



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

**POSITION TITLE:** Program Manager, Recovery  
**JOB CODE:** New  
**CLASSIFICATION:** Exempt  
**SALARY BAND:** C  
**BARGAINING UNIT:** ESMAB  
**REPORTS TO:** Chief, Student Support Initiatives and Recovery  
**CONTRACT YEAR:** Twelve Months

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**POSITION GOAL:** To manage District recovery services, including development, supervision and coordination of recovery support for all individuals affected by the Marjory Stoneman Douglas (MSD) tragedy. Collaborate with the Service Manager, Recovery, District Recovery Team, District Mental Health Leadership Team, District Leadership, District Offices, and local and national consultants to ensure quality service delivery.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Program Manager, Recovery shall carry out the performance responsibilities listed below:**

- Manage implementation of the Marjory Stoneman Douglas (MSD) recovery plan for the District.
- Integrate strategic recovery components within the broader mental health services plan for Broward County Public Schools.
- Ensure District level support and provision of resources needed for all recovery efforts.
- Collaborate with school-based Recovery Coordinator and District leadership staff, incorporating feedback and input from contractors and consultants to implement District recovery plan and strategies.
- Identify and facilitate training and development programs for District staff to assist in their support of recovery programs and services.
- Serve as liaison between school-based Recovery Coordinator and all relevant District leadership staff to ensure the effective and efficient delivery of recovery services.
- Review budget to ensure expenditures are appropriate and commensurate with goals and requirements of individual funding sources, compliant with District policies, and appropriately documented.
- Manage evaluation component of recovery grants and assist with preparation of grants for additional or ongoing funding.
- Collaborate with Public Information Office (PIO) to ensure the District is informed of recovery efforts, initiatives and outcomes.
- Provide quarterly program updates and summative annual evaluation reports to internal and external stakeholders, Cabinet Members, School Board and the District Recovery Team.
- Serve as point of contact for contractual services related to the recovery plan and efforts.
- Collaborate with Employee Assistance Program (EAP) Administrators to ensure alignment of recovery services and programs provided.
- Evaluate and assess recovery services and programs to determine effectiveness, and submit recommendations to enhance services and programs, where applicable.
- 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 the 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 laws, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor, or designee.

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- An earned master's degree from an accredited institution in a related field of study.
- A minimum of five (5) years within the last ten (10) years of project and/or program management experience.
- Proven ability to provide exceptional leadership during critical incidents and emergencies, including the ability to exercise sound judgment in the evaluation and assessment of situations, and make decisions independently.
- Prior personal and/or professional involvement effectively developing and implementing programs and services with community stakeholders.
- Demonstrated ability to effectively manage and/or resolve conflicts amongst stakeholders with differing viewpoints.
- Knowledge of trauma mental health services, bereavement support, and crisis management.
- Excellent organizational skills to manage multiple projects concurrently.
- Effective verbal, written and interpersonal communication skills.
- Computer skills as required for the position.

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- Prior experience coordinating mental health services within a public school setting.
- Knowledge and experience of Broward County Public Schools practices and procedures.
- Prior grant management and grant writing experience.
- Bilingual skills.

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

Work collaboratively with school and District leaders, mental health staff, consultants, parents, and community stakeholders.

**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: