

Exhibit 1

School Board Agenda Item

November 6, 2019

Executive Summary

Proposed **Revised** Job Description for the Child Development Associate Position

Background: This item is being recommended for School Board **adoption** to meet requirements for revised job description.

Position Title: **Child Development Associate**

Division/Department: **Chief Academic Officer**

Pay Grade: **13** Range: **\$13.00 - \$20.23**

Salary Schedule: **2018 - 2019 BTU-ESP Teacher Assistant Salary Schedule**

Recommended Policy Status: Non-Chart Job Description - **Final** Reading

Rationale: The job description for the Child Development Associate has been revised to better align the qualifications of the position, based upon the expected scope of work. The revisions include edits to the minimum education and experience requirements to improve the attraction of qualified job applicants. This position is responsible for providing for the physical, emotional, developmental, and social well-being of infants, toddlers, and three-year olds. The job description defines the performance responsibilities and the minimum education and experience required to perform successfully in the job.

An evaluation of the revised job description does not result in a pay grade change.

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 Broward Teachers Union Educational Support (BTU-ESP) was provided a copy of the job description via e-mail on September 16, 2019. Additional feedback was not received prior to submission of this document for approval.

Cost: The revision of this job description represents no additional financial impact. The source of funding for all positions associated with this item has been encumbered as part of the department's budget.