



AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

MEETING DATE: 2017-11-07 10:05 - School Board Operational Meeting

AGENDA ITEM: ITEMS

CATEGORY: CC. BOARD POLICIES

DEPARTMENT: Compensation (Human Resources)

Special Order Request
 Yes No

Time

Open Agenda
 Yes No

ITEM No.:
 CC-6.

TITLE:
 Proposed Revised Job Descriptions for the Registrar I, II and III Positions

REQUESTED ACTION:
 Approve the proposed revised job descriptions for the Registrar I, II and III positions. Approval is requested to advertise the positions after the first reading. This is the First reading.

SUMMARY EXPLANATION AND BACKGROUND:
 The job descriptions for the Registrar I, II and III positions are being revised to better align the title, goals, qualifications and primary performance responsibilities of the position, based on expected scope of work. The revisions include modifications that will ensure the job descriptions accurately reflect the required qualifications, goals, experience, accountability and essential performance responsibilities of the position. The job description was publicized for rule adoption in compliance with Florida Statutes on October 14, 2017. See attached Executive Summary. Copies of all supporting documents are available at the Board Member's Office on the 14th floor of the K.C. Wright Administration center and available online via the Broward County Public Schools eAgenda at: <https://webappe.browardschools.com/eAgenda/>

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

FINANCIAL IMPACT:
 There is no additional financial impact to the District.

EXHIBITS: (List)
 (1) Executive Summary (2) Job Description Registrar I (3) Job Description Registrar II (4) Job Description Registrar III (5) Memo to Revise

BOARD ACTION:
APPROVED
 (For Official School Board Records Office Only)

SOURCE OF ADDITIONAL INFORMATION:

Name: Rose M. Hall	Phone: 754-321-0143
Name: Dr. Valerie S. Wanza	Phone: 754-321-3827

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
 Senior Leader & Title
 Craig J. Nichols - Chief Human Resources & Equity Officer

Approved In Open Board Meeting On: **NOV 07 2017**
 By: *Abby M. Friedman*
 School Board Chair

Signature
 Craig J. Nichols
 11/3/2017, 4:31:24 PM