



AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

ITEM No.:

CC-7.

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, Homeless Services Position

REQUESTED ACTION:

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

SUMMARY EXPLANATION AND BACKGROUND:

The job description for the Supervisor, Homeless 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 \$58,312. The source of funding is the General Fund and Title IV. 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, 2:34:07 PM

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-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	
Total Position Cost	\$91,349	\$99,661	\$8,312

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
23	1
0	3

above line
below line

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 <small>Request: Create new position and add headcount (1)</small>	8	C	SERV <small>(School Emergency Response to Violence)</small>	\$126,012						
Service Manager - Recovery (Schl-Based / MSD) <small>Request: Create new position and add headcount (1)</small>	8	C	SERV <small>(School Emergency Response to Violence)</small>	\$126,012						
Budget Analyst IV <small>Request: Add headcount (1)</small>	8	B	SERV <small>(School Emergency Response to Violence)</small>	\$111,151						
Director - Diversity, Prevention & Intervention <u>School Climate & Discipline</u> <small>Request: Revise title, update job description & realign report relationship</small>	8	D	GF	\$0						
Assistant Director - Administration (Expulsions) <small>Request: realign report relationship</small>	8	C	GF	\$0						
Specialist - Positive Behavior Intervention <small>Request: Create new position and add headcount (10)</small>	8	25	SMHA <small>(State Mental Health Allocation)</small>	\$1,051,320						
Assistant Director - School Climate & Discipline <small>Request: Create new position and add headcount (1)</small>	8	C	GF	\$126,012						
Curriculum Supervisor - Diversity & Prevention <u>School Climate Support</u> <small>Request: Revise title, update job description, realign report relationship</small>	8	C	GF	\$0						
Assistant Director - <u>Family & Community Engagement</u> <small>Request: Revise title, update job description & realign report relationship</small>	8	C	GF	\$0						
Specialist - Parental <u>Family Engagement</u> <small>Request: Revise title and update job description</small>	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
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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, Homeless Services
JOB CODE: NEW
CLASSIFICATION: Exempt
SALARY GRADE: C
BARGAINING UNIT: ESMAB
REPORTS TO: Director, Student Services
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Provide comprehensive management and establish a framework for effective implementation of the Homeless Education Program, to ensure the educational stability of affected students. Plan and facilitate the effective implementation of programs and ensure compliance with state and federal regulations as outlined by the McKinney-Vento Homeless Assistance Act. Train and collaborate with District and community based service providers to ensure timely identification of students experiencing homelessness, while removing barriers that may impede achievement of academic success.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Supervisor, Homeless Services shall carry out the performance responsibilities listed below:

- Supervise staff as assigned in the performance of job duties.
- Provide assistance to all public schools, charter schools and service providers in support of students experiencing homelessness or living in transition.
- Train homeless services liaisons at assigned schools on the rights of homeless students in accordance with federal law, state statute and School Board policy.
- Coordinate afterschool programs for homeless students at all shelters, including assigning staff, conducting pre/post testing and program referrals, approving all timesheets for staff, and ensuring compliance with budget.
- Collaborate and coordinate with District departments, including Transportation, Food and Nutrition Services, Before and After School Programs, Title I, Early Childhood, Head Start, ESE, and others, to provide services to homeless students.
- Coordinate the provision of comprehensive services for homeless students, including summer programs with community partners such as the YMCA and others.
- Chair the Family Shelter Provider meeting to ensure school enrollment procedures are followed by all shelters, including scheduling various school and community resources for presentations.
- Ensure access to comprehensive services for homeless students, including educational summer break opportunities such as camps administered by the City of Fort Lauderdale Parks and Recreation, Boys and Girls Club, the YMCA and other programs funded by Children's Services Council of Broward County.
- Approve vetted requests to acquire birth certificates for students living in transition and ensure payment to the Department of Health and Vital Statistics.
- Participate in provider and stakeholder meetings, homeless initiatives and homeless forums to provide assistance and support for homeless students.
- Monitor legislative activity related to grants, special projects and categorical allocations to ensure that new and existing programs remain compliant.
- Write and manage grants to support the development and implementation of homeless program initiatives.
- Initiate and monitor all necessary federal and state reports in conjunction with grant requirements.
- Participate in inter-departmental planning and decision making to ensure quality and consistency among programs.
- Assume responsibility for purchasing materials, supplies and equipment in support of homeless education and initiatives.
- Identify community resources, partners and other forms of support to assist with homeless program initiatives.
- Solicit financial and in-kind support from the community for homeless program.
- Participate in inter-agency planning, collaboration and communication.

- Participate in community outreach activities to promote and raise awareness for the McKinney-Vento Homeless Assistance Act/Homeless Education Program (HEART).
- 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, working with 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.
- Bilingual skills.

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

Frequently works with the Director of Student Services, District departments, school personnel, community agencies, students and families to ensure consistent practices and fidelity of implementation of the State and Federal guidelines governing homeless education services.

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: