



AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

MEETING DATE 2018-03-20 10:05 - Regular School Board 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-3.

TITLE:
 Proposed New Job Description for the Professional Development Specialist Position

REQUESTED ACTION:
 Approve the new job description for the Professional Development Specialist position. ~~Approval is requested to advertise the position after the first reading.~~ This is the **First** reading.

SUMMARY EXPLANATION AND BACKGROUND:

The job description for the 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 job description defines the performance responsibilities and the minimum education and experience required to perform successfully in the job. The job description was publicized for rule adoption in compliance with Florida Statutes on February 28, 2018. 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:
APPROVED AS AMENDED
 (For Official School Board Records Office Only)

SOURCE OF ADDITIONAL INFORMATION:

Name: Rose M. Hall	Phone: 754-321-0144
Name: Daniel Gohl	Phone: 754-321-2618

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Senior Leader & Title

Craig J. Nichols - Chief Human Resources & Equity Officer

Signature
 Craig J. Nichols
 3/8/2018, 12:51:42 PM

Approved In Open Board Meeting On: **MAR 20 2018**

By *Nora Rupert*
 School Board Chair