

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-7, Proposed New Job Description for the Supervisor, Homeless Services, for the March 5, 2019 School Board Operational Meeting**

The Executive Summary for Item # CC-7, **Proposed New Job Description for the Supervisor, Homeless 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.

The date of Board Meeting has been changed to reflect March 5, 2019 on the Executive Summary.

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, Homeless 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, Homeless 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 providing comprehensive management and establishing a framework for effective implementation of the Homeless Education Program, ensuring the educational stability of affected students. The incumbent will also be responsible for facilitating the effective implementation of programs and ensure compliance with State and Federal regulations as outlined by the McKinney-Vento Homeless Assistance Act. 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 pay grade assignment of Salary Band 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 and Title IV. Information outlined below summarizes the cost associated with the position:

- The School Board approved the request to replace the existing Coordinator – Homeless Education position with the new position of Supervisor, Homeless 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, Homeless Services job, increasing the base salary from \$70,094 to \$77,627.
- Adding fixed and variable fringe expense to the proposed salary of \$77,627, results in total position cost of \$99,661.
- The additional financial impact to the District (i.e. the incremental spend associated with staffing this job) is \$8,312 (see table below).

	Current (Coordinator Homeless Education)	Proposed (Supervisor, Homeless Services)	Financial Impact
Base Salary	\$70,570	\$77,627	
Variable Fringe Expense	\$12,547	\$13,802	
Fixed Fringe Expense	\$8,232	\$8,232	
<b>Total Position Cost</b>	\$91,349	\$99,661	<b>\$8,312</b>