



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 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

DRAFT



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~~ 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~~ 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~~ 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 and 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~~ District staff to publicize school based partnerships.
- Represent ~~represent~~ Partnership Department at business and community organizations to facilitate the understanding of school ~~district~~ 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 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 and procedures.
- ~~Follow~~ follow Federal and State ~~federal and state~~ laws, as well as School Board policies.
- ~~Perform~~ perform other duties as assigned by ~~the immediate supervisor or designee, 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, within the last ten (10) years, of experience and/or training in the field related to the title of the position.
- ~~Experience in interacting with business and community organizations.~~ Demonstrated success in developing effective partnerships with business and community leaders.
- 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 highly visible public settings ~~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~~ District liaison to the Partners in Education, Inc.; and work with other ~~district~~ 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