



# AGENDA REQUEST FORM

## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

ITEM No.:

CC-11.

MEETING DATE

2019-02-20 10:05 - Regular School Board Meeting

AGENDA ITEM

ITEMS

CATEGORY

CC. BOARD POLICIES

DEPARTMENT

Compensation (Human Resources)

Special Order Request

☐ Yes☒ No

Time

Open Agenda

☒ Yes☐ No

TITLE:

Proposed Revised Job Description for the District Coordinator, Student Services Position

**REQUESTED ACTION:**

Approve the Proposed Revised Job Description for the District Coordinator, Student Services Position. Approval is requested to advertise for the position after the first reading. This is the **First** Reading.

**SUMMARY EXPLANATION AND BACKGROUND:**

The job description for the District Coordinator, Student Services position is being revised in an effort to better clarify and define job duties. The job description was publicized for rule adoption in compliance with Florida Statutes on January 30, 2019. 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.

**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: Michaelle Valbrun-Pope

Phone: 754-321-1660

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
**Senior Leader & Title**Judith M. Marte - Task Assigned Chief Human Resources &  
Equity Officer

Signature

Electronic Signature

Form #4189 Revised 08/04/2017

RWR/ JMM/MVP/RMH:im

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

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

School Board Chair