

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
**OFFICE OF THE SUPERINTENDENT**  
**ROBERT W. RUNCIE**  
**SUPERINTENDENT OF SCHOOLS**

**REVISED**

December 14, 2018

TO: School Board Members

FROM: Michaelle Valbrun-Pope *MVP*  
Chief Student Support Initiatives Officer

VIA: Robert W. Runcie *Robert W. Runcie*  
Superintendent of Schools

**SUBJECT: REVISION TO II-1, AMENDMENT TO THE 2018-2019 ORGANIZATIONAL CHART--STUDENT SUPPORT INITIATIVES & RECOVERY FOR THE DECEMBER 18, 2018, REGULAR SCHOOL BOARD MEETING**

Attached is a revision to II-1, Amendment to the 2018-2019 Organizational Chart--Student Support Initiatives & Recovery, for the December 18, 2018 Regular School Board Meeting.

- Executive Summary Replaced with Revised Executive Summary
- Amendment to the 2018-19 Proposed Org. Chart page 8 Replaced with Revised Page 8
- Org. Structure Changes-Student Support Initiatives Replaced with Revised Org. Structure
- Added-Board approved Student Support Initiatives Organizational Chart 2018-2019
- Added-page 7 of the Board approved Academics Organizational Chart 2017-2018
- Added the following (Draft) Job Descriptions: Assistant Director, School Climate & Discipline, Supervisor, Foster Care Services, Supervisor, Child Abuse & Neglect Services, Supervisor, Homeless Services, and Coordinator, District Attendance.

RWR/MVP:ll  
Attachments

c: Senior Leadership Team

## **School Board Agenda Item II-1**

**December 18, 2018**

### **Executive Summary**

#### **Background:**

Aside from the newly created Chief's position, page 8 of the proposed 2018-19 BCPS Organizational Chart was presented unchanged to the SBBC on May 22, 2018. This presentation was made with the expectation that the new chief and staff would return to present a new organizational structure for Student Support Initiatives (SSI) that is informed by the District's needs for long-term recovery from the tragedy at Marjory Stoneman Douglas High School, the identification of areas of focus to improve mental health, behavior health and social and emotional supports to students and schools, and the impact of statutory changes. Staff has reviewed the design and execution of recovery support activities, with input from end users and consultancy from various national organizations, including the National Center for School Crisis and Bereavement. Staff has also reviewed: the required district response to the Marjory Stoneman Douglas Public Safety Act and other related Florida legislation; the initial recommendations of the Marjory Stoneman Douglas High School Public Safety Commission; the scope and progression of recovery work; the existing priorities identified by the Superintendent and School Board for SSI to enhance services to schools, to students and families; and, the greater need to provide district oversight on statutory compliance and reporting of outcomes related to discipline. This comprehensive review guides the formative principles of the proposed organizational changes to SSI.

#### **Current Status:**

The Division of Student Support Initiatives (SSI) provides the learning support services needed to prepare students to be present, focused, and ready to learn, regardless of life circumstances. The support services include promoting social-emotional development, social work services, counseling and therapy, nursing services, behavior health, diversity and cultural responsiveness, positive behavior intervention and a variety of prevention and intervention activities. The Division's mission is to remove barriers to success by ensuring students are afforded all opportunities to develop optimally academically and social emotionally. In May 2018, The School Board and Superintendent added the function of 'district recovery' to the work of the division. The scope of this work has and continues to be defined by experts in the field and by the needs of all those directly and indirectly impacted by the Marjory Stoneman Douglas tragedy. Additionally, in June of 2018, The Superintendent requested the formation of a new department under SSI, to be named, Department of School Climate & Discipline. This was in response to new Florida legislation on disciplinary processes and reporting, and an emerging need for more oversight and support by central office.

Currently, every department within the Division of Student Support Initiatives has taken on new functions related to recovery, to new Florida legislation, and to related needs identified by the system as priority.

To ensure the effectiveness of all services provided by the Division of Student Support Initiatives, a request to create, modify and eliminate positions is submitted in conjunction with the revised organizational chart. As you refer to the spreadsheet entitled "Analysis of Added, Eliminated, and Modified Positions", please note that ninety percent of the expense associated with the

organization restructure comes from a source other than the General Fund. Additionally, four positions with a total value of \$360,280 are being eliminated, reducing the net request from the General Fund to \$256,039.

Job descriptions for all newly created positions are being finalized and will be submitted for Board approval in January. Draft descriptions for the Assistant Director, School Climate & Discipline, Supervisor, Foster Care Services, Supervisor, Child Abuse & Neglect Services, Supervisor, Homeless Services, and Coordinator, District Attendance are being included as exhibits only. A summary of the requested position changes are outlined below:

- **Program Manager – Recovery (1):** The Program Manager – Recovery will be responsible for coordinating recovery efforts outlined in District Recovery Strategic Plan. This is a critical position that is responsible for assuring coordination and cohesiveness of projects related to: mental/behavior health activities; physical and safety/security recovery activities - such as structural memorialization, and ensuring consideration to the emotional safety and security needs in related activities; and expeditious management of needs as identified by impacted students, families and staff. This position will also provide critical support for timely movement of projects related to School Emergency Response to Violence (SERV) and Victims of Crime Assistance (VOCA) services under Antiterrorism and Emergency Assistance Program (AEAP). **New Position**
- **Service Manager – Recovery (1) -** The Service Manager-Recovery is a school-based position at Marjory Stoneman Douglas High School that will be responsible for coordinating recovery efforts and communicating with students, families and staff directly impacted by the tragedy. This position will work with administration to provide critical support to the management and implementation of all school-based recovery activities. The specific role of this position will be formulated with input from the National Center for School Crisis and Bereavement and the stakeholders directly impacted. **New Position**
- **Budget Analyst IV (1):** The Budget Analyst IV will assist with coordinating and providing oversight for the Student Support Initiatives budget. This position will be responsible for analyzing financial data and developing reports for forecasting and results analysis. This position is critical, as the division budget increases to include State Mental Health Allocations, and numerous grants to support recovery activities: These include: SERV, VOCA, STOP School Violence Prevention and Mental Health Training grant, and others. (See Attached Recovery Grants 2018) **New Position**
- **Specialist – Positive Behavior Intervention (10):** To align with the adopted State Mental Health Assistance Allocation Plan, 10 Positive Behavior Intervention Specialists are requested to provide support and oversight to school-based positive behavior intervention planning and delivery, addressing school climate and culture, providing input on Response to Intervention teams, as well as serve as a member of the critical response team delivering mental health services to each region within BCPS. **New Position**
- **Assistant Director – School Climate & Discipline (1):** The Assistant Director of School Climate and Culture will lead the design of district interventions related to student discipline. The position will also address development of disciplinary policies and practices, monitor data reporting to district and state, and engage auditing systems for compliance. The Assistant Director will also oversee and coordinate the work and impact of the ten Positive Behavior

