Approved: 12/17/13

Board Adopted: 1/22/14



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Specialist, Workers Compensation Stay-at-Work/Return-to-Work (SAW/RTW)
JOB CODE: CC-059
CLASSIFICATION: Exempt
SALARY BAND: B
BARGAINING UNIT: ESMAB
REPORTS TO: Program Administrator, Workers Compensation ~~Manager, Workers' Compensation Operations Support~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

The Specialist, Workers Compensation Stay-at-Work/Return-to-Work (SAW/RTW) Coordinator is responsible for effectively coordinating the District's stay-at-work/return-to-work program (SAW/RTW) and policies. This position works in collaboration with location administrators, to facilitate the reduction of lost-time and disability by making recommendations to adapt work processes, tailor the work environment, or provide work alternatives to safely accommodate the clinically-prescribed functional restrictions/limitations of an injured worker.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The **Specialist, Workers Compensation Stay-at-Work/Return-to-Work (SAW/RTW)** shall carry out the performance responsibilities listed below.

- Serve ~~serve~~ as the primary administrator and contact for the District's stay-at-work/return-to-work program.
- Work ~~work~~ with individual injured employees in their work environment, to facilitate stay-at-work/return-to-work opportunities.
- Analyze ~~analyze~~ patterns and trends of specific occupational and programmatic data, in order to initiate appropriate intervention relative to job modification, ergonomics, etc.
- Recommend ~~recommend~~ specific and practical modifications to the manner in which an injured worker performs his/her job duties, the injured workers' work environment, or specific work tasks, in an effort to facilitate stay-at-work opportunities.
- Work ~~work~~ collaboratively with relevant District and Workers' Compensation Program staff to design, develop, implement and reinforce the District's stay-at-work/return-to-work program.
- Review ~~review~~ and analyze data and reports, in order to make informed decisions regarding recommendations for stay-at-work/return-to-work activities and initiatives.
- Identify ~~identify~~, educate and engage key District stakeholders and collaborate with strategic business unit/department managers, to provide support and reinforcement of appropriate stay-at-work/return-to-work initiatives.
- Build ~~build~~ strong working relationships with managers in area of responsibility, and coach managers/supervisors in understanding the process, developing return to work strategies that support business needs and expectations.
- Identify ~~identify~~ positions and assist in creating temporary and alternative job assignment offers.
- Partner ~~partner~~ with employee manager/supervisor, to identify and address employer concerns regarding SAW/RTW process.
- Serve ~~serve~~ as patient advocate and facilitator to injured worker regarding SAW/RTW process and related issues, to ensure the identification and addressing of any related worker concerns, including, but not limited to orienting the employee about the process, answer questions, remove barriers and obstacles to successful SAW/RTW, and provide ongoing follow-up as required with the employee until there is appropriate final resolution of the functional and employment aspects of the claim.
- Conduct ~~conduct~~ field evaluations and recommend improvement measures.
- Perform ~~perform~~ preventative assessments, including pattern and trend analysis, designed to proactively reduce future injuries.
- Attend ~~attend~~ interdisciplinary meetings and round table discussions as necessary, to effectuate appropriate stay-at-work/return-to-work.

- ~~Recognize~~ recognize changes in an injured worker's condition and communicate effectively with the team and clinician, to consider adjustment of functional restrictions.
- ~~Anticipate~~ anticipate and proactively identify potential work assignment options for employees who will be released on modified or alternative duty.
- ~~Recommend/initiate~~ recommend/initiate job specific modifications, to prevent a recurrence or aggravation of an injured worker's condition.
- ~~Help~~ help resolve any issues or disputes related to return to work.
- ~~Assist~~ assist the injured worker and the employer in meeting obligations within the return to work program.
- ~~Document~~ document, track and provide follow up intervention on cases meeting pre-established criteria, e.g., additional lost time, subsequent or intervening injuries.
- ~~Establish~~ establish appropriate claim diary management practices/actions (scheduling of future claim activities).
- ~~Identify~~ identify and escalate matters meeting pre-determined criteria to the claims manager.
- ~~Participate~~ participate in multi-disciplinary team meetings to evaluate individual cases selected for review.
- ~~Review~~ review claim level data and reports to effectively manage day to day operational activities.
- ~~Maintain~~ maintain technical competency and currency through continuous and regular review of relevant industry developments, literature, and other technical sources of information, as well as, participation in conferences and other continuing education opportunities.
- ~~Perform~~ perform and promote all activities in compliance with equal employment and non-discrimination policies of the The School Board of Broward County, Florida.
- ~~Participate~~ participate successfully in the training programs offered to enhance ~~increase~~ the individual's skills and proficiency related to the job responsibilities ~~assignments~~.
- ~~Review~~ review current developments, literature and technical sources of information related to job responsibilities ~~responsibility~~.
- ~~Ensure~~ ensure adherence to good safety procedures.
- ~~Follow~~ follow Federal and State laws, as well as School Board policies.
- ~~Perform~~ perform other duties as assigned by the Program Administrator, Workers Compensation Manager, Workers' Compensation Operations Support or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- Minimum of seven (7) years of experience, within the last 10 (ten) years, in the field related to the title of the position.
- Administrative experience in a comprehensive and integrated Workers' Compensation Program, including; intake coordination, claims management, medical consumerism, claim information systems, stay-at-work/return-to-work programs, and/or contract administration of a comprehensive Workers' Compensation management organization (WCMO).
- Computer skills ~~as required for the position~~.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Degree majors include science, business, or other related fields; Physical/Occupational Therapy license, therapist experience and/or Certified Rehabilitation Counselor (CRC) designation.
- Bilingual skills.

SUPERVISES: —

~~No supervisory responsibilities~~

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

May occasionally interact with contracted service providers to ensure the District's Workers' Compensation program is consistent with SBBC's strategic direction, policies, and procedures. Will regularly communicate with claim stakeholders including but not limited to injured workers, location administrators, physicians and other clinicians, defense and plaintiff counsel, regulators, and others to discuss individual case facts and tactical activities relative to functional restoration efforts (return to work).

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Adopted: 12/11/07

Revised: 01/22/10

2009-2010 Organizational Chart

Revised: 10/25/2012

Organizational Chart: 2012-2013

Board Approved: 6/11/13

Board Adopted: 7/23/13



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Chief Special Investigative Unit (SIU) ~~Chief of Police, Broward District Schools Police Department~~
JOB CODE: A-021
CLASSIFICATION: Exempt
SALARY BAND: D
BARGAINING UNIT: ESMAB
REPORTS TO: Superintendent of Schools ~~Chief of Staff or designee~~
CONTRACT YEAR: Twelve (12) Months

POSITION GOAL:

Ensure that Broward County School District is a safe and secure environment with ethical, law-abiding, and high performing employees.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Chief Special Investigative Unit (SIU) ~~Chief of Police, Broward District Schools Police Department~~ shall carry out the performance responsibilities listed below.

