



# AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

ITEM No.:  
**CC-4.**

MEETING DATE	2017-12-05 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

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

**REQUESTED ACTION:**  
 Adopt the proposed revised job descriptions for the Registrar I, II and III positions. This is the **Final** 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

**BOARD ACTION:**  
**ADOPTED**  
 (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  
 Craig J. Nichols  
 11/14/2017, 7:05:28 AM

Approved In Open Board Meeting On: **DEC 05 2017**  
 By: *Nora Rupert*  
 School Board Chair