Intervention Specialists as they support schools and student's behavior health, with interventions for improved engagement and positive school climate. **New Position**

- **Supervisor – Foster Care (1):** Every Student Succeeds Act (ESSA) mandates all school districts to designate a “Foster Care Liaison” who is responsible for managing the district’s comprehensive plan for the coordination and provision of services for the students involved in the dependency care system. In light of the increased rate of traumatic community events and conditions (including natural disasters, immigration issues, community violence, deaths, homelessness, drug addiction, child abuse, domestic violence, poverty) there is a corresponding increase in student removal from their homes to enter the dependency system. The position requires supervision of staff and leadership for internal as well as external partners, providing training, consultation/collaboration, and tiered interventions to ensure the district’s ESSA mandate of ensuring school stability. The position also manages the District’s Interagency agreement with eight community agencies and serves as BCPS’s representative on state and county child welfare committees. The supervisor will ensure that State reporting as outlined in ESSA includes disaggregated information on graduation rates and academic achievement of foster youth in order to continue Federal and State funding via Title 1 and the 2008 Fostering Student Success Act. **New position/created from modified existing position**
- **Supervisor – Child Abuse & Neglect Prevention (1):** The supervisor is responsible for management of the School District Policy 5.3, mandated by F.S. Chapter 39, which requires mandatory child abuse reporting by all school staff to ensure the safety of students entrusted to our care at all BCPS and Charter schools. This position provides a comprehensive online training for all new instructional staff to the District and annual training of all instructional and non-instructional staff. The supervisor provides annual training to school-based Child Abuse & Neglect designees, including federal and state legislative updates. The supervisor provides daily, direct consultation to District, school leaders, and staff regarding policies and procedures relating to identification and reporting of child abuse and provides guidance on the management of in-school Child Protective Investigations. Given the increased rate of traumatic community events and conditions, there is an increase in reports to the Child Abuse and Neglect Hotline, and students experiencing maltreatment. **New position/created from modified existing position.**
- **Supervisor – Homeless Services (1):** The supervisor is responsible for ensuring District-wide implementation of the Federally mandated McKinney-Vento Homeless Assistance Act, as amended by ESSA. The law mandates identification and removal of barriers for all BCPS and Charter school students experiencing homelessness to ensure educational stability via immediate school enrollment. This position will ensure that the District meets or exceeds the minimum Homeless Student Identification Rate (HSIR), which is 5% FRL student population. This position reviews and maintains Policy 5.1A aligned with Federal and State Statutes and manages all aspects of the Title IX, Part A grant, including writing annual applications, developing protocols for meeting grant deliverables, data collection and analysis, and annual State reports. This position represents the Superintendent and Broward Schools on Broward County’s Homeless Continuum of Care Board and leverages community partnerships to better meet the needs of this vulnerable population. **New position/created from modified existing position.**

- **Supervisor – Social Work Services (2):** With the recent tragedy in the District at Marjory Stoneman Douglas High School, the need for mental health services has dramatically increased. As mandated in Senate Bill 7026, additional clinicians were hired by the District to provide prevention and intervention services to ensure access to mental health services for all students and staff. Due to the increase of staff, the need for intense clinical supervision has also increased. With 183 clinicians in the Student Services Department, two additional supervisors are needed to provide full oversight of clinical services, supervise staff, provide training to both staff and schools, convene community meetings, and provide consultation on all related mental health issues. Supervisors will also serve on the District Behavior Intervention Committee in the development of school assignments for students with compromised mental health and behavioral concerns. **New Position**
- **Coordinator – District Attendance:** The coordinator will develop a comprehensive District-wide plan to address student attendance in BCPS and Charter schools. Every Student Succeeds Act (ESSA) requires District reporting for chronic absenteeism to the Florida Department of Education (FLDOE). The coordinator will direct District-wide attendance data reports, educate staff on Tiered strategies and interventions for school sites, improve the accuracy of reporting, provide consultation related to District responsibilities for Policy 5.5: Attendance, and lead community events designed to educate the community about the correlations between chronic absence and academic achievement. The coordinator designs the Attendance Plan integrated in the District template for the School Improvement Plan (SIP), which includes specific data for each school and grade level. Attendance Plans are supported with training, reviews, and written feedback. District-wide management of attendance will positively impact the financial reimbursement to the District from the Florida Education Finance Program (FEFP) as regular attendance increases and chronic absenteeism decreases. **New position/created from modified existing position.**
- **Coordinator – Diversity & Cultural Outreach:** This position will manage the federal funding goals & priorities outlined in the Title IV, Part A of Every Student Succeeds Act (ESSA), coordinate activities, training as well as ensure district compliance with Florida State Statute and School Board policies in areas of diversity and inclusion, including: Women’s History, African-American History, Holocaust, & Hispanic History. The coordinator will support district and school action plans for diversity and equity and facilitate community workshops and engagement in the district’s equity work. The Coordinator will also provide guidance and support to over 300 school-based and district-based equity liaisons, coordinate training and credentialing of staff, and directly supervise 10 instructional & non-instructional staff members within the department of Equity & Academic Attainment. **New Position**
- **Supervisor – Social Emotional Learning (1):** The Supervisor of Social/Emotional Learning (SEL) will facilitate the core focus of the district’s emphasis on educating the whole child. The position will lead efforts and support school structures that assist students to understand and manage their thoughts and emotions, develop social awareness and their relationship to the world around them, and make responsible decisions. Tasks will include: Coordination of the District’s SEL Leadership Team; developing a multi-tiered system of SEL supports, programs, trainings, and measures for all district schools; providing direction and training to each school’s SEL Liaison and SEL teams; integrating SEL activities into the district’s Mental Health Plan; aligning activities with the MSD recovery efforts; providing guidance to SEL programs and grants, such as Re-imagining Middle Grades, High School CCLR, and TIF V; and supervising and evaluating district and relevant school-based staff. **New Position**

- **Supervisor – Clinical Nursing (2):** There are currently two Nursing Supervisors on staff. A request to add two additional positions is submitted for Board Approval. Nurses are critical to ensuring a comprehensive school health program and promoting optimum health status and lifestyles for all students through partnership with parents, school staff and the community. Clinical Nursing Supervisors will have an integral role as part of the interdisciplinary teams for the recovery process. They are responsible for developing a comprehensive framework for all healthcare personnel to address mental health and behavior health issues of students. The supervisors will provide training on early identification of warning signs, screening tools, psychotropic medications and coordination of the referral process for students who exhibit behavioral, social-emotional, physical and mental health concerns. The supervisors will be providing guidance to the nurses with care coordination of students with developing and implementing Section 504 plans, the health portion of the Individualized Education Plan (IEP), the Individualized Healthcare Plans (IHP), and referral to the appropriate community/school based behavioral health professionals. As part of the State Mental Health Allocation Plan, there were additional school nurse positions provided to support students in the recovery process which requires clinical supervision. Initially there were two clinical supervisors prior to the tragedy at MSD supervising approximately 180 healthcare personnel. The incident at MSD and the increasing number of students receiving medical treatment has led to the need to hire additional nursing supervisors to specifically address the mental health and chronic health related issues for students in the school district. **New Position**

**Financial Impact:**

The net expense associated with the proposed position additions, upgrades and deletions is estimated at \$2,392,385. Approximately 90% of this expense (\$2,136,346) will be funded via sources other than the General Fund Balance, including SERV (School Emergency Response to Violence), SMHA (State Mental Health Allocation), and Title IV.

