

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF THE SUPERINTENDENT

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SUPERINTENDENT OF SCHOOLS

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May 25, 2016

TO: School Board Members

FROM: Jeffrey S. Moquin
Chief of Staff



VIA: Robert W. Runcie
Superintendent of Schools



SUBJECT: Revisions to Item 1, The School Board of Broward County, Florida 2016-2017 Organizational Chart, for the May 31, 2016 Special School Board Meeting

Attached are revisions to Item 1, The School Board of Broward County, Florida 2016-2017 Organizational Chart, for the May 31, 2016 Special School Board Meeting.

RWR/JSM:dp
Attachments

c: Senior Leadership Team



**THE SCHOOL BOARD OF BROWARD COUNTY, FL
2016-2017 ORGANIZATIONAL CHART
PROPOSED**

STRATEGY & OPERATIONS

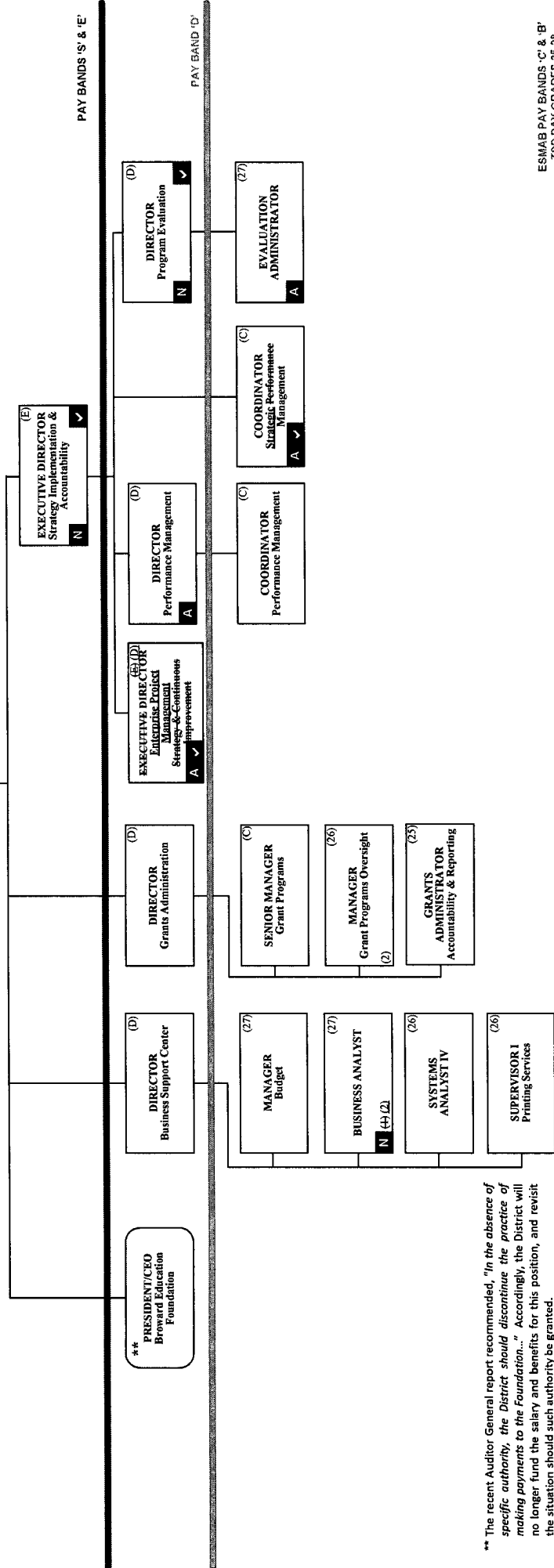
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

SUPERINTENDENT OF SCHOOLS

CHIEF STRATEGY & OPERATIONS OFFICER (S)

Legend

Funding from sources other than General Funds	New Position Job Description Exists	Reporting Change from Different Division
New Position Job Description Does Not Exist	Job Study on Existing Position	Alignment Change within same Division
Revision to Existing Job Description/Title Change	Funding: C Capital FS Food Service G General Gr Grant	
		Direct Report
		Indirect Report



PAY BANDS 'S' & 'E'

PAY BAND 'D'