- Supervise ~~department staff as assigned.~~
- Oversee ~~oversee~~ all investigative actions and refer students and/or employees to the appropriate community human services agencies or local, county, state, and federal enforcement agencies for further action.
- Serve ~~serve~~ as liaison with Professional Practices Services and the Education Practices Commission, State Department of Education and law enforcement agencies at all levels.
- Represent ~~represent~~ the district in all matters related to employee discipline and termination before the Division of Administrative Hearings.
- Oversee ~~oversee~~ the process of conducting background security checks on employees, vendors, and volunteers, to ensure the safety and security of students and employees of Broward County Schools.
- Provide ~~provide~~ training to administrators related to employee assessment, campus security, employee due process rights and related rules, regulations and statutes.
- Provide ~~provide~~ assistance and direction to school district personnel on matters requiring investigation of employees.
- Assure ~~assure~~ compliance with rules, regulations, and statutes related to teacher assessment procedures, discipline and termination procedures of employees.
- Coordinate ~~coordinate~~ the formulation and implementation of policies and procedures related to the safety and security of all students and employees in the school district.
- Advise ~~advise~~ district administrators on matters related to security.
- Initiate ~~initiate~~ and oversee innovative and preventative programs related to school district security and crime prevention, such as serving as the district's liaison with law enforcement agencies, by coordinating and overseeing the School Resource Officers (SRO's) program, and the services provided under the Resident on Campus Security (ROCS) Program.
- Perform ~~perform~~ and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate ~~participate~~ in the training programs offered to enhance the individual ~~individual's~~ skills and proficiency related to the job responsibilities.
- Review ~~review~~ current developments, literature and technical sources of information related to job responsibilities.
- Ensure ~~ensure~~ adherence to good safety rules and procedures.
- Follow ~~follow~~ Federal and State laws, as well as School Board policies.
- Perform ~~perform~~ other duties as assigned, consistent with the goals and objectives of this position, by Superintendent of Schools ~~Chief of Staff or designee~~.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- A minimum ~~Minimum~~ of eight (8) years, within the last twelve (12) years, of progressively more responsible sworn law enforcement officer experience which must include at least five (5) years in an executive/managerial/administrative level position with supervisory responsibility.
- Degree major in one of the following: Public Administration, Criminal Justice, Law, or of like experiences.
- Prior experience in department management, including fiscal management, staffing, performance management, strategic planning, and resource allocation.
- Requires advanced conflict resolution and investigative skills as demonstrated by prior experience.
- Computer skills as required for the position.
- Demonstrated working knowledge of current Florida legislation, law, and State Board of Education Administrative Rules; labor/collective bargaining experience is preferred.
- Bilingual skills preferred.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- A minimum ~~Minimum~~ of six (6) years, within the last ten (10) years, of progressively more responsible experience in personnel administration, school administration, or law enforcement which must include at least five (5) years in an executive/managerial/ administrative level position with supervisory responsibility.
- Certification in Administration and Supervision or Educational Leadership or degree major in one of the following: Administration and Supervision, Educational Leadership, Public Administration, Criminal Justice, Law, or of like experiences.
- Prior experience in department management, including fiscal management, staffing, performance management, strategic planning, and resource allocation.
- Requires advanced conflict resolution and investigative skills as demonstrated by prior experience.
- Demonstrated working knowledge of current Florida legislation, law, and State Board of Education Administrative Rules; sworn law enforcement officer and labor/collective bargaining experience.
- Computer skills as required for the position.
- Demonstrated working knowledge of current Florida legislation, law, and State Board of Education Administrative Rules; sworn law enforcement officer and labor/collective bargaining experience is preferred.
- Bilingual skills preferred.

SUPERVISES:

~~Security Clearance, Special Investigative Unit, and Department of Professional Standards.~~

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

Works with employees at all levels of the organization, students, School Board members, parents, the community, local, state, and federal officials, legal experts, and bargaining unit officials, to accomplish the responsibilities of the position.

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, benefits, and/or contract amount shall be paid consistent with the School Board approved employment contract. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with the School Board Policy.

PUBLIC RECORDS EXEMPTION:

Positions assigned to this job description are public records exempt according to provisions of FL§119.071.

Revised: 5/20/97 &

Adopted: 6/17/97

Realigned: 4/13/99; 4/01/03

Title Change: 5/01/2001

Board Adopted: 12/16/03

Revised: 5/19/06

Revised: 12/15/09

Title Change: 09/05/2012 2012-2013

Organizational Chart

Board approved: 5/20/14

Board adopted: 6/24/14

DRAFT



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

POSITION TITLE: MAJOR SIU Operations/Investigations ~~Police Major, Operations/Investigations~~
JOB CODE: Z-032
CLASSIFICATION: Exempt
SALARY BAND: D
BARGAINING UNIT: ESMAB
REPORTS TO: Chief Special Investigative Unit (SIU) ~~Chief of Police or designee~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To assist the Chief Special Investigative Unit ~~Chief of Police, Broward District Schools Police Department~~ in handling all matters pertaining to security. To monitor and coordinate investigations conducted by the Special Investigative Unit ~~Broward District Schools Police Department~~ personnel.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The MAJOR SIU Operations/Investigations ~~Police Major, Operations/Investigations~~ shall carry out the performance responsibilities listed below.

- Supervise ~~staff as assigned to the Broward District Special Investigative Unit.~~
- Assist ~~assist the Chief SIU Chief, Broward District Schools Police Department (BDSPD), in his/her responsibilities. Act as the Chief's designee as required.~~
- Supervise ~~supervise~~, give direction and guidance to Police Officers/Detectives, prevention Team members, Building Security Guards, monitoring department and employees as assigned.
- Communicate ~~communicate~~ and work effectively with district, Office of School Performance and Accountability (OSPA), school administrators, parents, teachers, community stakeholders, law enforcement and community agencies, in coordinating investigations and promoting school safety.
- Make ~~make~~ arrests when necessary.
- Assist ~~assist~~ law enforcement agencies, CPIS, DCF and FDOE in school/district related investigations.
- Direct ~~direct~~ the daily operation of the Special Investigative Unit ~~BDSPD~~.
- Coordinate ~~coordinate~~ investigations of District employees, and review Personnel Investigation Requests and reports with Administrator V and the Chief SIU ~~Chief of BDSPD~~.
- Coordinate ~~coordinate~~ adequate security coverage throughout the district.
- Represent ~~represent~~ the District and testify in administrative and/or criminal hearings.
- Coordinate ~~coordinate~~ Florida Department of Law Enforcement (FDLE) procedures.
- Organize ~~organize~~ and facilitate workshops/training as related to school security.
- Serve ~~serve~~ as liaison and representative to law enforcement and community agencies.
- Coordinate ~~coordinate~~, develop and provide leadership to district, OSPA, school staff, parent groups, individuals, law enforcement agencies, and other municipal and county governmental agencies implementing the School Resource Officer (SRO) Program.
- Assist in recommending ~~assist in recommending~~ policies, procedures and priorities to meet established goals.
- Coordinate ~~coordinate~~ Police response to specific or unusual conditions; manages critical incidents, emergencies and large-scale events.
- Respond ~~responds~~ to oral and written public concerns, inquiries and complaints; provides information on departmental regulations and procedures; resolves personally or directs to appropriate entities.