The impact to General Fund is estimated at \$256,039. The attached spreadsheet summarizes the breakdown of this cost by position.



# STUDENT SUPPORT INITIATIVES & RECOVERY

THE SCHOOL BOARD OF BROWARD COUNTY, FL  
2018-2019 ORGANIZATIONAL CHART

**DRAFT**

**Legend**

Funding from sources other than General Funds <b>N</b>	New Position Job Description Exists <b>N</b>	Reporting Change from Different Division <b>R</b>
New Position Job Description Does Not Exist <b>N</b> ✓	Job Study on Existing Position <b>N</b>	Alignment Change within same Division <b>A</b>
Revision to Existing Job Description/Title Change ✓	Funding: <b>C</b> Capital <b>FS</b> Food Service <u>Direct Report</u> <b>G</b> General <b>Gr</b> Grant <u>Indirect Report</u>	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

SUPERINTENDENT OF SCHOOLS

Recovery Team

CHIEF STUDENT SUPPORT INITIATIVES & RECOVERY (S)

PAY BANDS 'S' & 'E'

DIRECTOR (D)  
Diversity, Prevention & Intervention  
School Climate & Discipline

DIRECTOR (D)  
Student Services

DIRECTOR (D)  
Equity & Academic Attainment Diversity

DIRECTOR (D)  
School Counseling & BRACE Advisement

DIRECTOR (D)  
Coordinated Student Health Services

PAY BAND 'D'

PROGRAM MANAGER Recovery (C)  
**N** ✓

ASSISTANT DIRECTOR ADMINISTRATION (Expulsions) (C)  
**A**

ASSISTANT DIRECTOR School Climate & Discipline (C)  
**N** ✓

ASSISTANT DIRECTOR Family & Community Engagement (C)  
**A**

SUPERVISOR Foster Care (C)  
**N** ✓

SUPERVISOR Family Counseling Services (C)

COORDINATOR Diversity & Cultural Outreach (C)  
**N**

SPECIALIST Positive Behavior Interventions (B)

SUPERVISOR College & Career Readiness (C)

SUPERVISOR Clinical Nursing (25) (2)

SERVICE MANAGER Recovery (C)  
**N** ✓

SPECIALIST Positive Behavior Intervention (25) (10)  
**N** ✓

CURRICULUM SUPERVISOR Diversity & Prevention School Climate Support (C)

SPECIALIST Parental Family Engagement (25)

SUPERVISOR Child Abuse & Neglect Prevention (C)  
**N** ✓

SUPERVISOR Social Work Services (C)

COURTS LIAISON (25)

SPECIALIST Outreach Support (25)

COORDINATOR Home School Education (C)  
**A**

SUPERVISOR Clinical Nursing (25) (2)  
**N**

BUDGET ANALYST IV (B)  
**N**

SPECIALIST Response to Intervention (25)

SPECIALIST Community Engagement (25)

SUPERVISOR Homeless Services (C)  
Gr:50% G:50%  
**N** ✓

SUPERVISOR Social Work Services (C)  
**N** (2)

SPECIALIST Outreach Support (25)

SUPERVISOR Social Emotional Learning (C)  
**N** ✓

~~COURTS LIAISON (25)~~

COORDINATOR District Attendance (C)  
**N** ✓

PAY BANDS 'C' & 'B'

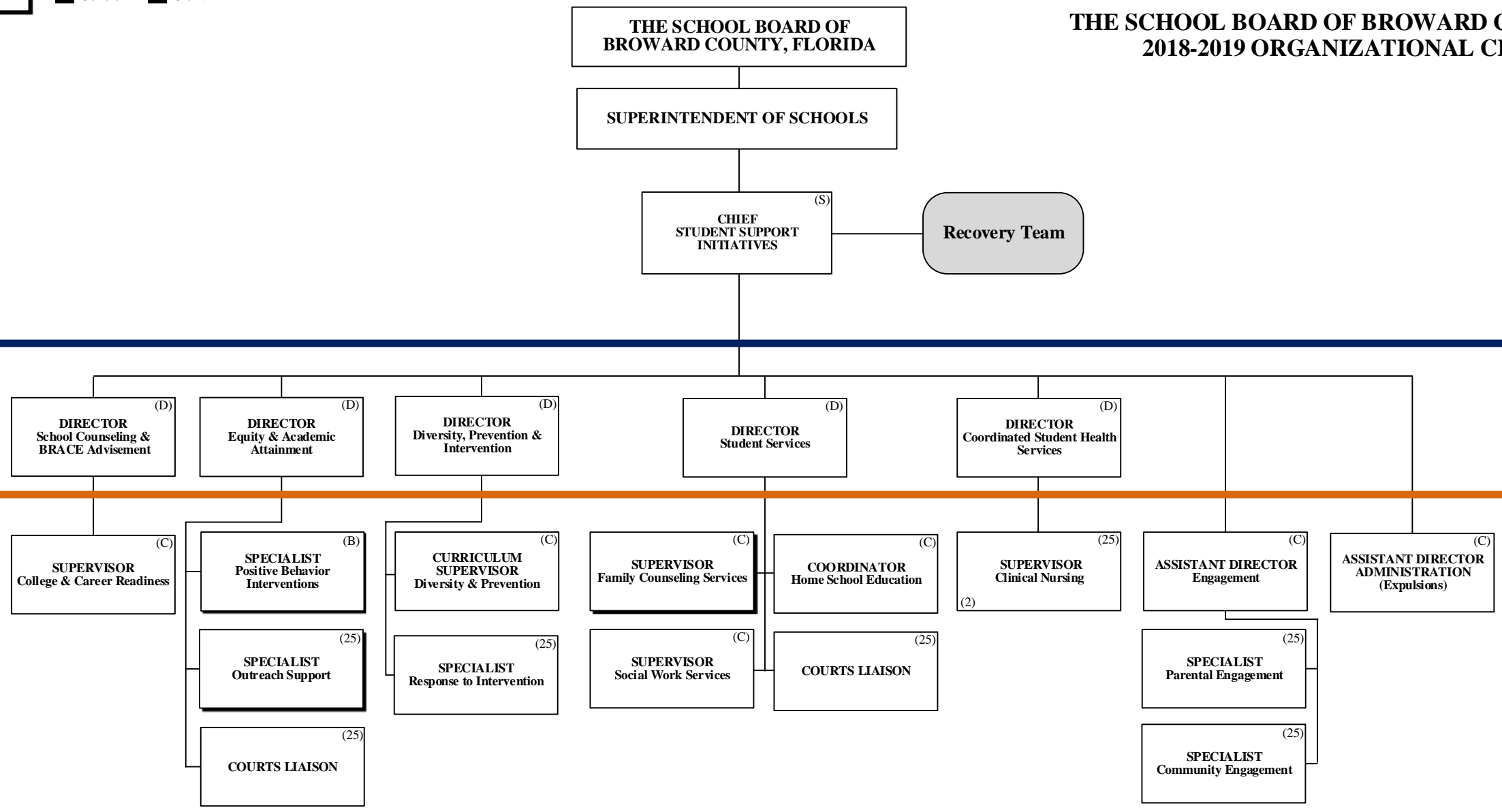
Funding from sources other than General Funds

