

School Board Agenda Item C-5  
June 4, 2002

**Executive Summary**

Proposed Selected Revised Job Description  
And Minimum Qualifications for Supporting Position for  
The School Board of Broward County, Florida  
2002-2003 Organizational Chart

**Position Title: ~~Executive Director, Diversity & Equal Educational Opportunities~~  
**Cultural Outreach****

**Division/Department: Office of Diversity & Cultural Outreach**

**Pay Grade: 29 (Minimum \$66,646 – Maximum \$92,829)**  
**Point Range: 1045-1094**

**Salary Schedule: Administrative, Supervisory & Professional/Technical**

**Recommended Policy Status: Revised Job Description – First Reading**

**Rationale:** This vacant position was affected by a reorganization reflected in the District's 2002-03 organizational chart (page 4-D). The title of the position was changed from Executive Director, Diversity & Equal Educational Opportunities (EEO) to Director, Diversity & Cultural Outreach due to organizational changes and realignment of responsibilities. A review of the position was conducted and a point factor analysis was performed in light of the reorganization. It was determined that the position's revised duties and responsibilities are in line with pay grade 29. Therefore, position title, pay grade, and performance responsibilities have been revised. Additionally, the education and experience requirements have been modified to allow for a Bachelor's degree with 10 years of experience or a Master's degree with 6 years of experience.

**Cost:** The source of funds is the Office of Diversity & Cultural Outreach budget for the 2002-2003 fiscal year.

**Director, Diversity & Cultural Outreach (Cont.)**  
 Point Range: 1095-1154

**Position Factors**

**5. Inside/Outside Contacts:** The frequency and level of contact, both inside and outside of the district.

- A. Contacts limited to immediate co-workers and supervisors with local office.
- B. Requires frequent contact with participating district employees, school-based and district-level administrators outside agencies and community.
- C. Requires frequent contact with Associate, Assistant and Deputy superintendents, State Department of Education, Department heads, professional support groups and community.
- D. Requires frequent communication with Superintendent, School Board, union representatives, media, legislative leaders, and community.

**6. Impact of Decision Making Responsibility:** The specific management, administrative, and professional responsibilities of the position.

- A. Most decisions referred to higher authority for approval. Perform only assigned duties and services.
- B. Exercises occasional independent action involving the interpretation of established practices and procedures. Decisions typically apply to a work group within a single department or function.
- C. Exercises independent action in area of specialty. Decisions typically apply to an entire department or function.
- D. Frequently exercises independent action in the implementation of major programs and objectives. Decisions may have an effect on other departments or functional areas requiring integration of efforts.
- E. Regularly exercises independent action. Makes decisions about major problems and policies which affect the entire district.

**7. District-wide Impact:** Service function of this position, i.e. the district-wide impact of this position on students, employees and the public. Stated differently, what is the consequence of a typical error when made by an incumbent?

- A. Limited impact even within work unit.
- B. Extensive impact within work unit and limited impact on other departments/schools.
- C. Extensive impact on individual work unit and/or schools.
- D. Extensive impact on multiple work units/schools with limited impact crossing divisional lines.
- E. Extensive impact on most all work units/schools, the public and legislative bodies.

**Position Analysis Criteria**

1. Education Required	2. Experience Required	3. Supervisory Responsibility	4. Complexity of Essential Job Functions	5. Inside/Outside Contacts	6. Impact of Decision Making Responsibility	7. District-Wide Impact
C	E	A	C	D	D	E

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

<b>POSITION TITLE:</b>	Executive Director, Diversity & Equal Educational Opportunities <u>Cultural Outreach</u>
<b>CONTRACT YEAR:</b>	Twelve Months
<b>PAY GRADE:</b>	<del>32</del> <u>29</u>

QUALIFICATIONS:

**EDUCATION:** Master's degree from an accredited college or university in one of the following areas: business administration, public administration, educational administration or related field.

**EXPERIENCE:** Minimum of ~~seven (7)~~ six (6) years of progressively more responsible experience in educational administration, educational planning, diversity, community outreach and one or more areas of student assistance and supplemental programs.

OR

**EDUCATION:** Bachelor's degree from an accredited college or university in one of the following areas: business administration, public administration, educational administration or related field.

**EXPERIENCE:** Minimum of ten (10) years of progressively more responsible experience in educational administration, educational planning, diversity, community outreach and one or more areas of student assistance and supplemental programs.

**ADDITIONAL REQUIREMENTS:** Knowledge of cultural dynamics. Bilingual ~~skills~~ and computer skills preferred.

**REPORTS TO:** Superintendent Support/Associate Superintendent

**SUPERVISES:** Employees as assigned

**POSITION GOAL:** To perform work of broad scope and complexity; to work independently to assist Superintendent Support/Associate Superintendent in meeting the goals and objectives of school diversity, and cultural outreach ~~and access Equal Educational Opportunities~~. To provide leadership and direction for the implementation and delivery of a full range of services.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

The Executive Director, Diversity & Equal Educational Opportunities Cultural Outreach shall:

