

School Board Agenda Item CC-1

June 25, 2019

Executive Summary

The School Board of Broward County, Florida, 2019 - 2020 Organizational Chart Job Descriptions

The Superintendent makes recommended changes to the Organizational Chart, with the intent to better position the District in executing its priorities and achieving the Strategic Plan Goals. The following job description identified through changes to the 2019 - 2020 Superintendent's Organizational Chart for the Division of Chief Academic Officer, is being submitted for School Board adoption.

Division/Department: Division of Chief Academic Officer of The School Board of Broward County, Florida

Recommended Policy Status: Final Reading

Academics, Page 7 of the 2019 – 2020 Organizational Chart			
Job Code	Job Description – Title	Salary Band Grade	Salary Range
NEW	Instructional and Digital Materials Analyst	BTU-TSP (25)	\$ 71,104 - \$ 101,814

Rationale: The job description for Instructional and Digital Materials Analyst has been created in conjunction with the request to add a position to the 2019 - 2020 Organizational Chart, and in support of operations for the Division of Chief Academic Officer. This is a critical position that is responsible for coordinating the state-adopted instructional and digital materials program and overseeing the distribution of these materials district-wide.

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 the pay grade assignment of 25 on the BTU-TSP salary schedule. This is a new request for a single incumbent position that is pending Board approval.

Cost: The salary range associated with staffing this position ranges from \$91,978 to \$128,149, which reflects the salary range minimum and maximum values and fringe expense (17.78% variable + \$8,232 fixed). Note that actual incumbent salary is determined at time of hire, upon approval of the School Board, and reflects individual job qualifications, applicable school board policies, collective bargaining agreements and pay analysis conducted by Human Resources. This position is funded through the General Fund Balance.

Note: The salary range has been revised due to the recent approval of the 2018 – 2019 Salary Schedule for BTU-TSP.

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 BTU-TSP was provided a copy of the job description via e-mail on May 15, 2019. Additional feedback was not received prior to submission of this document for approval.