**C** Capital    **FS** Food Service  
**G** General    **Gr** Grant

# STUDENT SUPPORT INITIATIVES



## THE SCHOOL BOARD OF BROWARD COUNTY, FL 2018-2019 ORGANIZATIONAL CHART



PAY BANDS 'S' & 'E'

PAY BAND 'D'

PAY BANDS 'C' & 'B'





# ACADEMICS STUDENT SUPPORT INITIATIVES

THE SCHOOL BOARD OF BROWARD COUNTY, FL  
2017-2018 ORGANIZATIONAL CHART

Funding from sources other than General Funds

**C** Capital    **FS** Food Service  
**G** General    **Gr** Grant

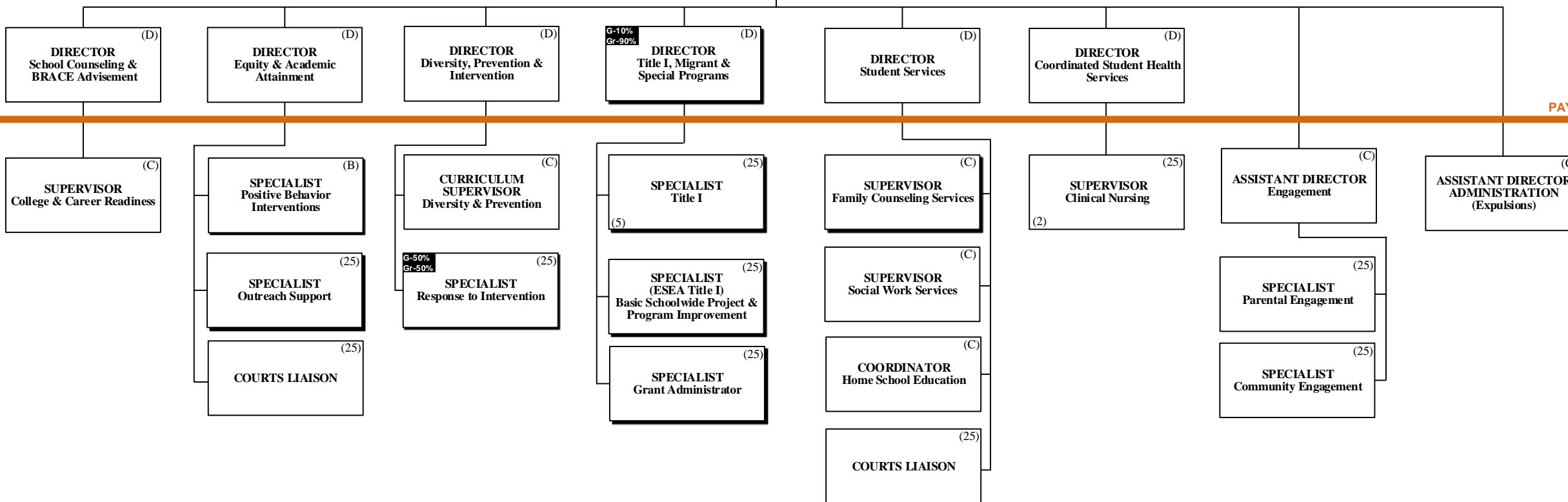
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

SUPERINTENDENT OF SCHOOLS

CHIEF ACADEMIC OFFICER (S)

EXECUTIVE DIRECTOR Student Support Initiatives (E)

PAY BANDS 'S' & 'E'



PAY BAND 'D'

PAY BANDS 'C' & 'B'

School Board of Broward County  
Analysis of Added, Eliminated, Modified Positions  
Recommended 2018-2019 Student Support Initiatives Organizational Chart

Summary: All 2018-19 Org Changes	
Position Additions & Upgrades	\$2,752,665
Position Deletions & Downgrades	\$360,280
Total Net to Budget	\$2,392,385

Funding Source Summary	
General Fund	\$256,039
Other	\$2,136,346.33
Total Fund Need	\$2,392,385

Position Change Summary	
Additions	Deletions
23	1
0	3

Positions Added	Page	Pay Band/ Grade	Funding Source	Position Cost w/Fringe <small>(1, 2, 3)</small>	Positions Eliminated or Downgraded	Page	Pay Band/ Grade	Funding Source	Position Cost w/Fringe <small>(1, 2, 3)</small>	Position #	Comments
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## STUDENT SUPPORT INITIATIVES

Program Manager - Recovery Request: Create new position and add headcount (1)	8	C	SERV (School Emergency Response to Violence)	\$126,012							Pay band / grade listed represents departmental request. Final determination (including cost) is pending compensation review.
Service Manager - Recovery (Schl-Based / MSD) Request: Create new position and add headcount (1)	8	C	SERV (School Emergency Response to Violence)	\$126,012							
Budget Analyst IV Request: Add headcount (1)	8	B	SERV (School Emergency Response to Violence)	\$111,151							Pay band / grade listed represents departmental request. Final determination (including cost) is pending compensation review.
Director - <del>Diversity, Prevention &amp; Intervention</del> <u>School Climate &amp; Discipline</u> Request: Revise title, update job description & realign report relationship	8	D	GF	\$0							
Assistant Director - Administration (Expulsions) Request: realign report relationship	8	C	GF	\$0							
Specialist - Positive Behavior Intervention Request: Create new position and add headcount (10)	8	25	SMHA (State Mental Health Allocation)	\$1,051,320							Pay band / grade listed represents departmental request. Final determination (including cost) is pending compensation review.
Assistant Director - School Climate & Discipline Request: Create new position and add headcount (1)	8	C	GF	\$126,012							Pay band / grade listed represents departmental request. Final determination (including cost) is pending compensation review.
Curriculum Supervisor - <del>Diversity &amp; Prevention</del> <u>School Climate Support</u> Request: Revise title, update job description, realign report relationship	8	C	GF	\$0							
Assistant Director - <u>Family &amp; Community Engagement</u> Request: Revise title, update job description & realign report relationship	8	C	GF	\$0							
Specialist - <del>Parental</del> <u>Family Engagement</u> Request: Revise title and update job description	8	25	GF	\$0							
Supervisor - Foster Care Request: Create new position (ESMAB C) to replace existing position (Courts Liaison - TSP 25)	8	C	GF	\$126,012	Courts Liaison Request: Eliminate position	8	25	GF	\$105,132	8002829	Pay band / grade listed represents departmental request. Final determination (including cost) is pending compensation review.
Supervisor - Child Abuse & Neglect Prevention Request: Create new position (ESMAB C) to replace existing position (Social Worker - BTU EP)	8	C	GF	\$126,012	School Social Worker Request: Eliminate position	N/A	BTU-EP	GF	\$79,218	80024387	Pay band / grade listed represents departmental request. Final determination (including cost) is pending compensation review.
Supervisor - Homeless Services Request: Create new position (ESMAB C) to replace existing position (Coord Homeless Ed - TSP 24)	8	C	GF (50%) / Title IV (50%)	\$126,012	Coordinator Homeless Education Program Request: Eliminate Position	N/A	24	GF	\$98,529	80181020	Pay band / grade listed represents departmental request. Final determination (including cost) is pending compensation review.

