

Exhibit 1

School Board Agenda Item

February 20, 2019

Executive Summary

The School Board of Broward County, Florida, 2018 - 2019 Organizational Chart Job Descriptions

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

Position Title: **Coordinator, District Attendance**

Division/Department: **Chief Student Support Initiatives & Recovery Officer**

Salary Band: **C** Range: **\$74,407 - \$123,734**

Salary Schedule: **2017 – 2018 ESMAB Salary Schedule**

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

Rationale: The job description for **Coordinator, District Attendance**, has been created in conjunction with the approved 2018 - 2019 Organizational Chart for Student Support Initiatives, which was adopted by the School Board on December 18, 2018. This is a critical position that is responsible for assisting leadership in the development of a strategic plan that provides comprehensive oversight and management of all attendance processes for the District. The job description defines the performance responsibilities and the minimum education and experience required to perform successfully in the job.

An evaluation of the job description was conducted to determine Salary Band of C (ESMAB).

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 Educational Support & Management Association of Broward, Inc. (ESMAB) was provided a copy of the job description via e-mail on February 7, 2019. Additional feedback was not received prior to submission of this document for approval.

Cost: The creation of this job description represents no additional financial impact to the District. The request to upgrade the existing Instructional Facilitator position to Coordinator, District Attendance was approved by the School Board on December 18, 2018 as part of the revised organizational chart for the Student Support Initiatives & Recovery Division. Funding for this position will come from the General Fund. There is one Board approved position associated with this job.

The salary expense associated with this position ranges from \$95,869 to \$153,966, 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, ESMAB contract provisions and pay analysis conducted by Human Resources.