



AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

MEETING DATE	Sep 20 2016 10:15AM - Regular School Board Meeting
AGENDA ITEM	OPEN ITEMS
CATEGORY	CC. BOARD POLICIES
DEPARTMENT	Compensation (Human Resources)

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

ITEM No.:
CC-11.

TITLE:
Proposed Revised Job Description for the Instructional and Digital Materials Analyst Position

REQUESTED ACTION:
Approve the revised job description for the Instructional and Digital Materials Analyst position. Approval is requested to advertise the position after the first reading. This is the First reading.

SUMMARY EXPLANATION AND BACKGROUND:
The job description for the Instructional and Digital Materials Analyst position is being revised to better align the job title, responsibilities, qualifications, and expectations to the current needs of the department. The change in title for this position is directly related to the increase in tasks required, including the increase in types of instructional and digital materials that are currently purchased by the School District. The job description was publicized for rule adoption in compliance with Florida Statutes on Saturday, August 27, 2016. See attached Executive Summary. Copies of all supporting documents are available at the Board Members' Office on the 14th floor of the K.C. Wright Administration Center and available online via the Broward County Public Schools eAgenda at: <http://webappe.browardschools.com/eAgenda>. This Board item aligns with Companion Item II-19, Amendment to the 2016-2017 Organizational Chart Page 6, Instructional and Digital Materials Analyst Position.

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

FINANCIAL IMPACT:
There is no additional financial impact. The funding for this position will come from the Innovative Learning 2016 - 2017 budget.

EXHIBITS: (List)
(1) Executive Summary (2) Job Description (3) Point Factor

BOARD ACTION:

(For Official School Board Records Office Only)

SOURCE OF ADDITIONAL INFORMATION:

Name: Rose M. Hall	Phone: 754-321-0144
Name: Daniel Gohl	Phone: 754-321-2618

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Craig J. Nichols - Chief Human Resources & Equity Officer

Signature

Approved In Open Board Meeting On: _____

By: _____
School Board Chair