School Board of Broward County  
 Analysis of Added, Eliminated, Modified Positions  
 Recommended 2018-2019 Student Support Initiatives Organizational Chart

Summary: All 2018-19 Org Changes	
Position Additions & Upgrades	\$2,752,665
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Total Fund Need	\$2,392,385

Position Change Summary	
Additions	Deletions
23	1
0	3

Positions Added	Page	Pay Band/Grade	Funding Source	Position Cost w/Fringe <sup>(1, 2, 3)</sup>	Positions Eliminated or Downgraded	Page	Pay Band/Grade	Funding Source	Position Cost w/Fringe <sup>(1, 2, 3)</sup>	Position #	Comments
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**STUDENT SUPPORT INITIATIVES**

Supervisor - Social Work Services Request: Add headcount (2)	8	C	SERV (School Emergency Response to Violence)	\$252,024							
Coordinator - District Attendance Request: Create new position (ESMAB C) to replace existing position (Instructional Facilitator - BTU EP)	8	C	GF	\$126,012	Instructional Facilitator Request: Eliminate position	N/A	BTU-EP	GF	\$77,401	80196075	Pay band / grade listed represents departmental request. Final determination (including cost) is pending compensation review.
Director - Equity & Academic Attainment-Diversity Request: Revise title and update job description	8	D	GF	\$0							
Coordinator - Diversity & Cultural Outreach Request: Add headcount (1)	8	27	Title IV	\$119,811							Pay band / grade listed represents departmental request. Final determination (including cost) is pending compensation review.
Coordinator - Home School Education Request: realign report relationship	8	C	GF	\$0							
Supervisor - Social Emotional Learning Request: Create new position and add headcount (1)	8	C	SERV (School Emergency Response to Violence)	\$126,012							Pay band / grade listed represents departmental request. Final determination (including cost) is pending compensation review.
Supervisor - Clinical Nursing Request: Add headcount (2)	8	25	SMHA (State Mental Health Allocation)	\$210,264							

Sum Total - Position Add	\$2,752,665
Sum Total - Position Eliminate	\$360,280
<b>Total Net to Budget</b>	<b>\$2,392,385</b>

**Notes**

- 1) Cost estimates calculated by using the salary range midpoint value, the 18-19 fixed fringe amount of \$8,232 and the variable fringe percentage of 17.78%.
- 2) For BTU-TSP, the value associated with step 7 on the structure (the middle value of the step progression) was used as the midpoint value.
- 3) For positions compensated on the teacher schedule (School Social Worker and Instructional Facilitator), the standard position rate was used as these positions do not have a salary range.
- 4) Positions shaded in yellow are funded by a source other than the General Fund Balance.



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

**POSITION TITLE:** Assistant Director, School Climate and Discipline  
**JOB CODE:** New  
**CLASSIFICATION:** Exempt  
**PAY GRADE:** C  
**BARGAINING UNIT:** ESMAB  
**REPORTS TO:** Executive Director, Student Support Initiatives  
**CONTRACT YEAR:** Twelve Months

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**POSITION GOAL:**

Provide District leadership in the development, communication and implementation of curriculum and program practices in school climate, behavior and discipline, diversity, prevention and intervention that supports the academic achievement of K-12 students along the pathway to college and career readiness, in alignment with the District's Strategic Plan.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Assistant Director, School Climate and Discipline shall carry out the performance responsibilities listed below.**

- Supervise staff as assigned in the performance of job duties.
- Lead and implement the District's discipline, climate, diversity, prevention and intervention programs.
- Supervise the development of the District's Code of Student Conduct, Suspension and Expulsion, PROMISE Program, Anti-Bullying, Dating Violence, Tobacco Free, Family Life/Human Sexuality, Character Education and Diversity policies.
- Serve as District coordinator and assist in facilitating the activities associated with the Suspension and Expulsion, Code of Student Conduct, the Discipline Matrix, the Eliminating the Schoolhouse to Jailhouse Pipeline, Holocaust Education and other relating to diversity as outlined in F.S.1003.42.
- Assume leadership in support of all priorities and initiatives relating to student discipline, prevention and intervention to achieve the District's Strategic Plan goals.
- Develop and lead initiatives that increase the general understanding and educational challenges faced by students exhibiting a need for behavior and social-emotional learning supports.
- Develop and publish artifacts and marketing resources relating to Eliminating the Schoolhouse-to-Jailhouse Pipeline and Student Discipline.
- Direct and coordinate all elements and operations of the PROMISE Program, including the Juvenile Justice System of Care.
- Oversee and monitor implementation of the discipline policies.
- Collect, monitor and report data outcomes relating to the PROMISE Program, expulsions and arrests.
- Collaborate with the Expulsion Abeyance and Equity and Academic Attainment departments to support students engaged in the highest level of intervention offered by the District.
- Create and lead professional development for schools and District leadership teams regarding discipline, prevention, intervention and curriculum programs.
- Provide technical support and policy guidance relating to discipline, prevention and intervention to school-based administrators and District Directors.
- Provide leadership for the design and implementation of effective school-wide Positive Behavior Plans, school climate initiatives and guidance relating to the proper framework supports for students relating to behavior and social-emotional learning through the MTSS/RTL process.
- Communicate effectively to school personnel, parents and community stakeholders' applicable policies, procedures, programs, curricula and instructional techniques designed to address diversity, discipline and prevention across the District.
- Work collaboratively with other District departments to align discipline data collection with the Florida Department of Education's School Environmental Safety Incident Reporting (SESIR) guidelines.
- Monitor and analyze SESIR data to inform and improve decision-making actions, processes and curriculum programs for discipline and prevention.
- Work closely with Information & Technology and Student Assessment and Research for further development of the

