

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:** Service Manager, Recovery

**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 Service Manager, Recovery, 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 managing the recovery services delivered to Marjory Stoneman Douglas (MSD) High School and its feeder schools, including development, supervision, and coordinated delivery of mental health services and support to students, families, staff, and others affected by the MSD tragedy. In addition, collaborate with the Program Manager, Recovery, MSD Zone Leadership, District Recovery Team and the District Mental Health Leadership Team to ensure quality service delivery. 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 add this position to the Student Support Initiatives & Recovery Division was approved by the School Board on December 18, 2018, along with the revised organizational chart. Funding for this position will come from the School Emergency Response to Violence (SERV) fund. There is one Board approved position associated with this job.

The salary expense associated with staffing 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.