

Exhibit 1  
School Board Agenda Item  
February 19, 2020  
Executive Summary

<b>Title:</b>	Proposed <b>New</b> Job Description for the Classroom Assistant, K-12/Bilingual Position
<b>Background:</b>	This item is being recommended for School Board <b>adoption</b> to meet requirements for new job description.
<b>Position Title:</b>	Classroom Assistant, K-12/Bilingual
<b>Division / Department:</b>	Chief Academic Officer
<b>Pay Grade:</b>	11
<b>Range:</b>	\$11.28 - \$17.55
<b>Salary Schedule:</b>	2018 - 2019 BTU-ESP Classroom Assistant Salary Schedule
<b>Recommended Policy Status:</b>	Non-Chart Job Description – <b>Final</b> Reading
<b>Rationale:</b>	The job description for Classroom Assistant, K-12/Bilingual, has been created in support of the Division of Academics. This position is responsible for providing bilingual instructional assistance in the classroom by assisting with a variety of activities including the preparation of instructional materials, providing supplemental instructional support, performing various clerical duties, and assisting and supervising the actions of students to enrich the delivery of education to students. The job description defines the performance responsibilities and the minimum education and experience required to perform successfully in the job.
<b>Pay Grade Change:</b>	An evaluation of the new job description was conducted to determine Pay Grade 11 (BTU-ESP).
<b>Cost / Financial Impact:</b>	The creation 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.
<b>Union Notification:</b>	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 Professionals (BTU-ESP) was provided a copy of the job description via e-mail on December 13, 2019. Additional feedback was not received prior to submission of this document for approval.