- ~~Perform~~ perform and promote all activities in compliance with the equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
- ~~Participate~~ participate successfully in the training programs offered to enhance ~~increase~~ the individual's skills and proficiency related to job responsibilities ~~the assignments~~.
- ~~Review~~ review current developments, literature and technical sources of information related to job responsibilities ~~responsibility~~.
- ~~Ensure~~ ensure adherence to good safety procedures.
- ~~Follow~~ follow federal and state laws, as well as School Board policies.
- ~~Perform~~ perform other duties as assigned by Chief SIU ~~the Director, or designee~~.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree in criminal justice, criminology, law enforcement or related field from an accredited institution.
- Minimum of ten (10) years, within the last fifteen (15) years, of progressively responsible experience in police detective work.
- Must possess and maintain Florida State Law Enforcement Certification and a valid Florida Driver's License.
- Computer skills ~~as required for the position~~.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree in criminal justice, criminology, law enforcement or related field from an accredited institution.
- Minimum of eight (8) years, within the last twelve (12) years, of progressively responsible experience in police detective work.
- Bilingual skills.

SUPERVISES:

~~Broward District Schools Police Department Law Enforcement Officers and staff as assigned.~~

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

Frequently meets with Chief SIU ~~Chief of Police~~ and Major to coordinate district law enforcement services. Regularly meets with district administrators, school administrators, security personnel and staff to ensure customer service requirements are being met. Meets as needed with local law enforcement agencies and governmental agencies.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

PUBLIC RECORDS EXEMPTION:

Positions assigned to this job description are public records exempt according to provisions of FL§119.071

Board Approved: 6/11/13

Board Adopted: 7/23/13



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Detective SIU (Schools or Personnel) ~~Detective, Broward District Schools Police Department~~
JOB CODE: ZZ-033
CLASSIFICATION: Non-Exempt
PAY GRADE: 25
BARGAINING UNIT: Police Benevolent Association (PBA)
REPORTS TO: MAJOR SIU, Operations/Investigations ~~Police Major or designee~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Maintain the safety and security of District sites, students, staff, and vehicles, for The School Board of Broward County, Florida and ensure the integrity of District staff by reviewing, coordinating, investigating, and reporting current conditions and problems relating to the safety, security, and soundness of staff, students and facilities of the District.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Detective SIU (Schools or Personnel) ~~Detective, Broward District Schools Police Department~~ shall carry out the performance responsibilities listed below.

- Provide ~~provide~~ guidance and direction to others, as directed, to effectively perform incident investigations.
- Support ~~support~~ the Broward District Special Investigative Unit ~~Schools Police Department~~ by providing Broward County School District with on-site professional safety and security service.
- Serve ~~serve~~ as a liaison to law enforcement agencies and community agencies that have a mutual interest and concern for the safety and security of the District.
- Prepare ~~prepare~~ strong caseload documentation and written reports which are clear, concise, thorough and completed under strict timelines.
- Conduct ~~conduct~~ statistical analysis of safety and security incidents to determine security needs and/or programs for a location; report findings to management with recommendations for implementation; make oral presentations, and conduct training to District personnel.
- Review ~~review~~ investigative reports of incidents and make assignments, when directed, for appropriate action.
- Assist ~~assist~~ the Department of Children and Families in school-related investigations, by determining the facts of the case and coordinating with the appropriate agency.
- Communicate ~~communicate~~ actions on an on-going basis by coordinating investigations of district employees with the MAJOR SIU, Operations/Investigations ~~Major, School Safety & School Resource Officer and Supervisor of Police Operations~~.
- Provide ~~provide~~ required assistance and handle emergency situations by taking appropriate action, including making arrests, as necessary.
- Work ~~work~~ with the Architectural Review Committee by reviewing plans for renovations or new construction of facilities, to ensure that required safety and security measures have been included.
- Represent ~~represent~~ the district in administrative/criminal hearings in the court of law by providing accurate, clear, and concise testimony.
- Participate ~~participate~~ in the District Policy and Procedure Review Committee and make recommendations for additions or revisions, relating to the Broward District Special Investigative Unit ~~Schools Police Department~~, as mandated by the criminal/administrative laws of the State of Florida.
- Perform ~~perform~~ and promote all activities in compliance with the equal employment and non-discrimination policies of the The School Board of Broward County, Florida.

- ~~Participate~~ participate successfully in the training programs offered to enhance ~~increase~~ the individual's skills and proficiency related to the job responsibilities ~~assignments~~.
- ~~Review~~ review current developments, literature and technical sources of information related to job responsibilities ~~responsibility~~.
- ~~Ensure~~ ensure adherence to good safety procedures.
- ~~Follow~~ follow Federal and State laws, as well as School Board policies.
- ~~Perform~~ perform other duties as assigned by MAJOR SIU, Operations/Investigations ~~Police Major or designee~~.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program;
- Currently hold and actively maintain a valid certificate of compliance for Law Enforcement Officers from the State of Florida Commission on Criminal Justice Standards and Training.
- Minimum of eight (8) years of experience and/or training in law enforcement, with a minimum of one (1) year prior supervisory experience.
- ~~Requires prior experience~~ Experience working with adolescents. Requires the skills to effectively communicate and work with all levels of District and school-based staff; parents, students at all age levels, community representatives and law enforcement agencies.
- ~~Prior experience~~ Experience preparing thorough documentation and administration of caseload and the ability to produce written reports, under strict timelines, that are clear, concise, and thorough;
- ~~ability~~ Ability to clearly and accurately communicate facts of case in a court of law.
- Computer skills ~~as required for the position~~.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Candidates with evidence of successful completion of college level courses in criminal justice, police administration or related field;
- Bilingual ~~bilingual skills preferred~~.

SUPERVISES:

~~None; may occasionally provide advice or work direction as dictated by the circumstance.~~

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

Frequently works with staff, at all levels, throughout the District; students, parents, community, and law enforcement personnel to ensure the safety and security of District students, staff, and sites.

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of pressure occasionally and/or up to 20 pounds of force frequently 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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

PUBLIC RECORDS EXEMPTION:

Positions assigned to this job description are public records exempt according to provisions of FL§119.071.

Board Approved: 4/20/78

ER80-12 Approved: 10/2/80

Revised: 3/21/85 &

Adopted: 4/15/85

Item G-7: 11/6/86

Revised 4/13/89 (C-10)

Revised: 7/21/92 &

Adopted: 8/18/92

Revised 9/20/94

Revised: 11/7/95 &

Adopted: 12/5/95

Alignment Title Change: 3/19/96

Department Realigned &

Alignment Title Change: 5/6/97

Organizational Chart: 5/09/2000; 5/01/2001; 4/01/03

Revised and Adopted: 12/09/03

Board Adopted: 12/16/03*

Revised: 5/19/06

Board Adopted: 9/11/07

Revised: 10/15/2012

Organizational Chart: 2012-2013

Title Change & Reporting

Organizational Chart: 2013-2014



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: School Safety Coordinator ~~Gang Prevention Coordinator~~
JOB CODE: ZZ-026
CLASSIFICATION: Exempt
SALARY BAND: 25
BARGAINING UNIT: BTU-TSP
REPORTS TO: MAJOR SIU, Operations/Investigations ~~Coordinator, School Safety & School Resource Officer~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To educate teachers, administrators, and parents to be aware of the problems of gang members and the related activities of gangs. To gather information regarding youth gangs, and gang members. To serve as a liaison with youth gangs and their activities. To explore and implement methods directed to prevention, diversion and intervention of youth gangs. To coordinate Youth Crime Watch.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The School Safety Coordinator ~~Gang Prevention Coordinator~~ shall carry out the performance responsibilities listed below.

- Serve ~~serve~~ as a liaison and provide coordination between schools and community agencies.
- Provide ~~provide~~ Gang Awareness and Prevention Education for all students and in-service programs for teachers, principals and administrators as it relates to gangs and violence, in coordination with Human Resource Development.
- Provide ~~provide~~ Gang Awareness and Prevention Education for parents.
- Obtain ~~obtain~~ data from community agencies and law enforcement for information purposes.
- Collect ~~collect~~ data and work collectively with district staff including ~~Executive Director, Research and Evaluation and Director, Health Education Services~~ and other resources to analyze and develop recommendations.
- Provide ~~provide~~ consultative services to teachers, principals and administrators regarding youth gangs.
- Provide ~~provide~~ consultative services to parents of students identified as a gang member, associate or at risk of becoming a gang member.
- Coordinate ~~coordinate~~ with Multi-Agency Gang Task Force; attend monthly intelligence meetings and participate in joint operations.
- Coordinate ~~coordinate~~ with other school and community-based gang prevention programs.
- Coordinate ~~coordinate~~ with Health Education Services to update gang awareness education information into the health curriculum.
- Develop ~~develop~~ and/or implement programs that include substance abuse prevention education and promote drug-free healthy lifestyles.
- Coordinate ~~coordinate~~ Youth Crime Watch Program.
- Perform ~~perform~~ and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
- Review ~~review~~ current developments, literature and technical sources of information related to the job responsibilities ~~responsibility~~.
- Participate ~~participate, successfully,~~ in the training programs offered to enhance ~~increase~~ the individual's skills and proficiency related to the job responsibilities ~~assignment~~ to include cultural diversity, conflict resolution, and sensitivity training.
- Ensure ~~ensure~~ adherence to good safety procedures.
- Follow ~~follow~~ federal and state laws, as well as School Board Policies
- Perform ~~perform~~ other duties as assigned by MAJOR SIU, Operations/Investigations ~~Coordinator, School Safety & School Resource Officer~~.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- Minimum of five (5) years of experience and/or training in the field related to the title of the position.
- Experience dealing with adolescents required.
- Demonstrated ability to communicate and work effectively with teachers, students, administrators, parents, community representatives and law enforcement agencies.;
- ~~excellent~~ Excellent communication skills, both oral and written; organizational skills and knowledge of Broward County Community Services Agencies and referral procedures.
- Computer skills ~~as require for the position~~.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Experience in the Criminal Justice System ~~preferred~~.
- Bilingual skills ~~preferred~~.

SUPERVISION:

None

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

Frequent interaction with teachers, school administrators, district staff, students, parents and community develop and/or implement programs that include substance abuse prevention education and promote drug-free healthy lifestyles.

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of pressure occasionally and/or up to 20 pounds of force frequently 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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 9/4/90 & Adopted: 10/2/90

Title Change: 5/19/92

Realignment: 4/12/94

Revised: 10/18/94

Title Change: 4/11/95

Revised: 11/7/95 & Adopted; 12/5/95

Realigned: 3/19/96

Department Realigned: 5/6/97; 4/01/03

Revised; 1/16/01

Reporting Change: 5/1/2001

Board Adopted: 12/16/03

Revised: 9/12/06



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Coordinator, Strategic Management
JOB CODE: New
CLASSIFICATION: Exempt
SALARY BAND: C
BARGAINING UNIT: ESMAB
REPORTS TO: Executive Director, Strategy & Continuous Improvement
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Support the implementation of Strategic Initiative action plans to achieve desired outcomes. Synthesize large amounts of data across District departments into presentations for strategic decision-making purposes.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Coordinator, Strategic Management shall carry out the performance responsibilities listed below.

- This position supervises staff as assigned.
- Serve as a District contact for Program and Performance Management plans and monitor such plans to ensure they are aligned to the District's Strategic Plan.
- Utilize established performance management methods such as Six Sigma, LEAN and other process improvement methods to guide continuous improvement efforts across the District.
- Build awareness, perspective, and alignment throughout the stakeholder community including the Board, senior leadership and key agents throughout the BCPS community.
- Conduct data analysis through measurement and data analytics to guide decision-making regarding past and current performance level of departments.
- Develop alignment and synergy with partners to Broward County Public Schools' mission, vision and strategic plan.
- Design performance improvement reports to effectively communicate departmental recommendations.
- Support and manage teams to ensure high quality Program and Performance Management.
- Identify effectiveness and ineffectiveness in departmental processes through detailed interview process.
- Analyze and develop process flow documents and techniques.
- Compile and analyze data, as well as develop and implement reports and metrics based on knowledge of department operations.
- Recommend process improvements and enhancements.
- Provide coaching/teaching/training to multiple departments with unique processes.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in the training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the Executive Director, Strategy & Continuous Improvement or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree in economics, education, business administration or related field from an accredited institution.
- A minimum of six (6) years, within the last twelve (10) years, of progressively more responsible experience in program and performance management or related field.
- Demonstrated experience in a non-profit organization, governmental agency, business and/or K-12 educational system with demonstrated knowledge in matters relating to performance management and project management.
- Proficiency in synthesizing large amounts of data.
- Strong communications skills and client relationship skills.
- Ability to multi-task in a fast paced environment with understanding of key performance indicators and how they relate to current and future state.
- Innovative/out of the box thinker with strong presentation skills.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- A minimum of four (4) years' experience, in program and performance management or field related to the position.
- Certificate in Six Sigma.
- Bilingual skills are preferred.

