

Exhibit 1

School Board Agenda Item

March 20, 2018

Executive Summary

New Job Description for the Professional Development Specialist position

Background: This item is being recommended for School Board approval to meet requirements for new job description.

Position Title: Professional Development Specialist

Division/Department: Chief Academic Officer

Salary Band / Pay Grade: 23 Range: \$60,532 - \$86,678

Salary Schedule: 2017 - 2018 Broward Teachers Union – Technical Support Professionals (BTU-TSP)

Recommended Policy Status: Chart Job Description – First Reading

Rationale: The job description for Professional Development Specialist has been created in response to the request by Board Members to further define and clarify job responsibilities associated with the Staff Assistant job description. The new job description for the Professional Development Specialist position was developed to reflect responsibilities associated with Staff Assistants working within the Academics Division. The Professional Development Specialist is responsible for facilitating training and professional development functions including organizing, scheduling, implementing and monitoring all related training and professional development activities. The job description defines the performance responsibilities and the minimum education and experience required to perform successfully in the job. This is a multi-incumbent position that is currently occupied.

An evaluation of the job description was conducted to determine the pay grade assignment of 23 (BTU-TSP).

As part of the process to create and edit job descriptions, Compensation provides the designated Bargaining Unit or Meet and Confer Representative with a copy of the new or revised job description prior to the First Reading. Any feedback received from the Representative is reviewed for consideration and, where applicable, incorporated as part of the job description. The Representative for Broward Teachers Union – Technical Support Professionals (BTU-TSP), was provided a copy of the job description via e-mail on March 5, 2018. Additional feedback was not received prior to submission of this document for approval.

Cost: There is no financial impact for implementing the proposed job description changes.