

Exhibit 1

School Board Agenda Item

April 24, 2018

Executive Summary

Proposed New Job Description for the Professional Development Specialist position

Background: This item is being recommended for School Board **adoption** 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 – **Final** 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.

In accordance with School Board policy 4010, it is requested that the education, experience and skill qualifications outlined in the job description adopted by the School Board on April 24, 2018, be waived for actively employed Staff Assistants being reclassified into the Professional Development Specialist job.

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: The creation of this job description represents no additional financial impact to the District. This job description will be used to reclassify existing employees holding Staff Assistant jobs within the Professional Development, Teacher Professional Learning & Growth, Innovative Learning, and Talent Acquisition Operations Non-Instructional departments. There are thirteen Board approved positions associated with this job description, of which zero are vacant. The salary expense associated with this position ranges from \$79,516 to \$110,368, which reflects the salary range minimum and maximum values and fringe expense (18% variable + \$8,088 fixed). Note that actual incumbent salary will be determined at time of hire, upon approval of the School Board, and will reflect the candidate's job qualifications, BTU-TSP contract provisions and pay analysis conducted by Human Resources.