

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

June 10, 2019

TO: School Board Members

FROM: Judith M. Marte
Chief Financial Officer

VIA: Robert W. Runcie
Superintendent of Schools

SUBJECT: Revision to Item # CC-11, The School Board of Broward County, Florida, 2019 - 2020 Organizational Chart Job Descriptions for the Division of Chief Portfolio Services Officer, for the June 11, 2019 School Board Operational Meeting

Item # CC-11, The School Board of Broward County, Florida, 2019 - 2020 Organizational Chart Job Descriptions for the Division of Chief Portfolio Services Officer, has been revised as shown below.

The job description for the Proposed Revised Job Description for the Director, Demographics & Student Assignments School Boundaries, identified through the 2019 - 2020 Organizational Chart for the Division of Chief Portfolio Services Officer, has been revised as follows:

- On Page 2, under Minimum Qualifications & Experience, additional text used for tracking edits of revised job description, was deleted. This text was not intended to become part of proposed revised job description.

RWR/JMM:im

c: Senior Leadership Team



REVISED

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Director, Demographics & ~~Student Assignments~~ School Boundaries
JOB CODE: R-043
CLASSIFICATION: Exempt
PAY GRADE: D
BARGAINING UNIT: ESMAB
REPORTS TO: Chief Portfolio Services Officer
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Support the development of comprehensive plans and programs for the use of land and the development of physical facilities for the Broward County School District by overseeing all phases of data collection, analyses, mapping, public communications, reporting, and coordinating actions that determine attendance areas, facility locations, and associated required capital resources.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, Demographics & ~~Student Assignments~~ School Boundaries shall: carry out the essential performance responsibilities listed below.

- Supervise staff as assigned in the performance of job duties.
- ~~supervise~~ Supervise and instruct staff on the use of applicable research and reporting tools, including web-based access in the collection of key demographic data and in the reporting of school boundary data and documents; advanced Geographic Information Systems (GIS) and office software to generate professional, publication-quality maps and reports as well as accompanying tables of student enrollment and demographic trend data; and ~~Areview Districting Extension~~ Geographic Information Systems (GIS) to aid in generating new Single Board Member Districts during the Redistricting Process.
- ~~ensure~~ Ensure effective communication of Boundary information by conducting training, presenting information and analyzing data for large and small groups including: the Superintendent, School Board members, Senior Management, District, area and school staff, community, and government officials and staff; coordinate notice for public hearings with newspapers and other publications within the District ~~within~~ and in accordance with the time constraints of the Florida Statutes.
- ~~gain~~ Gain knowledge of new residential developments and growth trends in Broward County by meeting and coordinating with municipal and county agency staff and performing field surveys to obtain information regarding county demographics and growth management data.
- ~~oversee~~ Oversee and supervise demographic projects with outside consultants, government agencies, and universities including student generation rate study, student database geocoding and redistricting.
- ~~provide~~ Provide input on optimal locations for new Broward County schools by serving on the Site Review Committee for new schools.
- ~~ensure~~ Ensure key enrollment and projections data is available for developing the 5-year District Facilities Educational Plan.
- ~~combine~~ Combine cartography, report generation, and illustration of spatial concepts and demography through technical writing into a presentable and publishable product for the District.
- ~~perform~~ Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- ~~participate~~ Participate in the training programs offered to enhance the ~~individual's~~ individual skills and proficiency related to the job responsibilities.
- ~~review~~ Review current developments, literature and technical sources of information related to job responsibilities.
- ~~ensure~~ Ensure adherence to ~~good~~ safety rules and procedures.
- ~~follow~~ Follow federal and state laws, as well as School Board policies.
- ~~perform~~ Perform other duties as assigned by the ~~Chief Portfolio Services Officer~~ immediate supervisor, or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- ~~A~~ Minimum of six (6) years, within the last ten (10) years, of progressively more responsible experience ~~and/or training~~ in the field related to the title of the position.
- Prior experience required in research and analysis in demography, planning, or GIS (Geographic Information System) fields.
- Preferred degree majors include ~~planning, geography, demography or related field.~~
- ~~Prior experience required in research and analysis in demography, planning, or GIS (Geographic Information System) fields.~~
- ~~Requires working~~ Working knowledge of residential developments in Broward County, population projection methodologies, geography, maps, demographic information, and report writing.
- ~~Bilingual skills preferred.~~
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Preferred degree majors include in planning, geography, demography or related field.
- Bilingual skills preferred.

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

Ensure effective communication of Boundary information by conducting training, presenting information, and analyzing data for large and small groups including: the Superintendent, School Board members, Senior Management, District, area and school staffs, community, and government officials.

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.

FLSA OVERTIME CATEGORY:

~~Job is exempt from the overtime provisions of the Fair Labor Standards Act.~~

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 12/19/85 &

Adopted: 1/16/86

Alignment Title Change: 4/12/94

Realigned: 4/11/95; 4/01/03

Alignment Title Change: 8/20/96; 5/9/00

Reclassified: 5/1/2001

Board Adopted: 12/16/03

Title Change Adopted: 5/4/04

Board Adopted: 3/1/05

Reporting Change: 07/01/11