ESMAB PAY BANDS 'C' & 'B'
TSP PAY GRADES 25-28

** The recent Auditor General report recommended, "In the absence of specific authority, the District should discontinue the practice of making payments to the Foundation..." Accordingly, the District will no longer fund the salary and benefits for this position, and revisit the situation should such authority be granted.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Analysis of Added and Eliminated Positions
Recommended 2016-2017

EXHIBIT 3
Revised 5/25/2016

Positions Added				Positions Eliminated			
	Page	Pay Band/ Grade	Funding Source		Page	Pay Band/ Grade	Funding Source
SUPERINTENDENT/GENERAL COUNSEL							
1	Assistant General Counsel	2	N/A	General Fund	1	Chief Talent Development Officer <i>(Vacant)</i>	2 S General Fund
OFFICE OF SCHOOL PERFORMANCE & ACCOUNTABILITY							
2	Director, School Performance & Accountability	3	D	General Fund			
3	Director, School Performance & Accountability	3	D	Grant Funds			
4	Director, School Performance & Accountability	3	D	Grant Funds			
5	Director, School Performance & Accountability	3	D	Grant Funds			
OFFICE OF ACADEMICS							
6	Director, Elementary Learning	6	25	General Fund	2	Executive Director, Instruction & Interventions <i>(Vacant)</i>	6 E General Fund
7	Curriculum Supervisor, STEM+C	6	C	General Fund	3	Director, Strategic Achievement	6 D General Fund
8	Curriculum Supervisor, Humanities	6	C	General Fund	4	Supervisor, Professional Development Standards & Support <i>(Vacant)</i>	6 C General Fund
9	Grants Administration Specialist	7	25	Grant Funds			
10	Supervisor, College & Career Readiness	7	C	General Fund			
11	Specialist, Title I	7	25	Grant Funds			
FACILITIES & CONSTRUCTION MANAGEMENT							
12	Manager, PPD Finance	9	C	Capital	5	Project Manager III <i>(Vacant)</i>	9 27 Capital
					6	Project Manager III <i>(Vacant)</i>	9 27 Capital
INFORMATION & TECHNOLOGY							
13	Director, Information Security	12	D	General Fund	7	Systems Analyst IV <i>(Vacant)</i>	12 26 General Fund
PORTFOLIO SERVICES							
14	Curriculum Supervisor, Literacy	13	C	General Fund			
CHIEF OF STAFF							
15	Case Manager, Workers' Compensation Medical Case	15	B	General Fund	8	Manager, Workers' Compensation Operations Support	15 B General Fund
16	Detective SIU (Schools)	15	25	General Fund	9	Gang Prevention Coordinator <i>(Vacant)</i>	15 25 General Fund
17	Detective SIU (Schools)	15	25	General Fund	10	Gang Prevention Coordinator <i>(Vacant)</i>	15 25 General Fund
STRATEGY & OPERATIONS							
18	Executive Director, Strategic Management	16	E	General Fund			
19	Director, Program Evaluation	16	D	General Fund			
20	Business Analyst	16	27	General Fund			
21	Area Supervisor, Special Programs Food & Nutrition Services	17	B	Food Service			
22	Manager, Construction Sourcing	17	C	Capital			
23	Senior Process Analyst	17	C	General Fund			

Early Learning & Language Acquisition (Page 4)

Chief Academic Officer

- ~~Executive Director, Early Learning & Language Acquisition~~ Executive Director, Language Acquisition & Literacy Intervention (MISSING - ATTACHED)
- ~~Director, Pre-Kindergarten Programs~~ Director, Head Start/Early Intervention (REPLACEMENT)

Notes:

- The **Executive Director, Early Learning & Language Acquisition** has been retitled to Executive Director, Language Acquisition & Literacy Intervention. Job description is attached.
- The **Director of Pre-Kindergarten Programs** has been retitled Director, Head Start/Early Intervention. Replacement job description is attached.

