



# AGENDA REQUEST FORM

## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

<b>MEETING DATE</b>	2017-12-05 10:05 - School Board Operational Meeting
<b>AGENDA ITEM</b>	ITEMS
<b>CATEGORY</b>	CC. BOARD POLICIES
<b>DEPARTMENT</b>	Compensation (Human Resources)

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

**ITEM No.:**  

CC-2.

**TITLE:**  

Proposed Revised Job Description for the Information Management Specialist Position

**REQUESTED ACTION:**  

Adopt the proposed revised job description for the Information Management Specialist position. This is the **Final** Reading.

**SUMMARY EXPLANATION AND BACKGROUND:**  

The job description for the Information Management Specialist Position is being revised to better align the title, goals, qualifications and primary performance responsibilities of the position, based on the expected scope of work. The revisions include modifications that will ensure the job description accurately reflects 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 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/>

**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

**BOARD ACTION:**  

(For Official School Board Records Office Only)

**SOURCE OF ADDITIONAL INFORMATION:**

Name: Rose M. Hall	Phone: 754-321-0144
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

Signature

Approved In Open Board Meeting On: \_\_\_\_\_

By: \_\_\_\_\_

School Board Chair