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

Facilitate and fosters frequent communication with internal and external customers throughout the District, using professionalism, tact and good judgment to improve the implementation of strategic initiatives.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Point Factor Listing
Coordinator, Strategic Management
Point Range: 945-1044
Position Factors

1. <u>Knowledge:</u> Combined required minimum education/experience for competent performance				
	<u>Experience Range - Years</u>			
<u>Education</u>	<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>	
A. High School	1	2	3	
B. A.A/Vocational training	1	2	3	
C. B.S/B.A.	1	2	3	
D. M.S/ M.A.	1	2	3	
E. MS+ (Sr. Mgmt.)	1	2	3	

2. <u>Human Relations Skills:</u> All interpersonal skills required to produce the desired end result				
<u>Required skill level</u>	<u>*Organization Contact Level</u>			
A. Moderately important; courtesy/tact	1	2	3	4
B. Important; communicate ideas/lead team	1	2	3	4
C. Very important; influencing others; supervise/manage	1	2	3	4
D. Critical to end result; convincing others; lead/motivate	1	2	3	4

*Definitions	
1 – Immediate workgroup	2 – Outside of immediate workgroup
3 – Assistant/Associate/Deputy Superintendents	4 – Superintendent, School Board; critical external parties

3. <u>Problem Solving:</u> Thinking environment to perform job duties				
A. Follow established routine and well-defined patterns				
B. Some analysis; known solutions				
C. Apply established principles; determine method				
D. Follows broad policies; known objectives				
E. Establish policies based on goals/strategies				

4. <u>Decision Making Freedom:</u> Freedom to take action				
A. Follows instructions; refer decisions to a higher authority				
B. Occasional independent action; interpret practices/procedures				
C. Independence within specialty area; report progress				
D. Frequent independent action; may impact other areas				
E. Regular independent action; follows broad policies				

5. <u>Position Impact:</u> Degree of job impact on the District				
A. Minor to total organization; moderate to work unit				
B. Advisory to work unit; used by others to take action				
C. Substantial support, advice, and counsel to work unit				
D. Substantial direct impact on unit's results				
E. Authoritative to unit/substantial to District				

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
C2	C2	C	D	D



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

POSITION TITLE: Director, Program Evaluation
JOB CODE: New
CLASSIFICATION: Exempt
SALARY BAND: D
BARGAINING UNIT: ESMAB
REPORTS TO: Executive Director, Strategy & Continuous Improvement
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Provides planning and education program evaluation services for the District, including collection, analysis, and interpretation of all data, information, test results, evaluations, and other indicators that are used to translate policy into practice, identify areas of concern and need, and serve as the basis for short and long range planning.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, Program Evaluation shall carry out the performance responsibilities listed below.

- This position supervises staff as assigned to the Department of Program Evaluation.
- Assemble data, conduct evaluation studies, and oversee research and development activities designed to provide information about the effect of alternative educational practices; and oversee research activities designed to evaluate instructional materials to improve curricular and instructional practices.
- Provide technical assistance in the analysis and interpretation of information, test results, evaluations, and other indicators that are used in the formulation of policy, identification of areas of concern and needs, and serve as a basis for short and long range planning.
- Provide technical assistance to District level personnel, teachers, and other school-based professionals in the development of an appropriate research design for assessing impact of evaluation studies they are undertaking under the sponsorship of the District.
- Participate in the translation of educational policy into practice, providing empirical evidence as appropriate.
- Build an awareness and understanding of sound program evaluation and policy analysis as it pertains to the success of students throughout the stakeholder community including the Board, senior leadership, and key agents throughout the BCPS community.
- Collaborate with internal stakeholders to identify educational programs in place within the District and develop a comprehensive program evaluation strategy.
- Assist in the planning of new intervention program implementations by providing guidance in the creation of logic models, the identification and measurement of indicators, and the design and implementation of evaluation plans.
- Direct and coordinate evaluation efforts as related to District educational programs with the assistance of in-house and/or outside consultants.
- Oversee a comprehensive research review process of any proposed research request to take place in the District.
- Oversee evaluation consultant review and selection process.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in the training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the Executive Director, Strategy & Continuous Improvement or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- A minimum of five (5) years experience in the field related to the title of the position.
- Demonstrated expertise in the use of computer software (including SPSS, Stata, Excel, and Hyperion), for analysis and summarization of large data sets.
- Demonstrated experience writing reports and presenting research, evaluation, and/or policy analysis findings for general audiences.
- Demonstrated experience conducting research in public education settings.
- Demonstrated collaboration with in-field professionals at the county, state, and national levels.
- Computer skills as required.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- A minimum of eight (8) years experience, including at least three (3) years supervisory or administrative experience and training in field related to the position.
- Graduate level course work in Psychological Science, Public Policy Analysis, Research Design & Methods, Statistics & Data Analysis, and/or Program Evaluation.
- Bilingual skills are preferred.

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

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Point Factor Listing
 Director, Program Evaluation
 Point Range: 1045-1214
Position Factors

1. <u>Knowledge:</u> Combined required minimum education/experience for competent performance				
	<u>Experience Range - Years</u>			
<u>Education</u>	<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>	
A. High School	1	2	3	
B. A.A/Vocational training	1	2	3	
C. B.S/B.A.	1	2	3	
D. M.S/ M.A.	1	2	3	
E. MS+ (Sr. Mgmt.)	1	2	3	

2. <u>Human Relations Skills:</u> All interpersonal skills required to produce the desired end result				
	<u>*Organization Contact Level</u>			
<u>Required skill level</u>				
A. Moderately important; courtesy/tact	1	2	3	4
B. Important; communicate ideas/lead team	1	2	3	4
C. Very important; influencing others; supervise/manage	1	2	3	4
D. Critical to end result; convincing others; lead/motivate	1	2	3	4

*Definitions	
1 – Immediate workgroup	2 – Outside of immediate workgroup
3 – Assistant/Associate/Deputy Superintendents	4 – Superintendent, School Board; critical external parties

3. <u>Problem Solving:</u> Thinking environment to perform job duties				
A. Follow established routine and well-defined patterns				
B. Some analysis; known solutions				
C. Apply established principles; determine method				
D. Follows broad policies; known objectives				
E. Establish policies based on goals/strategies				

4. <u>Decision Making Freedom:</u> Freedom to take action				
A. Follows instructions; refer decisions to a higher authority				
B. Occasional independent action; interpret practices/procedures				
C. Independence within specialty area; report progress				
D. Frequent independent action; may impact other areas				
E. Regular independent action; follows broad policies				

5. <u>Position Impact:</u> Degree of job impact on the District				
A. Minor to total organization; moderate to work unit				
B. Advisory to work unit; used by others to take action				
C. Substantial support, advice, and counsel to work unit				
D. Substantial direct impact on unit's results				
E. Authoritative to unit/substantial to District				

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
C2	D2	D	E	D



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Evaluation Administrator
JOB CODE: RR-051
CLASSIFICATION: Exempt
PAY GRADE: 27
BARGAINING UNIT: BTU-TSP
REPORTS TO: Director, Program Evaluation ~~Executive Director, Portfolio Management~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To serve as the contact for file utilization; to troubleshoot problems related to file maintenance, analysis and construction; to supply data analyses achieved through mainframe (preferably SPSS) and microcomputer applications; to prepare presentation quality graphics; to coordinate the development and transfer of data files between department and external consultants; and to develop research project schedule and monitor progress.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Evaluation Administrator shall carry out the performance responsibilities listed below.