- electronic data management system to ensure compliance and quality in data reporting.
- Work collaboratively with School Board Attorneys to ensure District policies and recommendations to the School Board are in alignment with statutory regulations.
- Supervise the development of activities related to promoting diverse school population efforts in support of compliance with federal civil rights laws and mandates, as well as to maintain a unitary school system.
- Serve as the Executive Director of Student Support Initiatives designee, as applicable, to respond to appeals and complaints.
- Collaborate with school-based and District administrators/staff to coordinate activities that promote diversity, behavior, cultural outreach, anti-bullying, school-wide positive behavior, prevention and intervention efforts.
- Coordinate the development of information to assist in cultural respect, school-wide positive behavior, prevention and intervention-related topic infusion within the curriculum.
- Provide support for the Behavior Intervention Recommendation process and student assignment.
- Provide guidance and support to schools and families relating to expulsion abeyance recommendations and arrest.
- Identify intervention program and curriculum supports for schools and Alternative to External Suspension school sites and collaborate implementation with appropriate departments.
- Annually complete and report school climate, prevention and intervention actions to the state, through the Florida Safe Schools Assessment Tool (FSSAT) in collaboration with the Special Investigations Unit department.
- Annually complete applicable sections of the Safe Schools Appropriations survey for the Florida Department of Education.
- Collaborate with Student Assessment and Research to complete applicable sections of the CCC Settlement Agreement Status Report and present the outcomes to the School Board and community.
- Supervise the development and implementation of staff development programs, to ensure that school-based and District personnel have a thorough understanding of their roles and responsibilities related to the delivery of student diversity, and prevention programs.
- Develop partnerships and coordinate the development of collaborative agreements with public, private, philanthropic, and nonprofit organizations to support diversity and student discipline.
- Develop and create SharePoint resource portals for school-based administrators relating to discipline, prevention and intervention.
- Supervise the department's website design and marketing products.
- Conceptualize and implement the design of the Code of Student Conduct Handbook.
- Collaborate with the Information & Technology department to develop and continuously improve the electronic distribution of the Code of Student Handbook and Signature forms.
- Seek funding opportunities to support school implementation of diversity within schools.
- 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 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, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor or designee.

#### **MINIMUM QUALIFICATIONS & EXPERIENCE:**

- An earned bachelor's degree from an accredited institution.
- A minimum eight (8) years, within the last ten (10) years of teaching experience with progressively more responsibility in school-based and/or district office administrative leadership.
- Valid Florida Professional Educator's Certification.
- Prior work experience in education administration, educational planning, diversity, substance abuse prevention, violence prevention, student behavior and experience with local, state, and/or federal laws.
- Demonstrated expertise in policy development, design, implementation, and evaluation of curriculum for diversity, discipline and prevention.
- Experience working collaboratively in cross-functional teams and settings.
- Computer skills as required for the position.

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- An earned master's degree from an accredited institution in education, business administration, educational administration/leadership or related field.
- Endorsement or Certification in Educational Leadership or a related field.
- Bilingual skills.

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

Works with District, school-based personnel, parents, students and community stakeholders to lead development, implementation and support high quality school discipline and climate, prevention, intervention and diversity in order to improve K-12 student achievement for college and career readiness in Broward County Public Schools.

**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.

Board Approved:

Board Adopted:



## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

**POSITION TITLE:** Supervisor, Foster Care Services  
**JOB CODE:** New  
**CLASSIFICATION:** Exempt  
**SALARY GRADE:** C  
**BARGAINING UNIT:** ESMAB  
**REPORTS TO:** Director, Student Services  
**CONTRACT YEAR:** Twelve Months

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### **POSITION GOAL:**

To serve as the District's Local Educational Agency (LEA) designee managing the District's Foster Care Program - a comprehensive, cross systems coordination of educational stabilization services for Broward County Public School. Students involved in the Foster Care system (including children who are served by both the Department of Juvenile Justice and the Department of Children and Families) as mandated by Federal and State Legislation including Every Student Succeeds Act, Fostering Student Connections Act, Child Abuse Prevention and Treatment Act, Adoption and Safe Families Act, John H. Chafee Foster Care Independence Program, Title 1, Uninterrupted Scholars Act, Florida Statute Chapter 39, and Foster Youth Bill of Rights. The goal of the district's Foster Care Program includes but is not limited to coordinating school, court and community agency communication which involves cooperative planning and delivery of services, programs, and placements for meeting the unique needs of the district's most vulnerable student population.

### **ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Supervisor, Foster Care Services shall carry out the performance responsibilities listed below:**

- Supervise staff as assigned in the performance of job duties.
- Create an infrastructure to manage and ensure that Broward County Public Schools are in compliance with Federal and Florida Status legislating educational services and provisions for Foster Care youth.
- Serve as the District's point of contact for the education of foster case youth for district offices, school personnel, parents, Department of Children and Families personnel (including ChildNet and Broward Sheriff's Office Child Protective Investigations Section), dependency case managers, judges, attorneys and Guardian Ad Litem of the Dependency Court System, and other local, state, and national agency personnel in regard to Foster Care students.
- Oversee the operation of the foster care program services office located at Lauderdale Manors Early Learning and Family Resource Center.
- Review sensitive court orders, daily from the Dependency Courts and oversees that staff communicates such information to the school based foster care designees in a timely manner.
- Ensure that staff assists all parties involved with follow-up action, including but not limited to, Foster Care students remaining in their school of origin when in the child's best interest, ensuring immediate school enrollment of Foster Care Students, as applicable, coordination of necessary transportation, provision of meal benefits, and facilitation of requests for educational support services and interventions, including but not limited to, requests for educational testing to determine the need for exceptional student education services and-coordinating assignment of surrogate parents.
- Provide guidance and consultation with School Principals/Designees and the local Child Welfare Agency (ChildNet) related to the educational planning of Foster Care Students to demonstrate improved academic outcomes.
- Direct staff review and interpret records of students relative to their educational, including ESE services, programs and prior and current placements, and staff monitoring and tracking of student promotion and graduation rates.
- Partner with and Identify programs available in the school and community for Foster Care students and ensures staff facilitates placement of these students in appropriate programs, including arrangement of school board transportation when necessary and available.

- Serves as District adviser to judges and dependency case managers on available services for Foster Care students.
- Develops and implements District procedures for release of information related to Foster Care Students.
- Contract manager for the DCF Interagency Agreement with identified agencies.
- Serves as the liaison between and among the district's offices, departments, school sites, the Department of Children and Families, ChildNet, the Department of Juvenile Justice, CareerSource Broward, the Association for Persons with Disabilities, and Broward Behavioral Health Coalition and dependency case managers and school district Foster Care Designees pertaining to educational services for Foster Care Youth.
- Ensures that staff and school-based designees implement case management and follow-up procedures.
- Manages staff utilization of technology and related school district databases to comply with the transfer of student data among and between schools, district and approved governmental agencies.
- Serves as the District Educational Advocacy Trainer providing training needs assessment of both internal and external partners, develops training curriculum and content including selection of materials and products coordinating with other stakeholders as applicable, and delivering training opportunities.
- Review and analyze educational data to determine trends and inform programming decisions.
- In conjunction with Director, Student Services, hires personnel to provide direct services in program implementation.
- 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 job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Perform other duties as assigned by the immediate supervisor, or designee.
- Follow federal and state laws, as well as School Board policies.

#### **MINIMUM QUALIFICATIONS & EXPERIENCE:**

- An earned bachelor's degree in social work, guidance, or psychology from an accredited institution.
- A minimum of seven (7) years, within the last ten (10) years of experience in homeless education services, or social service setting serving at-risk children, youth and families including those experiencing homelessness.
- Demonstrated knowledge of community initiatives to address population needs.
- Experience within a formal education or social service setting serving at-risk children, youth and families including those experiencing homelessness.
- Grant writing, grant management experience.
- Experience working with displaced individuals of diverse backgrounds.
- Excellent customer service skills.
- Effective time-management skills and demonstrated ability to adhere to deadlines.
- Effective interpersonal, verbal and written communication skills.
- Computer skills as required for the position.

#### **PREFERRED QUALIFICATIONS & EXPERIENCE:**

- An earned master's degree in social work, guidance, or psychology from an accredited institution.
- A minimum of five (5) years, within the last eight (8) years of experience in homeless education services, or social service setting serving at-risk children, youth and families including those experiencing homelessness.
- Experience in program planning and implementation.
- Bilingual skills.

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

Work collaboratively with Department of Children and Families, ChildNet personnel, Guardian Ad Litem Program, Department of Juvenile Justice, caseworkers, judges, school personnel, community agencies, and parents to ensure that the unique educational, social, and emotional needs of dependency case students are met in compliance with Federal and State mandates.



**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.

Board Approved:

Board Adopted:

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## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

**POSITION TITLE:** Supervisor, Child Abuse and Neglect Services  
**JOB CODE:** NEW  
**CLASSIFICATION:** Exempt  
**SALARY GRADE:** C  
**BARGAINING UNIT:** ESMAB  
**REPORTS TO:** Director, Student Services  
**CONTRACT YEAR:** Twelve Months

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### **POSITION GOAL:**

Ensure Broward County Schools have adequate support to develop internal resources and provide an effective framework in which to ensure the District remains compliant with Federal and State laws regarding child abuse and neglect services, thereby educating all District staff to professionally assess situations to ensure students are in safe home and school environments that will allow them to engage in active learning to improve academic success for them and for the District.

### **ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Supervisor, Child Abuse and Neglect Services shall carry out the performance responsibilities listed below:**

- Supervise staff as assigned in the performance of job duties.
- Collaborate with schools regarding the appointment, training, and support of approximately 350 school-based child abuse designees. This involves a four-hour training for approximately 60 new child abuse designees each year and an annual update meeting for all school-based designees (including charter schools).
- Develop and annually update comprehensive on-line child abuse training for all District personnel.
- Certify successful completion of on-line training for all new instructional personnel as a prerequisite for job retention with the District.
- Provide specific case consultation to school administrators, child abuse designees, teachers and school/district staff (including charter schools).
- Review all child abuse reports made by school personnel, and makes follow-up contacts and recommendations as appropriate.
- Serve as a liaison between the School Board and the Broward Sheriff's office Child Protective Investigations Section (BSO CPIS) concerning the identification and reporting of abuse, abandonment, and neglect.
- Assess need for and provide training to community agencies as needed.
- Develop protocols to timely respond, with solutions related to complaints arising during the investigative process.
- Provide consultation to parents and caregivers, subjects of abuse investigation, around the investigative process conducted at school.
- Draft, recommends and implements School Board policy and procedures related to the mandatory reporting of child abuse and neglect.
- Develop school-based safety plan for students with sexual behavior problems.
- Designs, develops, implements, and evaluate training for child abuse designees, teachers in the New Educators Support System (NESS), experienced teachers who are new to Broward County Schools District, administrators, and non-instructional personnel as requested.
- Assist Director of Student Services with the hiring of appropriate staff to meet the demands of the program.
- Ensure compliance to State Statutes and District's policy and procedure.
- Work collaboratively with other departments or district initiatives to keep students safe.
- Represent the School Board in collaboration with State and local agencies: BSO CPIS, DCF, Child Protection Team, The Nancy J. Cotterman Center (Broward County Children's Advocacy Center & Rape Crisis Center).

- Serve as the District representative on the Advisory Committee for Healthy Families Broward, Kinship Cares Initiative, community-based interagency work groups/organizations: Child Abuse Coordination Committee (CACC), Broward Domestic Violence Council, Broward Sexual Abuse Intervention Network (BSAIN), Broward Child Abuse Death Review Team, Child Abuse Strategic Plan Committee; Children Services Council: Broward AWARE.
- Ensure compliance to child welfare state laws, as well as School Board policy.
- Serve as the child abuse and neglect expert on the County's Death Review Committee.
- Perform and promote all activities in compliance with the equal employment nondiscrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual's 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.
- Perform other duties as assigned by the immediate supervisor, or designee.
- Follow federal and state laws, as well as School Board policies.

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- An earned bachelor's degree in social work, guidance, or related from an accredited institution.
- A minimum of seven (7) years, within the last ten (10) years of experience in the field related to the title of the position.
- Demonstrated knowledge of community initiatives to address population needs.
- Experience in developing and delivering comprehensive training modules.
- Excellent customer service skills.
- Effective time-management skills and demonstrated ability to adhere to deadlines.
- Effective interpersonal, verbal and written communication skills.
- Computer skills as required for the position.

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- An earned master's degree in social work, guidance, or psychology from an accredited institution.
- A minimum of five (5) years, within the last eight (8) years of experience as a child protective investigator, child advocate, and/or supervision with the State Welfare System.
- Bilingual skills.

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

Frequently works with the Director of Student Services, District departments, school personnel, community agencies, students and families to ensure consistent practices and fidelity of implementation of the State and Federal guidelines governing homeless education services.

**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.

Board Approved:

Board Adopted:



## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

**POSITION TITLE:** Supervisor, Homeless Services  
**JOB CODE:** NEW  
**CLASSIFICATION:** Exempt  
**SALARY GRADE:** C  
**BARGAINING UNIT:** ESMAB  
**REPORTS TO:** Director, Student Services  
**CONTRACT YEAR:** Twelve Months

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### **POSITION GOAL:**

Provide comprehensive management and framework for the effective implementation of the Homeless Education Program to ensure the educational stability of affected students and the effective implementation and compliance with State and Federal regulations as outlined by the McKinney Vento Law. Train and collaborate with district and community-based service providers to ensure timely identification of students experiencing homelessness while removing barriers impeding upon immediate enrollment, attendance and academic success.

