



AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

ITEM No.:

CC-5.

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

TITLE:

Proposed New Job Description for the Supervisor, Child Abuse & Neglect Prevention Position

REQUESTED ACTION:

Approve the Proposed New Job Description for the Supervisor, Child Abuse & Neglect Prevention Position. This is the **First Reading**.

SUMMARY EXPLANATION AND BACKGROUND:

The job description for the Supervisor, Child Abuse & Neglect Prevention 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 \$11,783. 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)

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 - Chief Financial Officer

Signature

Judith M. Marte
3/1/2019, 2:33:57 PM

Electronic Signature

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

Approved In Open Board Meeting On:

MAR 05 2019

By:

Heatha P. Brantford

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-5, Proposed New Job Description for the Supervisor, Child Abuse and Neglect Prevention, for the March 5, 2019 School Board Operational Meeting**

The Executive Summary for Item # CC-5, **Proposed New Job Description for the Supervisor, Child Abuse and Neglect Prevention, 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 new job description.

Position Title: **Supervisor, Child Abuse and Neglect Prevention**

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, Child Abuse and Neglect Prevention 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 ensuring The Broward County Public Schools has adequate support to develop internal resources and provide an effective framework, by which to ensure the District remains compliant with Federal and State laws regarding child abuse and neglect prevention services. 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 School Social Worker position with the new position of Supervisor Child Abuse and Neglect Prevention 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 14% promotional adjustment is recommended for the individual being reclassified into the Supervisor Child Abuse and Neglect Prevention job, increasing the base salary from \$71,094 to \$81,098.
- Adding fixed and variable fringe expense to the proposed salary of \$81,098 results in a total position cost of \$103,749.
- The additional financial impact to the District (i.e. the incremental spend associated with staffing this job) is \$11,783 (see table below).

	Current (School Social Worker)	Proposed (1) (Spvr, Chld Abuse & Nglt Prevent)	Financial Impact
Base Salary	\$71,094	\$81,098	
Variable Fringe Expense	\$12,641	\$14,419	
Fixed Fringe Expense	\$8,232	\$8,232	
Total Position Cost	\$91,967	\$103,749	\$11,783

Notes

1) The 14% promotional increase reflects an increase in the employee's annual work calendar, from 196 work days to 244 work days.

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	\$360,280
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 ^(1, 2, 3)	Positions Eliminated or Downgraded	Page	Pay Band/ Grade	Funding Source	Position Cost w/Fringe ^(1, 2, 3)	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						

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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
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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, Child Abuse and Neglect Prevention
JOB CODE: New
CLASSIFICATION: Exempt
SALARY GRADE: C
BARGAINING UNIT: ESMAB
REPORTS TO: Director, Student Services
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Ensure Broward County Public Schools has adequate support to develop internal resources and provide an effective framework, by which to ensure the District remains compliant with Federal and State laws regarding child abuse and neglect prevention services. To educate District staff in the professional assessment of situations to ensure students are in a safe home and school environments, allowing them to engage in active learning and improved academic success.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Supervisor, Child Abuse and Neglect Prevention shall carry out the performance responsibilities listed below:

- Supervise staff as assigned in the performance of job duties.
- Collaborate with schools (including charters schools) regarding the appointment, training, and support of all school-based child abuse and neglect prevention services designees.
- Develop and provide annual updates on child abuse and neglect prevention initiatives for all current school-based designees (including charter schools).
- Develop and maintain comprehensive on-line child abuse and neglect prevention services training for all District instructional personnel.
- Partner with administrators to ensure the successful completion of on-line training for all new instructional personnel as a prerequisite for job retention with the District.
- Develop and implement procedures for ensuring staff compliance with completion of the on-line child abuse and neglect prevention services training offered by the Department of Children and Families.
- Provide specific case consultation assistance to school administrators, child abuse and neglect prevention services designees, teachers and school/district staff (including charter schools).
- Review all child abuse reports made by school personnel, and make follow-up contacts and recommendations, as appropriate.
- Serve as a liaison between the School Board and the Broward Sheriff's Office of Child Protective Investigations Section (BSO CPIS) concerning the identification and reporting of abuse, abandonment, and neglect.
- Assess the need for and provide child abuse and neglect prevention services training to community agencies, as needed.
- Develop protocols to respond with solutions to complaints arising during the investigative process.
- Provide consultation to parents and caregivers, and subjects of abuse investigation as part of the investigative process conducted at the school.
- Draft, recommend and implement School Board policy and procedures related to the mandatory reporting of child abuse and neglect.
- Develop school-based safety plan for students demonstrating signs and symptoms of abuse.
- Design, develop, implement, and evaluate training for child abuse and neglect prevention designees, staff in the Teacher Induction for Effectiveness and Retention (TIER) program, teachers, administrators, and non-instructional personnel, as requested.
- Train and supervise program staff to ensure the District's adherence to state statute governing the management of child abuse and neglect prevention services.
- Ensure compliance with state statute and District policy and procedure relative to child abuse and neglect prevention services.

- Represent the School Board in collaboration with state and local agencies, including but not limited to the Broward Sheriff's Office Child Protective Investigations Section BSO CPIS, Department of Children & Families (DCF), Child Protection Team, and the Nancy J. Cotterman Center (Broward County Children's Advocacy Center & Rape Crisis Center).
- Serve as the District representative on the Advisory Committee for Healthy Families Broward, Kinship Cares Initiative and community-based inter-agency work groups and organizations, including Child Abuse Coordination Committee (CACC), Broward Domestic Violence Council, Broward Sexual Abuse Intervention Network (BSAIN), Broward Child Abuse Death Review Team, Child Abuse Strategic Plan Committee and Children Services Council: Broward AWARE.
- Serve as the child abuse and neglect prevention services expert on the County's Death Review Committee.
- Perform and promote all activities in compliance with the equal employment nondiscrimination 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.
- 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.
- Experience in developing and delivering comprehensive training modules.
- Excellent customer service skills.
- Effective time-management skills and demonstrated ability to adhere to deadlines.
- Effective verbal, written and interpersonal communication skills.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Prior experience as a child protective investigator, child advocate, or supervisory position within the state welfare system.
- Bilingual skills.

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

Frequently work with the Director of Student Services, all levels of employees, up to and including senior leadership team, and collaborate with local, regional, state and national educational institutions, organizations and agencies to ensure consistent practices and fidelity of implementation of the State and Federal guidelines governing child abuse and neglect prevention services for the Broward County Public Schools.

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: