



# AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

MEETING DATE	2019-03-05 10:05 - School Board Operational Meeting
AGENDA ITEM	ITEMS
CATEGORY	CC. BOARD POLICIES
DEPARTMENT	Compensation (Human Resources)

Special Order Request	<input type="radio"/> Yes <input checked="" type="radio"/> No
Time	
Open Agenda	<input checked="" type="radio"/> Yes <input type="radio"/> No

ITEM No.:

**TITLE:**

Proposed New Job Description for the Supervisor, Foster Care Services Position

**REQUESTED ACTION:**

Approve the Proposed New Job Description for the Supervisor, Foster Care Services Position. This is the First Reading.

**SUMMARY EXPLANATION AND BACKGROUND:**

The job description for the Supervisor, Foster Care Services position is being created 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:**

The financial impact associated with this item totals \$8,677. The source of funding is the General Fund. See the Executive Summary for additional information on the expense associated with this request.

**EXHIBITS: (List)**

(1) Executive Summary (2) Job Description (3) Memo to Revise

**BOARD ACTION:**  
**APPROVED**  
 (For Official School Board Records Office Only)

<b>SOURCE OF ADDITIONAL INFORMATION:</b>	
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 - Chief Financial Officer

Signature

Electronic Signature  
Form #4189 Revised 08/04//2017  
RWR/ JMM/MVP/RMH:im

Approved In Open Board Meeting On:

MAR 05 2019

By:

*Heather P. Burkwood*

School Board Chair

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

February 28, 2019

TO: School Board Members

FROM: Judith M. Marte  
Chief Financial Officer

VIA: Robert W. Runcie  
Superintendent of Schools

SUBJECT: **Revision to Item # CC-3, Proposed New Job Description for the  
Supervisor, Foster Care Services, for the March 5, 2019  
School Board Operational Meeting**

The Executive Summary for Item # CC-3, Proposed New Job Description for the Supervisor, Foster Care Services, for the March 5, 2019 School Board Operational Meeting, has been revised to include the following:

The cost summary language has been revised for clarification on actual expense associated with the supervisory position upgrades.

RWR/JMM:im

c: Senior Leadership Team

Exhibit 1  
 School Board Agenda Item  
 March 5, 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 the new job description.

**Position Title:** **Supervisor, Foster Care Services**

**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 Supervisor, Foster Care Services 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 developing a comprehensive plan for the coordination and provision of services, as well as the educational stabilization process for students in the dependency system. 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:** There is one Board approved position associated with this job description, funded by the by the General Fund. Information outlined below summarizes the cost associated with the position:

- The School Board approved the request to replace the existing Courts Liaison position with the new position of Supervisor of Foster Care Services on December 18, 2018 as part of the revised organizational chart for the Division of Student Support Initiatives & Recovery.
- The actual financial impact associated with staffing this position is based on analysis completed by compensation, which includes a review of employee qualifications, internal equity comparisons, and BCPS policy provisions.
- A 10% promotional adjustment is recommended for the individual being reclassified into the Supervisor Foster Care job, increasing the base salary from \$73,667 to \$81,034.
- Adding fixed and variable fringe expense to the proposed salary of \$81,034 results in a total position cost of \$103,674.
- The additional financial impact to the District (i.e. the incremental spend associated with staffing this job) is \$8,677 (see table below).

	Current (Courts Liaison)	Proposed (Supervisor Foster Care)	Financial Impact
Base Salary	\$73,667	\$81,034	
Variable Fringe Expense	\$13,098	\$14,408	
Fixed Fringe Expense	\$8,232	\$8,232	
<b>Total Position Cost</b>	<b>\$94,997</b>	<b>\$103,674</b>	<b>\$8,677</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	\$960,280
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
above line	23	1
below line	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 #
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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						
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						
Director - Diversity, Prevention & Intervention- School Climate & Discipline 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						
Assistant Director - School Climate & Discipline Request: Create new position and add headcount (1)	8	C	GF	\$126,012						
Curriculum Supervisor - Diversity & Prevention- School Climate Support Request: Revise title, update job description, realign report relationship	8	C	GF	\$0						
Assistant Director - Family & Community Engagement Request: Revise title, update job description & realign report relationship	8	C	GF	\$0						
Specialist - Parental Family Engagement Request: Revise title and update job description	8	25	GF	\$0						

School Board of Broward County  
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## STUDENT SUPPORT INITIATIVES

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	80028829
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
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
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
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						
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						
Supervisor - Clinical Nursing Request: Add headcount (2)	8	25	SMHA (State Mental Health Allocation)	\$210,264						

School Board of Broward County  
 Analysis of Added, Eliminated, Modified Positions  
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## STUDENT SUPPORT INITIATIVES

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

- 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:** 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 develop a comprehensive plan for the coordination and provision of services, as well as the educational stabilization process for students in the dependency system, i.e. foster care. To coordinate school, court and community agency communication through cooperative planning and delivery of services, programs and placements for dependency students.

**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.
- Develop an infrastructure to monitor and ensure that Broward County Public Schools remain compliant with federal and state regulations legislating educational services and provisions for foster care youth.
- Serve as the point of contact for the education of foster care youth with local, state and national agencies and personnel, including the Department of Children and Families, ChildNet, the Broward Sheriff's Office Child Protective Investigations Section, dependency case managers, judges, attorneys, and Guardian Ad Litem of the dependency court system.
- Oversee the operation of the foster care program services office.
- Review sensitive court orders submitted by the dependency courts and ensure the timely dissemination and/or communication of information to the school-based foster care representative or designee.
- Ensure assistance with all follow up actions related to foster care youth, including but not limited to, foster care students remaining in their school of origin when in the child's best interest, school enrollment of foster care students, as applicable, coordination of transportation, provision of meal benefits, and facilitation of requests for educational support services and interventions.
- Provide guidance and consult with the School Principal, designee and the local Child Welfare Agency (ChildNet) on educational planning for foster care students in support of improved academic outcomes.
- Direct staff review and interpretation of student records relative to educational programs, current and prior placements, monitoring and tracking of student promotion and graduation rates.
- Identify programs available for foster care students, support and encourage participation 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.
- Develop and implement District procedures for release of information related on foster care students.
- Act as the 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, Broward Behavioral Health Coalition, dependency case managers and school district foster care designees pertaining to educational services for foster care youth.
- Ensure that staff and school-based designees implement case management and follow-up procedures.
- Oversee staff utilization and access to confidential data relative to foster care youth, ensuring compliance with rules relating to the transfer and dissemination of information between schools, District offices and approved governmental agencies.
- Evaluate and assess the training needs of both internal and external stakeholders, develop curriculum and content, including selection of applicable materials and delivering training.
- Gather, review and analyze data to identify trends and inform programming decisions.

- 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 master's degree from an accredited institution in social work, guidance, psychology or a related field of study.
- A minimum of five (5) years, within the last ten (10) years, of related experience including, but not limited to, serving at-risk children, youth and families in a formal education or social services setting.
- Demonstrated knowledge of community initiatives to address population needs.
- Prior grant management and grant writing experience.
- Prior experience working with displaced individuals of diverse backgrounds.
- Effective time-management skills, including demonstrated ability to adhere to deadlines.
- Excellent customer service skills.
- Effective verbal, written and interpersonal communication skills.
- Computer skills as required for the position.

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- Prior experience in an educational setting as a teacher, ESE specialist, guidance counselor, school social worker or related position.
- Demonstrated knowledge of Individual Educational Plans and placement process.
- Bilingual skills.

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

Work collaboratively with the 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: