



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

POSITION TITLE: Director, District Administrative Services
JOB CODE: NEW
CLASSIFICATION: Exempt
SALARY BAND: D
BARGAINING UNIT: ESMAB
REPORTS TO: Chief of Staff
CONTRACT YEAR: Twelve Months

POSITION GOAL: To provide oversight and coordination of district-wide projects and initiatives that support the effective administration of District operations and enhance the quality of educational programs and services. Also assists the Chief of Staff in the effective administration of School Board operations.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

The Director, District Administrative Services shall carry out the performance responsibilities listed below.

- Assist the Chief of Staff with the implementation and execution of strategic initiatives and special projects; collaborate with divisions and departments to prepare reports, briefings, and presentations in support of strategic initiatives and special projects.
- Conduct research and benchmarking studies to gather information on best practices amongst school district and other organizations; develop, summarize and present findings and recommendations to District leadership.
- Lead cross-functional initiatives at the direction of the Chief of Staff, including collaboration with division and department leaders, to develop and implement project plans, milestones and key deliverables.
- Ensure the on-time delivery and successful completion of assigned initiatives; collaborate with all relevant stakeholders to track and monitor progress of assigned work, provide direction on prioritization of activities, and assist, as needed, to ensure milestones and deliverables are met.
- Support the effective administration of School Board operations, including maintaining the Board Meeting calendar, tracking and monitoring the disposition of School Board follow-up items, facilitating staff agenda preparation meetings, assisting and responding to Board Member inquiries and requests for assistance.
- Develop, implement and maintain a database of all Board items and School Board feedback for purposes of ensuring the efficient resolution of all Board Member requests, to track and monitor the disposition of all open items, effectively follow up with Division Chiefs, and keep the Chief of Staff informed of all outstanding items.
- Develop dashboards, spreadsheets and other tracking tools to identify trends and support data driven decision-making, operational efficiency and continuous improvement.
- Develop, implement and deliver an on-boarding training for BCPS staff which provides an overview of School Board operations and Board meeting protocols, and which defines the format and preparation of the electronic agenda (eAgenda), used for all items presented to the School Board for review and adoption.
- Lead the coordinated effort to create, review and revise School Board policies, and collaborate with Division Chiefs and identified subject matter experts, to update and create policy documents for submission to the School Board for review and adoption.
- Support the implementation of the District's Strategic Plan for operational management and execution of the District's work, resulting in improved learning outcomes for all students.
- Oversee Official School Board Records (OSBR), to ensure all official actions conducted by the School Board align with statutory requirements and Board policy.
- Partner with the Chief of Staff to proactively identify opportunities to continuously improve the efficiency of School Board operations and meetings.
- Serve as designee in the absences of the Chief of Staff.

- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the Chief of Staff or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- A minimum of seven (7) years within the last ten (10) years of experience in a school-based or District administrative leadership position.
- Prior experience managing continuous improvement projects and/or K-12 student achievement initiatives.
- Demonstrated knowledge of School Board operations.
- Excellent analytical, interpersonal, and evaluation skills.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- Valid certification or eligible for certification in one of the following discipline(s): Administration and Supervision, Educational Leadership, School Principal or Professional School Principal.
- Bilingual skills preferred.

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

Works closely with the Chief of Staff, Superintendent, School Board members, all levels of District staff, school leaders, parents, business and community leaders, professional organizations, union officials and meet and confer groups, and governmental officials to ensure the design, coordination and implementation of The School Board of Broward County, Florida, operational structure, by supporting ongoing District operations.

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.

EVALUATION:

Performance will be evaluated in accordance with Board policy.