- This position supervises staff as assigned to the Department of Program Evaluation.
- Apply ~~apply~~ mainframe and microcomputer applications (preferably SPSS) to analyze data.
- Inventory, inventory, maintain, and construct mainframe and microcomputer research files using programs such as Brio Query software as a means for downloading specific mainframe data elements.
- Provide ~~provide~~ instruction and guidance to department clerical staff regarding the maintenance and construction of research files.
- Construct ~~construct~~ graphics for data presentation.
- Write ~~write~~ research reports and briefs for distribution to local educators and the community at large.
- Identify ~~identify~~ and supervise the transfer of research files.
- Create, ~~create,~~ edit, format, analyze, and report microcomputer database information.
- Utilize ~~utilize~~ technology to secure research information from other computer systems and networks.
- Interact ~~interact~~ effectively with the general public, staff members, students, teachers, parents, and administrators, using tact and good judgment.
- Perform ~~perform~~ and promote all activities in compliance with the equal employment and non- discrimination policies of The School Board of Broward County, Florida.
- Participate ~~participate successfully in the~~ training programs offered to enhance ~~increase the individual individual's~~ skills and proficiency related to the job responsibilities, assignments.
- Review ~~review~~ current developments, literature and technical sources of information related to job responsibilities. ~~responsibility.~~
- Ensure ~~ensure~~ adherence to good safety rules and procedures.
- Follow ~~follow~~ federal and state laws, as well as School Board policies.
- Perform ~~perform~~ other duties as assigned by the Director, Program Evaluation ~~Executive Director, Portfolio Management~~ or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- ~~A minimum~~ Minimum of five (5) years of experience and/or training in the field related to the title of the position.
- Demonstrated proficiency in the use of programs such as Statistical Programs for the Social Sciences (SPSS) syntax language.
- Proficiency is also required in computer software utilizing spreadsheets, charts, databases, and worksheet basics.
- Experience ~~In addition, qualified candidates must have demonstrated experience~~ coordinating research projects.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Preferred degree major coursework in computer applications, advanced mathematics, statistics, research methodology, or evaluation.
- Brio Query software experience, or similar software, with a demonstrated capability to download data from mainframe sources to microcomputers is preferred.
- Experience ~~Prefer experience~~ in data processing accrued in at least four (4) of the following areas: (1) file management, (2) computer programming, (3) data base formatting/planning, (4) data analysis, (5) written presentation of research findings, or (6) the presentation of results using graphics.
- In addition, qualified candidates must have demonstrated experience coordinating research projects.
- Bilingual skills are preferred.

SUPERVISES:

~~Provides functional guidance to department clerical staff regarding the management, maintenance, and construction of the department's research files.~~

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

Interact effectively, using tact and good judgment to give and receive information, with the general public, staff members, students, teachers, parents, and administrators.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 11/2/99 &

Adopted: 11/16/99

Upgraded: 5/01/2001

Board Adopted: 12/16/03

Revised: 01/22/10

2009-2010 Organizational Chart

Revised: 10/15/2012

2012-2013 Organizational Chart



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Supervisor, Resource Computer Training - Food & Nutrition Services
JOB CODE: DD-098
CLASSIFICATION: Exempt
SALARY BAND: B
BARGAINING UNIT: ESMAB
REPORTS TO: Assistant Director, Food and Nutrition Services
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Evaluate and assess Florida Department of Agriculture, District, and Department software programs for purchase and utilization in the department. Assess training requirements; develop, prepare and deliver training classes for all Food and Nutrition Services staff and school based employees of the Broward County School District; utilizing approved software packages for point of sale financial system, and daily inventory.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Supervisor, Resource Computer Training - Food & Nutrition Services shall carry out the performance responsibilities listed below.

- Supervise Food & Nutrition Services Managers, school-based staff, and district office staff.
- Plan plan and organize the design and development of comprehensive training programs for the approved resource and software packages for Food & Nutrition Services Employees of the Broward County School District; in accordance with USDA Guidelines and federal regulations.
- Communicate communicate effectively and use appropriate interpersonal styles in interacting with all personnel.
- Coordinate coordinate the efficient scheduling and delivery of food service instruction training programs.
- Provide provide training and technical assistance to all school-based food service personnel, and district office staff.
- Evaluate evaluate and provide follow-up to computer training programs, ensuring compliance with federal, state, and district regulations.
- Maintain maintain an inventory of all software packages and computer lab equipment in the department and school kitchens.
- Assist assist users daily with support questions via phone or on-site visits, and maintain a log on services requested and provided.
- Assign assign work and perform yearly evaluation of assigned staff after receiving input from school principal.
- Evaluate and install all software for federal, state, and district compliance compatibility. evaluate software products at the request of Director, Food & Nutrition Services.
- Maintain maintain resource library.
- Prepare prepare users manuals for all computer products.
- Evaluate evaluate and recommend items for bid.
- Initiate initiate back-up procedures for user files and programs.
- Ensure ensure all department priorities and projects assist in achieving the District's Strategic Plan. Provide support to Food and Nutrition Services Director in short and long range technology plans.
- Assist Food and Nutrition Services Director in budgeting all technology components.
- Evaluate and install hardware and network components. Advise on all significant technology advances.
- Align and implement Department of Agriculture and Consumer Services software with District and department processes.
- Ensure department resources meet all federal and state regulations and mandates.
- Participate participate, successfully, in training programs to enhance the individual's skills and proficiency related to the job responsibilities.

- Perform ~~perform~~ and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
- Review ~~review~~ current developments, literature, and technical sources of information related to the job responsibilities.
- Ensure ~~ensure~~ adherence to good safety procedures.
- Follow ~~follow~~ federal and state laws, as well as School Board policies.
- Perform ~~perform~~ other duties as assigned by the Assistant Director, Food & Nutrition Services or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution in computer science, business, school food services, dietetics, nutrition, or related field.
- Minimum of five (5) years, within the last ten (10) years, of experience in designing and delivering of computer-based program training in the private sector or government agency.
- Experience with database administration, knowledge of data bases, and food service applications, conducting presentations, assessing training requirements and materials, and preparing detailed training plans.

SUPERVISES:

~~Food & Nutrition Services Managers and school-based staff~~

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

Works with school staff, district staff, United States Department of Agriculture (U.S.D.A.) and Florida Department of Agriculture (FLDOA) in the planning of comprehensive training programs and utilization of software program, in accordance with USDA Guidelines.

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.