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THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Executive Director, Language Acquisition & Literacy Interventions 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, Language Acquisition & Literacy Interventions Director, Early Learning/School Readiness provides strategic leadership, and supports in the development and implementation of the District's strategic plan for Early Childhood, Bilingual/ESOL, and Literacy programming. The position is accountable for coordinating and monitoring internal and community actions focused on the social emotional, cognitive, physical and academic development of young children and all children's development towards proficiency in literacy and language acquisition, providing high-quality, comprehensive early childhood education that addresses children's educational and developmental needs with through BCPS internal programs, as well as, and coordinated efforts with private providers in the community.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Executive Director, Language Acquisition & Literacy Interventions 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, literacy development, and bilingual/ESOL programs.
- Provide provide strategic leadership and support the development and implementation of the District's strategic plans for Early Childhood, Bilingual/ESOL, and Literacy programming, ~~early childhood programming.~~
- Oversee the supervision of all 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, Bilingual/ESOL, and Literacy, ~~early childhood programs and high performing classrooms for young children.~~
- Promote promote the vision of the ~~early learning program,~~ District Strategic Plan in support of Early Childhood Development, Bilingual/ESOL, 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 Bilingual/ESOL, and Literacy ~~early childhood intervention~~ services, particularly those targeting underserved and disadvantaged communities.
- 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 to keep abreast of trends.
- 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 department culture through involvement and understanding of client expectations.
- Represent ~~represent~~ the District at community activities.
- Advise ~~advise~~ the Chief Academic Officer regarding issues pertaining to the Early Childhood Development, Bilingual/ESOL, and Literacy ~~early childhood development~~ programs through submission of regular reports and updates.
- Keep ~~keep~~ the district and school management continually informed of all education policy decisions and current legislative changes related to Early Childhood Development, Bilingual/ESOL, and Literacy ~~early childhood~~.
- Define ~~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 ~~provide~~ technical assistance to school principals in program implementation, supervision, evaluations and other management practices.
- Supervise ~~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 ~~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

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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, Pre-Kindergarten Programs ~~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 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 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

Academics - Instruction & Interventions (Page 6)

Chief Academic Officer

- Director, Elementary Learning (**MISSING - ATTACHED**)
- Director, Secondary Learning
- Director, Applied Learning (Update due to Band Upgrade)
- Curriculum Supervisor, STEM+C (**MISSING - ATTACHED**)
- Curriculum Supervisor, Humanities **Civic Engagement (MISSING - ATTACHED)**

Notes:

The **Director, Elementary Learning** was missing from the initial exhibit. Job description is attached.

The **Director, Secondary Learning**, job description has been revised. Replacement job description is attached.

The **Director, Applied Learning** has been updated to new position responsibilities based on band upgrade. Replacement job description is attached.

The **Curriculum Supervisor, STEM+C** was missing from the initial exhibit. Job description is attached.

The **Curriculum Supervisor, Humanities** has been retitled to Curriculum Supervisor Civic Engagement. Job description was missing from the initial exhibit. Job description is attached.



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 Department of Professional Development Systems and Support and the Department of Teacher Professional Learning and Growth.
- Monitor student progress and make recommendations where improvement is needed.
- Be knowledgeable and skilled in the use of the latest technology and be able to integrate that technology into 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.



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 Department of Professional Development Systems and Support and the Department of Teacher Professional Learning and Growth.
- Monitor student progress and make recommendations where improvement is needed.
- Be knowledgeable and skilled in the use of the latest technology and be able to integrate that technology into 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



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 purpose of this position is to provide leadership and ensure improvement of instruction, student engagement and student performance through designing, planning, developing, implementing, coordinating, evaluating, and monitoring applied learning curricula. 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 staff as assigned to the Applied Learning program.
- Develop and implement programs in support of applied learning programs.
- 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.
- Collaborate with the Chief Academic Officer to provide vision, direction, management, and oversight for all aspects of 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, preparing reports, and monitoring associated budget expenditures.
- Be knowledgeable and skilled in the use of the latest technology and be able to integrate that technology into 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 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 as 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 unless required by the academic curriculum specialty.

SUPERVISES:

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

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

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.