1. develop strategies and provide leadership in implementing the District's Diversity, and Cultural Outreach ~~and access Equal Educational Opportunities~~ programs.
2. review and assist in developing the District's diversity policies and the implementation of those policies.
3. serve as the District's liaison to the Diversity Committee and facilitate the activities of the Committee.
4. participate in the development of all activities related to promoting diverse school population efforts of the school system to promote compliance with federal civil rights laws and mandates, as well as to maintain a unitary school system.
- ~~5. supervise the Director, Equal Educational Opportunities, assure that the district adheres to the laws, regulations, and policies, affecting equal access/opportunities for students, parents, staff and community.~~
6. 5. interact closely with the Superintendent of Schools, Deputy Superintendent of School Operations, Area Superintendents and high level administrators/staff to coordinate aspects of the school district, such as transportation, facilities and extra-curricular activities to promote diversity ~~and access to equal educational opportunities~~.
7. 6. provide knowledge and ingenuity in the development, organization, and implementation of alternative methods to increase participation of constituents who are currently uninvolved and/or underrepresented.
8. 7. contribute information and expertise to assist in cultural infusion within the curriculum.
9. 8. foster the hiring of staff who are culturally sensitive to the needs of students.
10. 9. provide leadership in analyzing needs in the Student Assistance and Supplemental Programs area.
11. 10. monitor all federal and state funded programs designated for educational needs of low socioeconomic statute students in the system on an ongoing basis.
12. 11. develop and implement programs of staff development (preservice and inservice) which will assure that school-based and county personnel have a thorough understanding of their roles and responsibilities related to the delivery of student Diversity, and Cultural Outreach ~~and Equal Educational Opportunities~~ programs.

- 13. 12. provide technical assistance related to job responsibility to district, area, and school personnel.
- 14. 13. perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County.
- 15. 14. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
- 16. 15. review current developments, literature and technical sources of information related to job responsibility.
- 17. 16. ensure adherence to good safety procedures
- 18. 17. follow Federal and State laws, as well as School Board policies.
- 19. 18. perform other assigned duties ~~as assigned by appropriate personnel~~ consistent with the goals and objectives of this position

**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: 7/16/96 &  
Adopted: 8/20/96

Revised: 5/20/97 &  
Adopted: 6/17/97

Revised: 5/4/99

Organizational Chart/  
Title & Alignment Changes: 5/9/2000

Title Change: 3/19/2002

**ADMINISTRATIVE, SUPERVISORY, PROFESSIONAL & TECHNICAL  
SALARY SCHEDULE  
2001-2002**

GRADE	1	2	3	4	5	6	7	8	9	10	11	12	13
35	101,281	104,117	107,032	110,029	113,110	116,277	119,533	122,880	126,321	129,858	133,494	137,232	141,074
34	94,390	97,033	99,750	102,543	105,414	108,366	111,400	114,519	117,726	121,022	124,411	127,895	131,476
33	87,963	90,426	92,958	95,561	98,237	100,988	103,816	106,723	109,711	112,783	115,941	119,187	122,524
32	82,537	84,848	87,224	89,666	92,177	94,758	97,411	100,139	102,943	105,825	108,788	111,834	114,965
31	76,918	79,072	81,286	83,562	85,902	88,307	90,780	93,322	95,935	98,621	101,382	104,221	107,139
30	71,676	73,683	75,746	77,867	80,047	82,288	84,592	86,961	89,396	91,899	94,472	97,117	99,836
29	66,646	68,512	70,430	72,402	74,429	76,513	78,655	80,857	83,121	85,448	87,841	90,301	92,829
28	62,241	63,984	65,776	67,618	69,511	71,457	73,458	75,515	77,629	79,803	82,037	84,334	86,695
27	58,581	60,221	61,907	63,640	65,422	67,254	69,137	71,073	73,063	75,109	77,212	79,374	81,596
26	54,592	56,121	57,692	59,307	60,968	62,675	64,430	66,234	68,089	69,995	71,955	73,970	76,041
25	50,874	52,298	53,762	55,267	56,814	58,405	60,040	61,721	63,449	65,226	67,052	68,929	70,859
24	47,408	48,735	50,100	51,503	52,945	54,427	55,951	57,518	59,129	60,785	62,487	64,237	66,036
23	44,176	45,413	46,685	47,992	49,336	50,717	52,137	53,597	55,098	56,641	58,227	59,857	61,533
22	41,171	42,324	43,509	44,727	45,979	47,266	48,589	49,949	51,348	52,786	54,264	55,783	57,345
21	38,370	39,444	40,548	41,683	42,850	44,050	45,283	46,551	47,854	49,194	50,571	51,987	53,443
20	35,752	36,753	37,782	38,840	39,928	41,046	42,195	43,376	44,591	45,840	47,124	48,443	49,799
19	33,318	34,251	35,210	36,196	37,209	38,251	39,322	40,423	41,555	42,719	43,915	45,145	46,409
18	31,048	31,917	32,811	33,730	34,674	35,645	36,643	37,669	38,724	39,808	40,923	42,069	43,247
17	28,937	29,747	30,580	31,436	32,316	33,221	34,151	35,107	36,090	37,101	38,140	39,208	40,306
16	26,962	27,717	28,493	29,291	30,111	30,954	31,821	32,712	33,628	34,570	35,538	36,533	37,556
15	25,126	25,830	26,553	27,296	28,060	28,846	29,654	30,484	31,338	32,215	33,117	34,044	34,997
14	23,516	24,174	24,851	25,547	26,262	26,997	27,753	28,530	29,329	30,150	30,994	31,862	32,754

THIS SCHEDULE IS BASED ON A 264 DAY CALENDAR.

NO STEP ADVANCEMENT FOR 2001-2002. SCHEDULES WERE INCREASED AN AVERAGE OF 3.5%.