~~Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force 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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 11/16/93 &

Adopted: 12/17/93

Alignment Title Change: 3/19/96

Board Adopted: 12/16/03

Board Approved: 5/21/13

Board Adopted: 6/25/13

Point Factor Listing

Supervisor, Resource Computer Training - Food & Nutrition Services

Point Range: 845 – 944

Position Factors

1. Knowledge: Combined required minimum education/experience for competent performance				
	Experience Range - Years			
Education	Up to 3	4-7	8+	
A. High School	1	2	3	
B. A.A/Vocational training	1	2	3	
C. B.S/B.A.	1	2	3	
D. M.S/ M.A.	1	2	3	
E. MS+ (Sr. Mgmt.)	1	2	3	

2. Human Relations Skills: All interpersonal skills required to produce the desired end result				
	*Organization Contact Level			
Required skill level				
A. Moderately important; courtesy/tact	1	2	3	4
B. Important; communicate ideas/lead team	1	2	3	4
C. Very important; influencing others; supervise/manage	1	2	3	4
D. Critical to end result; convincing others; lead/motivate	1	2	3	4

***Definitions**
1 – Immediate workgroup
3 – Assistant/Associate/Deputy Superintendents

2 – Outside of immediate workgroup
4 – Superintendent, School Board; critical external parties

3. Problem Solving: Thinking environment to perform job duties				
A. Follow established routine and well-defined patterns				
B. Some analysis; known solutions				
C. Apply established principles; determine method				
D. Follows broad policies; known objectives				
E. Establish policies based on goals/strategies				

4. Decision Making Freedom: Freedom to take action				
A. Follows instructions; refer decisions to a higher authority				
B. Occasional independent action; interpret practices/procedures				
C. Independence within specialty area; report progress				
D. Frequent independent action; may impact other areas				
E. Regular independent action; follows broad policies				

5. Position Impact: Degree of job impact on the District				
A. Minor to total organization; moderate to work unit				
B. Advisory to work unit; used by others to take action				
C. Substantial support, advice, and counsel to work unit				
D. Substantial direct impact on unit's results				
E. Authoritative to unit/substantial to District				

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
C2	C3	C	C	C



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Manager, Construction Sourcing
JOB CODE: New
CLASSIFICATION: Exempt
SALARY BAND: C
BARGAINING UNIT: ESMAB
REPORTS TO: Director, Procurement & Warehousing Services
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To ensure the effective management of a team of project consultants such that the capital program consistently delivers cost effective and timely school facility improvements of the highest quality consistent with the District's goals.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Manager, Construction Sourcing shall carry out the performance responsibilities listed below.

- This position supervises staff as assigned.
- Plans, direct and reviews "Advertisement for Bid" documents, including bid and technical specifications, providing single point control over all related contract documents and change notices for the construction functional area/construction program, including working within an internal matrix and external consultant staffing structure.
- Coordinates Procurement Activities for the District's construction programs with other departments and District personnel.
- Ensure all Bid documentation is properly created and advertised according to District's policies. Manage and review bids and related documents.
- Exercise direct contact with vendors to ensure performance and follow-up.
- Analyze requirements, market trends and economy to determine the procurement process for obtaining the best value for construction projects.
- Participate in the Negotiation Team on Construction related contract as assigned.
- Verify documents have been reviewed and approved by Legal Department prior going out to bid.
- Verify documentation of appropriate licenses and insurance for all bids and/or contracts as required by the Director of Risk Management.
- Routinely reviews bid specifications, submittals, bulletins, change orders, schedules and other documents.
- Evaluates actions performed by vendors and District personnel, and ensures compliance with regulations, procedures, and specifications.
- Participate in conflict resolution, including recommending corrective actions, including travel to schools and work sites throughout the District.
- Reviews and provides recommendations to the Director, Construction on all formal solicitations.
- Provides outstanding customer service, and uses positive interpersonal communication skills.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in the training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow Federal and State laws, as well as School Board policies.
- Perform other duties as assigned by the Director, Procurement & Warehousing Services or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited educational institution with major course work in construction management, architecture, engineering, supply chain management or related field.
- A minimum of seven (7) years of experience and/or training, within the last ten (10) years, in the field related to the title of the position.
- Experience with progressively increasing responsibility for overall Project Management, the construction of medium to large commercial, industrial or private / public construction projects as well as the management of the procurement process and supply chain management within the above.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited educational institution with major course work in construction management, architecture, engineering or related field.
- A minimum of five (5) years of experience and/or training, within the last eight (8) years, in the field related to the title of the position.
- Certified Construction Manager, Project Management Professional or similar training/ coursework.
- Demonstrated experience in a management role within the capital construction program of an educational institution; Certified Professional in Supply Management (CPSM) or a Certified Professional Purchasing Buyer (CPPB); Project Management Professional (PMP).
- Bilingual skills are preferred.

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

Works extensively with the Director of Procurement and Warehousing Services, District and consultant project staff, school administration and the professional design and construction community to ensure the design work leads to high quality improvements to each and every school within the District.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Point Factor Listing
Manager, Construction Sourcing
Point Range: 945-1044
Position Factors

1. <u>Knowledge:</u> Combined required minimum education/experience for competent performance				
		<u>Experience Range - Years</u>		
<u>Education</u>		<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>
A. High School		1	2	3
B. A.A/Vocational training		1	2	3
C. B.S/B.A.		1	2	3
D. M.S/ M.A.		1	2	3
E. MS+ (Sr. Mgmt.)		1	2	3

2. <u>Human Relations Skills:</u> All interpersonal skills required to produce the desired end result					
<u>Required skill level</u>		<u>*Organization Contact Level</u>			
A. Moderately important; courtesy/tact		1	2	3	4
B. Important; communicate ideas/lead team		1	2	3	4
C. Very important; influencing others; supervise/manage		1	2	3	4
D. Critical to end result; convincing others; lead/motivate		1	2	3	4
*Definitions					
1 – Immediate workgroup		2 – Outside of immediate workgroup			
3 – Assistant/Associate/Deputy Superintendents		4 – Superintendent, School Board; critical external parties			

3. <u>Problem Solving:</u> Thinking environment to perform job duties				
A. Follow established routine and well-defined patterns				
B. Some analysis; known solutions				
C. Apply established principles; determine method				
D. Follows broad policies; known objectives				
E. Establish policies based on goals/strategies				

4. <u>Decision Making Freedom:</u> Freedom to take action				
A. Follows instructions; refer decisions to a higher authority				
B. Occasional independent action; interpret practices/procedures				
C. Independence within specialty area; report progress				
D. Frequent independent action; may impact other areas				
E. Regular independent action; follows broad policies				

5. <u>Position Impact:</u> Degree of job impact on the District				
A. Minor to total organization; moderate to work unit				
B. Advisory to work unit; used by others to take action				
C. Substantial support, advice, and counsel to work unit				
D. Substantial direct impact on unit's results				
E. Authoritative to unit/substantial to District				

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
C2	C2	C	D	D



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Purchasing Agent IV - Construction
JOB CODE: DD-128
CLASSIFICATION: Exempt
PAY GRADE: 25
BARGAINING UNIT: BTU-TSP
REPORTS TO: Manager, Construction Sourcing ~~Manager, Strategic Sourcing~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To coordinate the professional purchasing of a variety of categories of standard and complex services, materials, supplies and/or equipment to support a myriad of design and construction projects for the School Board of Broward County.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Purchasing Agent IV - Construction shall carry out the performance responsibilities listed below.