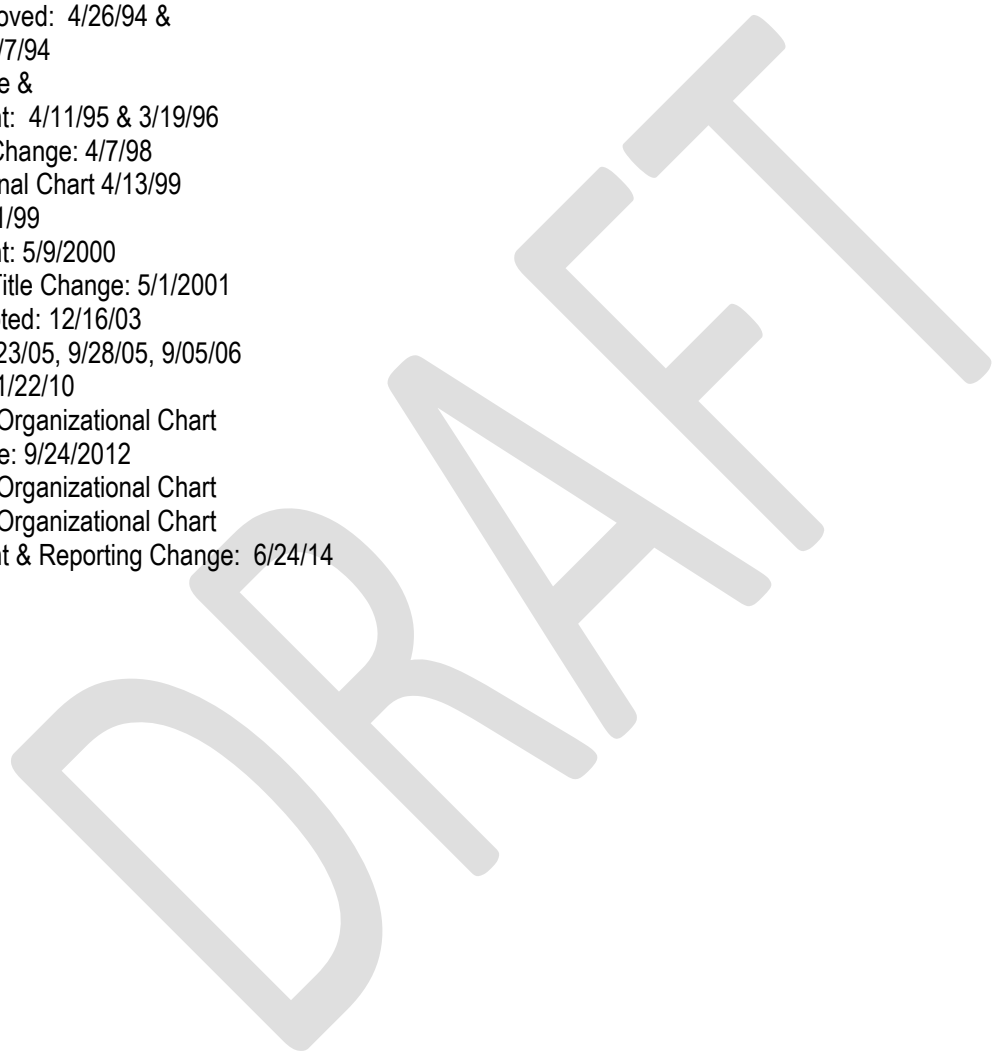
TERMS OF EMPLOYMENT:

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





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.
- Monitor school STEM+C data to determine trends and in turn develop and implement the most effective strategies for meeting and exceeding state and national student achievement goals.
- 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:

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.



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 Civic Engagement classroom teachers.
- 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.
- 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 competitions in Civic Engagement.
- 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:

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.

Student Support Initiatives (Page 7)

Chief Academic Officer

- Director School Counseling & BRACE Advisement (**MISSING - ATTACHED**)
- Supervisor, College & Career Readiness (**MISSING - ATTACHED**)
- Grant Administrator Specialist (**MISSING - ATTACHED**)

Notes:

The **Director School Counseling & BRACE Advisement** job description was missing from the initial exhibit. Job Description is attached.

The **Supervisor, College & Career Readiness** job description was missing from the initial exhibit. Job Description is attached.

The **Grant Administrator Specialist** job description was missing from the initial exhibit. Job Description is attached.

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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 guidance/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 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 Information & Technology, develop, update and train school personnel in the use of technology-based systems which provide information to students and families, which enable school counseling, 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. * 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 five (5) years of experience and/or training in the field related to the title of the position.
- Certification in Guidance ~~required~~.
- Computer skills ~~are required for the position~~.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- ~~Preferred experience~~ Experience as a 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

DRAFT



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.

- This position supervises 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.



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Grant 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 Grant 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.

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