

Exhibit 1

School Board Agenda Item

August 21, 2018

Executive Summary

Proposed **Revised** Job Description for the
School Nurse - Exceptional Student Centers or Schools with ESE Clusters, Head Start, Full Service Programs position

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

Position Title: **Registered Nurse, School Health** ~~School Nurse – Exceptional Student Centers or Schools with ESE Clusters, Head Start, Full Service Programs~~

Division/Department: Chief Academic Officer

Pay Grade: 20 Range: \$48,989 - \$70,146

Salary Schedule: 2017-2018 BTU-TSP Salary Schedule

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

Rationale: The job description for the School Nurse - Exceptional Student Centers or Schools with ESE Clusters, Head Start, Full Service Programs, is being revised to better align the qualifications and primary performance responsibilities of the position, based upon the expected scope of work. The revisions include updates to the job title to provide a better description of the work performed, edits to existing performance responsibilities, the addition of new duties to better clarify work expectations, and updates to the minimum education and experience requirements to improve the attraction of qualified job applicants. This is a multi-incumbent position.

An evaluation of the revised job description was conducted and market data suggests the position grade should be increased from 20 to 22. Due to lack of funding to address pay changes associated with increasing the pay grade for this position, the current grade assignment of 20 will remain unchanged at this time.

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 July 10, 2018. Additional feedback was not received prior to submission of this document for approval.

Cost: The revision to this job description represents no additional financial impact to the District. There are twenty-one Board approved positions associated with this job description, of which nine are vacant. The cost associated with staffing this position ranges from \$65,985 to \$90,860, 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.