

Exhibit 1

School Board Agenda Item CC-11  
September 20, 2016

This Board item aligns with Companion Item II-19, Amendment to the 2016-2017 Organizational Chart Page 6, Instructional and Digital Materials Analyst Position

**Executive Summary**

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

**Background:** This item is being recommended for School Board approval to meet requirements for revised job description.

**Position Title:** Instructional and Digital Materials Analyst

**Division/Department:** Chief Academic Officer

**Pay Grade:** 26      **Range:** \$71,409 - \$102,252      **Point Range:** 895 - 944

**Salary Schedule:** 2015-2016 BTU-TSP Salary Schedule

**Recommended Policy Status:** Chart Job Description – **First** Reading

**Rationale:** The job description for the Instructional and Digital Materials Analyst position is being revised to better align the job title, job responsibilities, qualifications, expectations to the current needs of the department. The change in the title of this position is directly related to the change in the types of instructional and digital materials that are now being purchased by the School District. As the purchase of digital materials has increased, additional tasks required for this position exceed those currently required for textbook procurement.

The goal of this position is to coordinate the state-adopted instructional and digital materials program and oversee the distribution of these materials district-wide. This position will also be responsible for the review and revision of the instructional materials district policies. This position requires familiarity with open educational resources, as well as Instruction Management System (IMS) Global standards that ensure learning tool interoperability and a sustainable integrated digital curriculum. This position will evaluate digital curriculum to ensure that vendors meet the highest of technological standards so that there is interoperability with our learning management system and student/teacher information systems.

This position existed previously and reported to the now defunct Learning Resources and Instructional Materials Department. The position was eliminated due to budget cuts during the recession. This year the District will participate in an annual instructional and digital materials adoption process for K-12 Social Studies. This position is essential to guaranteeing success of this and future adoption processes.

The position is currently vacant and will adhere to the standard advertising and selection process.

Prior to the recommendation to the School Board for approval, the representatives from the Broward Teachers Union (BTU) were provided a copy of the job description for their review and feedback. Additional feedback was not received prior to submission of this document for approval.

**Cost:** There is no additional financial impact. The funding for this position will be coming from the Innovative Learning 2016 - 2017 budget.