



# AGENDA REQUEST FORM

## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

<b>MEETING DATE</b>	2018-06-12 10:05 - School Board Operational Meeting
<b>AGENDA ITEM</b>	ITEMS
<b>CATEGORY</b>	CC. BOARD POLICIES
<b>DEPARTMENT</b>	Compensation (Human Resources)

<b>Special Order Request</b>	
<input type="radio"/> Yes	<input checked="" type="radio"/> No
<b>Time</b>	
<b>Open Agenda</b>	
<input checked="" type="radio"/> Yes	<input type="radio"/> No

**ITEM No.:**  

CC-2.

**TITLE:**  

Proposed New Job Description for the Customer Service Analyst, John M. McKay Scholarship

**REQUESTED ACTION:**  

Adopt the proposed new job description for the Customer Service Analyst, John M. McKay Scholarship Position. This is the **Final** reading.

**SUMMARY EXPLANATION AND BACKGROUND:**  

The job description for the Customer Service Analyst, John M. McKay Scholarship position has been created in support of Exceptional Learning Support Services departmental operations and is responsible for assisting, coordinating and monitoring the John M. McKay scholarship program, application screening, communication of award status, and monitoring of program compliance. The job description defines the performance responsibilities, minimum education and experience required to perform successfully. The job description was publicized for rule adoption in compliance with Florida Statutes on April 20, 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 immediate financial impact associated with this item. See the Executive Summary for additional information on the expense associated with staffing this position.

**EXHIBITS: (List)**  

(1) Executive Summary (2) Job Description

**BOARD ACTION:**  

(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

Approved In Open Board Meeting On: \_\_\_\_\_

By: \_\_\_\_\_

School Board Chair