

Exhibit 1

School Board Agenda Item

October 16, 2018

Executive Summary

Proposed **Revised** Job Description for the Director, Charter Schools Management/Support Position

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

Position Title: Director, Charter Schools Management/Support

Division/Department: Chief Portfolio Services Officer

Salary Band: D Range: \$84,651 - \$152,910

Salary Schedule: 2017-2018 ESMAB Salary Schedule

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

Rationale: The job description for the Director, Charter Schools Management/Support is being revised to better align the qualifications and primary performance responsibilities of the position, based upon the expected scope of work. The position is responsible for ensuring that The School Board of Broward County, Florida meets its obligations, relative to charter schools, as outlined in Florida Statute and School Board Policy. The revisions include updates to the 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 single incumbent position that is currently occupied.

The Director, Charter Schools Management/Support, will be retiring from Broward County Public Schools in the near future (October of 2018). Revisions to the job description were prompted with the urgency to staff the vacancy prior to the current incumbents' retirement.

An evaluation of the revised job description does not result in a pay grade change.

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 ESMAB was provided a copy of the job description via e-mail on August 27, 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. The salary expense associated with staffing this position ranges from \$107,934 to \$188,329, which reflects the salary range minimum and maximum values and fringe expense (17.78% variable + \$8,232 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, the Employment & Salary Administration Handbook provisions and pay analysis conducted by Human Resources.