



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Chief Portfolio Services Officer
JOB CODE: A-028
CLASSIFICATION: Exempt
SALAR BAND: SE
BARGAINING UNIT: ESMAB
REPORTS TO: Superintendent of Schools
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To ensure students, throughout Broward County Public Schools, have an appropriate learning environment, student assignment, facilities, athletics opportunities, student activities and high quality educational programs. To enhance school choice opportunities through innovative programs, magnets and charter school options.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Chief Portfolio Services Officer shall carry out the essential performance responsibilities listed below.

- Supervise staff as assigned in the performance of job duties.
- ~~provide~~ Provide leadership for the continuous analysis, development, and monitoring of short and long-range plans for improving the Portfolio Services Division.
- ~~oversee~~ Oversee the school boundaries process to ensure accurate and timely key enrollment and projections data is available for strategic planning throughout the District.
- Oversee all student assignment processes in alignment with Policy 5004.1 and Policy 5000, ensuring that all students are assigned to a School Board designated boundary school with equitable access through multiple choice models to alternate school sites where space may be available.
- Oversee District implementation of the state mandated class size reduction law, ensuring the facilitation, training, coordination, data analysis and technical assistance related to supporting reducing class size for potential impact on Broward County Public Schools.
- ensure Ensure delivered service support for Athletics, Student Activities, Before and After Care, Extended Learning Opportunities (ELOP), Innovative Programs, Magnet Programs and Charter School Management and Support.
- seek Seek input from a variety of stakeholders by collaborating with parent organizations, educational institutions, industry, service, community, government agencies ~~to design support services for charter schools.~~ and state legislation, to communicate and promote educational best practices in charter schools.
- ~~oversee~~ Oversee the property management services including acquiring, state required surplussing, disposing, and leasing of real estate owned by the School Board of Broward County, ~~FL~~ Florida.
- Oversee the successful implementation of the inter-local agreement collaboratively with the county, other inter-local governmental agencies, and the municipalities in Broward County, Florida.
- ~~oversee~~ Oversee the impact of proposed land use issues on Broward County Public Schools by monitoring land use development plans, ensure appropriate mitigation and monitor and provide input to ~~and related~~ legislative activities with the state, county, and municipalities, for potential impact on Broward County Public School's facilities.
- ~~ensure~~ Ensure quality design, planning, implementation, evaluation, and marketing of all innovative programs and magnets.
- ~~assume responsibility~~ Responsible for all priorities and projects that assist in achieving the District's Strategic Plan.
- ~~ensure~~ Ensure that technical assistance is provided to District staff, school administrators, and instructional personnel in the implementation of educational policies, programs, and services.
- ~~serve~~ Serve as liaison to a variety of stakeholders by collaborating with parent organizations, educational institutions, industry, service, community, and government agencies to enhance the creation of new innovative programs and schools as well as any repurposing of district educational facilities.
- ~~ensure~~ Ensure the effectiveness of assigned staff by developing and communicating department goals, work standards, monitoring work progress, and providing performance feedback.

- ~~oversee~~ Oversee the direction of programs and projects coordinated by the Portfolio Services Division in order to support the District Strategic Plan.
- ~~participate~~ Participate in District and charter education forums.
- ~~perform~~ Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- ~~participate~~ Participate ~~successfully in the~~ training programs offered to ~~increase~~ enhance the ~~individual's skill~~ individual skills and proficiency related to the ~~assignments~~ job responsibilities.
- ~~review~~ Review current developments, literature, and technical sources of information related to job ~~responsibility~~ responsibilities.
- ~~ensure~~ Ensure adherence to ~~good~~ safety rules and procedures.
- ~~follow~~ Follow federal and State state laws, as well as School Board policies.
- ~~perform~~ Perform other duties as assigned by the Superintendent of Schools, or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- A ~~combined total~~ minimum of ten (10) years, within the last fifteen (15) years, of progressively more responsible experience in school-based, district office administrative leadership. ~~including experience with design, implementation and administration of educational programs and services and/or charter school management.~~
- Experience with design, implementation and administration of educational programs and services and/or charter school management.
- Prior experience ~~Demonstrated knowledge~~ in planning, designing, implementing, and evaluating programs.
- Effective verbal ~~Excellent oral presentation~~ and written communication skills.
- Effective interpersonal, analytical and evaluation skills.
- Computer skills are as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned doctorate degree from an accredited institution in education, educational leadership, public administration, or related field.
- ~~Doctorate preferred.~~
- ~~Degree majors in education, educational leadership, public administration, or related field.~~
- Experience with student management, financial management, human resource management information systems, and federal, state and local laws.
- Bilingual skills.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Seeks input from a variety of internal and external stakeholders by collaborating with School Board members, Superintendent, Broward County School District leadership, parent organizations, educational institutions, industry, service, community, and government agencies to improve portfolio services in Broward County Public Schools.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

FLSA OVERTIME CATEGORY:

~~Job is exempt from the overtime provisions of the Fair Labor Standards Act.~~

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Adopted: 06/17/08

Board Approved: 05/30/2012

Board Adopted: 06/26/2012

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