- This position supervises staff as assigned.
- Prepare ~~prepare~~, edit and review "Advertisement for Bid" documents, including bid and technical specifications, providing single point control over all related contract documents and change notices.
- Maintain ~~maintain~~ the master file for all bid and technical specifications on the website.
- Open ~~open~~ and review bids and prepare bid tabulation for award.
- Exercise ~~exercise~~ direct contact with vendors/suppliers to ensure performance and follow-up.
- Analyze ~~analyze~~ price comparison with market trends, economy and availability of products to determine the procurement process for obtaining the best product at the lowest and best price for assigned categories.
- Expedite ~~expedite~~ delivery and/or follow up as required.
- Solicit ~~solicit~~ written and telephone price quotations.
- Review ~~review~~ contractor documentation, maintain files, and make recommendations related to contractor prequalification, bonding capacity, insurance and financial conditions.
- Maintain ~~maintain~~ documentation of appropriate insurance for all bids and/or contracts as required by the Director of Risk Management.
- Meet ~~meet~~ and deal effectively with the general public, staff members, administrators, and other contact persons, using tact and good judgment.
- Participate ~~participate~~ in the Negotiation Team on construction related contracts as assigned.
- Supervise ~~supervise~~, evaluate, and review work of assigned personnel.
- Verify ~~verify~~ documents have been reviewed and approved by Legal Department prior to going out to bid.
- Perform ~~perform~~ and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate ~~participate~~ in the training programs offered to enhance the individual ~~individual's~~ skills and proficiency related to the job responsibilities.
- Review ~~review~~ current developments, literature and technical sources of information related to job responsibilities.
- Ensure ~~ensure~~ adherence to good safety rules and procedures.
- Assist ~~assist~~ in ensuring that the District remains in compliance with external requirements and internal policies by following Federal and State laws, as well as School Board policies.
- Perform ~~perform~~ other duties as assigned by the Manager, Construction Sourcing ~~Manager, Strategic Sourcing~~.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution in business administration, construction management or related field.
- A minimum ~~Minimum~~ of five (5) years, within the last ten (10) years, of increasingly responsible experience and/or training in, construction contracting or related field. *or*;
- A minimum ~~Minimum~~ of four (4) years, within the last eight (8) years, of satisfactory experience in the job assignment Construction Purchasing Agent III in the Broward County School System.
- Knowledge and experience in preparing construction bid documents and agreement of categories of design and construction related projects and/or services.
- Knowledge of State Requirements for Educational Facilities and/or Florida Statutes.
- Excellent written and oral communication skills.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Certificate in Purchasing Management, Certified Purchasing Manager (CPM) or a Certified Professional Purchasing Buyer (CPPB).
- Bilingual skills are preferred.

SUPERVISES:

Employees as assigned

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

Frequently works with functional users at all levels and applicable staff to obtain input and understanding of their work processes and needs; periodically works with senior management on specific design issues.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

2014-2015 Organizational Chart

Board Approved: 5/20/14

Board Adopted: 6/24/14



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Manager, Procurement Compliance ~~Manager, Operations & Compliance~~
JOB CODE: RR-086
CLASSIFICATION: Exempt
SALARY BAND: C 26
BARGAINING UNIT: ESMAB
REPORTS TO: Director, Procurement & Warehousing Services
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Identify and implement systems and improvements that support diverse and changing business needs. Ensure vendor contract compliance to specifications, terms and conditions, and requirements of the contract employing best practices to continuously improve supply sources.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Manager, Procurement Compliance ~~Manager, Operations & Compliance~~ shall carry out the performance responsibilities listed below.

- This position supervises staff as assigned.
- Demonstrate ~~demonstrate~~ expertise with respect to all procurement concepts, policies and procedures that meet state, local and the Department of Education requirements.
- Assist ~~assist~~ the Director, Procurement & Warehousing Services in developing overall department strategies by incorporating industry best practices and utilizing performance metrics; recommend and develop policy provisions to improve department functions.
- Develop ~~develop~~ evaluation metrics and provides leadership across the Procurement Organization.
- Monitor ~~monitor~~ and maintain compliance with state, local, educational contract requirements.
- Responsible ~~responsible~~ for procurement software program analysis, design, development, documentation testing, and conversion of new procurement systems.
- Ensure ~~ensures~~ that staffing appropriately deployed to meet the requirements of the various business units supported by Procurement.
- Train ~~train~~ and develop staff by providing coaching and mentoring; assist in the supervision of the clerical staff.
- Prepare ~~prepare~~ market value analysis reports on various commodities.
- Apply ~~apply~~ logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate policies, procedures and protocols.
- Identify ~~identify~~ automated procurement system problems and research problems for suitable solution.
- Serve ~~serve~~ as liaison to resolve disputes between department staff and other City departments, contractors, and consultants on contracts.
- Prepare ~~prepare~~ clear and concise reports, correspondence and other written materials.
- Train ~~train~~ and assists division personnel in proper job procedures and procurement policies.
- Acts ~~acts~~ as division supervisor in the absence of the Strategic Sourcing Manager.
- Assist ~~assist~~ in developing operating budget for the department annually.
- Organize ~~organize~~ work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Maximize ~~maximize~~ savings opportunities by implementing strategic sourcing process and developing strategic sourcing initiatives.
- Ensure ~~ensure~~ continuous improvement of operations by performing data/process analysis; developing spending analyses; and gathering customer feedback and developing and implementing customer service initiatives.
- Maximize ~~maximize~~ the use of technology in the purchasing operations function; incorporate Ecommerce and E-procurement as a daily purchasing resource.

- Perform ~~perform~~ and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate ~~participate successfully in the~~ training programs offered to enhance the individual ~~individual's~~ skills and proficiency related to the job responsibilities.
- Review ~~review~~ current developments, literature and technical sources of information related to job responsibilities. ~~responsibility.~~
- Ensure ~~ensure~~ adherence to good safety rules and procedures.
- Follow ~~follow~~ Federal and State laws, as well as School Board policies.
- Perform ~~perform~~ other duties as assigned by the Director, Procurement & Warehousing Services or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree in Business Administration or related field from an accredited institution.
- A minimum ~~Minimum~~ of five (5) years of experience and/or training within the last eight (8) years in the field related to the title of the position, including three (3) years in a supervisory capacity.
- An active certificate in Purchasing Management, Certified Purchasing Manager (C.P.M.), Certified Public Procurement Officer (CPPO) or Certified Professional Public Buyer (CPPB).
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Certificate in Purchasing Management, Certified Purchasing Manager (CPM) or a Certified Professional Purchasing Buyer (CPPB).
- Extensive experience in a high volume procurement organization as a compliance manager, contract administrator, senior purchasing agent, senior buyer or similar level position preferably within a governmental agency or school program.
- Knowledge and experience in researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Experience in SAP Enterprise Resource Planning System.
- Bilingual skills are preferred.

SUPERVISES:

Employees as assigned

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

Frequently works with District administrators, planners, principals and department heads to gain information to develop bid specifications and obtain customer feedback for performance improvement; frequently works with outside vendors to negotiate contract terms; occasionally addresses School Board members to discuss purchasing requirements and contracts.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

2014-2015 Organizational Chart

Board Approved: 5/20/14

Board Adopted: 6/24/14