### **ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Supervisor, Homeless Services shall carry out the performance responsibilities listed below:**

- Supervise staff as assigned in the performance of job duties.
- Provide technical assistance to all schools and service providers regarding homeless issues for students.
- Train all school homeless liaisons regarding the rights of homeless students in accordance with Federal Law, State Statute and School Board Policy.
- Coordinate the structure for homeless students' afterschool programs at all shelters, including assigning staff, conducting pre/post testing and referrals to most programs; approve all timesheets for staff and work on budget issues.
- Collaborate and coordinate with District Departments such as Transportation, Nutrition Services, Before and After School Programs, Title I, Early Childhood, Head Start, ESE etc. to provide appropriate services to homeless students.
- Coordinate the provision of comprehensive services for homeless students including the provision of summer programs with community partners such as the YMCA.
- Chair the Family Shelter Provider meeting to ensure school enrollment procedures are followed by all shelters, including scheduling various school and community resources for presentations.
- Assist the Director of Student Services with the hiring of appropriate staff to meet the demands of the program.
- Ensure access to comprehensive services for homeless students including educational summer break opportunities such as camps administered by the City of Fort Lauderdale Parks and Recreation, Boys and Girls Club, the YMCA and other camps funded by Children's Services Council of Broward County.
- Approve vetted requests to acquire birth certificates for students living in transition (born in the state of Florida) and ensure payment to the Department of Health and Vital Statistics.
- Participate in Providers and Stakeholders meetings and the Homeless Initiative partnership meetings as well as any other homeless forums where technical assistance is needed regarding homeless students.
- Monitor legislative activity related to grants, special projects and categorical allocations; translate programmatic concerns into proposals.
- Write and manage grants to support the development and implementation of the homeless program.
- Establish relationships with related federal, statewide and privately funded projects.
- Initiate and monitor all necessary Federal and State reports in conjunction with grant requirements.
- Participate in interdepartmental planning and decision making to ensure quality and consistency among programs.
- Assume responsibility for purchasing materials, supplies and equipment for areas of homeless education.

- Identify people and resources in the community that can assist with the homeless program as partners, volunteers and/or contributors.
- Solicit financial and in-kind support from the community for homeless program.
- Participate in interagency planning, collaboration and communication.
- Comprehend the process for entering students in TERMS, including all Federal and State coding as well as requesting transportation for students on the transportation server.
- Participate in community outreach activities to promote and raise awareness about MVA/HEART services.
- Perform and promote all activities in compliance with the equal employment nondiscrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual's 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.
- Perform other duties as assigned by the immediate supervisor, or designee.
- Follow federal and state laws, as well as School Board policies.

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- An earned bachelor's degree in social work, guidance, or psychology from an accredited institution.
- A minimum of seven (7) years, within the last ten (10) years of experience in homeless education services, or social service setting serving at-risk children, youth and families including those experiencing homelessness.
- Demonstrated knowledge of community initiatives to address population needs.
- Grant writing, grant management experience.
- Experience working with displaced individuals of diverse backgrounds.
- Excellent customer service skills.
- Effective time-management skills and demonstrated ability to adhere to deadlines.
- Effective interpersonal, verbal and written communication skills.
- Computer skills as required for the position.

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- An earned master's degree in social work, guidance, or psychology from an accredited institution.
- A minimum of five (5) years, within the last eight (8) years of experience in homeless education services, program planning, and supervision in a social service setting serving at-risk children, youth and families including those experiencing homelessness.
- Bilingual skills.

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

Frequently works with the Director of Student Services, District departments, school personnel, community agencies, students and families to ensure consistent practices and fidelity of implementation of the State and Federal guidelines governing homeless education services.

**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.

Board Approved:

Board Adopted:



## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

**POSITION TITLE:** Coordinator, District Attendance  
**JOB CODE:** New  
**CLASSIFICATION:** Exempt  
**SALARY GRADE:** C  
**BARGAINING UNIT:** ESMAB  
**REPORTS TO:** Director, Student Services  
**CONTRACT YEAR:** Twelve Months

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### **POSITION GOAL:**

Provide District leadership in the development of a strategic plan that provides comprehensive oversight and management of all attendance processes for the District. Ensure compliance with State compulsory age attendance laws, and serves as the District liaison to schools and provide leadership, develop programs and partnerships to address non-attendance and truancy in order to improve BCPS Student attendance rates.

### **ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Coordinator, District Attendance shall carry out the performance responsibilities listed below:**

- Supervise staff as assigned in the performance of job duties.
- Interpret attendance laws and policies to inform the continuous upgrading/revision of School Board Policy 5.5: Attendance, to remain in State compliance.
- Develop prevention and intervention strategies to improve attendance rates and decrease rates of chronic absenteeism district-wide.
- Develop, design and implement training for all schools to improve their attendance taking processes. Continuously develop more effective attendance gathering processes.
- Work collaboratively with the IT Department to continuously develop on-line tools to streamline attendance taking and produce customized attendance reports.
- In collaboration with the Student Assessment and Research Department, provide ongoing information and data to assist schools in their efforts to appropriately identify attendance problems and develop targeted interventions.
- Serve as a liaison between the home, school and community regarding student attendance.
- Develop annual district-wide attendance campaign to ensure appropriate emphasis and attention is given to improving student attendance.
- Educate the public on the importance of consistent daily attendance and its relationship to student academic achievement.
- Annually plan and convene at least one comprehensive Attendance Symposium to provide training and update for all administrators, school social workers and school personnel.
- Chair the monthly District Attendance Committee and coordinate Annual Attendance Awards.
- Provide ongoing support and collaboration to schools related to attendance issues.
- Develop protocols, e.g. letters, flyers etc. to assist schools in promoting regular school attendance.
- Annually update the Attendance Procedural manual.
- Annually review all schools' annual attendance plans. Providing feedback and direction as is necessary.
- Perform and promote all activities in compliance with the equal employment nondiscrimination 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.
- Perform other duties as assigned by the immediate supervisor, or designee.
- Follow federal and state laws, as well as School Board policies.

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- An earned bachelor's degree from an accredited institution.
- A minimum five (5) years, within the last ten (10) years, of progressively responsible experience in the field related to the title of the position.
- Demonstrated knowledge of state and national initiatives to address non-attendance.
- Knowledge of program planning and demonstrated ability to lead and positively influence others.
- Excellent customer service skills.
- Effective interpersonal, verbal and written communication skills.
- Computer skills as required for the position.

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- Bilingual skills.

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

Frequently works with the Director of Student Services, School Social Work Services, other District departments, school personnel, community agencies, students and families to ensure consistent practices and fidelity of implementation of the State guidelines governing compulsory age attendance laws; frequently collaborates with webmaster personnel in conjunction with sharing/updating current information, practices, procedures via social media.

**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.

Board Approved:

Board Adopted: