

Exhibit 1

School Board Agenda Item

August 21, 2018

Executive Summary

Proposed **New** Job Description for the Senior Specialist, Head Start/Early Head Start Compliance Position

Background: This item is being recommended for School Board **adoption** to meet requirements for new job description.

Position Title: **Senior Specialist, Head Start/Early Head Start Compliance**

Division/Department: **Chief Academic Officer**

Pay Grade: **24** Range: **\$64,960 - \$93,014**

Salary Schedule: **2017 – 2018 BTU-TSP**

Recommended Policy Status: Non-Chart Job Description – **Final** Reading

Rationale: The job description for Senior Specialist, Head Start/Early Head Start Compliance has been created to ensure that all Head Start/Early Head Start and VPK compliance requirements are met. This position is responsible for developing, implementing and maintaining ongoing quality assurance procedures in order to measure and assure quality performance of the Head Start/Early Head Start program, according to the Office of Head Start Ongoing Monitoring Review and the Head Start Performance Standards. The job description defines the performance responsibilities, minimum education and experience required to perform successfully. This is a single-incumbent position that is pending Board approval.

An evaluation of the job description was conducted to determine the pay grade assignment of 24 (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 the Broward Technical Support Professional (BTU-TSP) was provided a copy of the job description via e-mail on July 10, 2018. Additional feedback was not received prior to submission of this document for approval.

Cost: The creation of this job description represents an additional expense. The cost associated with staffing this position ranges from \$84,741 to \$117,845, which reflects the salary range minimum and maximum values and fringe expense (18% variable + \$8,088 fixed). The source of funding for this expense is the Head Start Grant. 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.