



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

POSITION TITLE:	Director, Employee & Labor Relations
CONTRACT YEAR:	Twelve Months
SALARY BAND:	D
BARGAINING UNIT:	ESMAB

PREFERRED QUALIFICATIONS

EDUCATION: An earned master’s degree in labor relations or human resources, education, and/or related field from an accredited institution. Certification as a Labor Relations Professional from a Labor Relations association preferred.

EXPERIENCE: Minimum of five (5) ~~eight (8)~~ years, within the last ~~twelve (12)~~ eight (8) years, of experience and/or training in a field related to the title of the position of labor relations and/or employee relations experience.

ADDITIONAL REQUIREMENTS

~~Experience preference in one of the following areas: _____ industrial relations, labor relations, public administration or a related field. Bilingual skills preferred. Computer skills as required for the position.~~

OR

MINIMUM QUALIFICATIONS

EDUCATION: An earned bachelor's degree in industrial/labor relations and/or employee relations and/or human resources, education, and/or related field from an accredited institution. Certification as a Labor Relations Professional from a Labor Relations association required.

EXPERIENCE: A minimum of seven (7) ~~ten (10)~~ years, within the last ~~fifteen (15)~~ ten (10) years, of labor relations and/or

~~employee relations~~ experience ~~and/or training in the field~~ related to the title of the position.

ADDITIONAL QUALIFICATIONS

~~Experience preference in one of the following areas: industrial relations, labor relations, public administration or a related field. Bilingual skills preferred. Computer skills as required for the position.~~

PREFERRED: ~~Certification as a Labor Relations Professional from a Labor Relations association and/or a Senior Professional in Human Resources (SPHR) certification. School district or public education experience.~~

REPORTS TO: ~~Chief Human Resources Officer~~ Superintendent of Schools

SUPERVISES: Employees as assigned

POSITION GOAL: Oversees a comprehensive employee and labor relations program including contract administration, grievance processing, training programs and contract negotiations.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, Employee & Labor Relations shall:

- ~~1. investigate alleged grievances and conduct grievance hearings; represent the Board at arbitration hearings.~~
- 1. conduct contract negotiations, write contract proposals and counterproposals, conduct research relating to bargaining positions, for all employee groups represented by unions or associations.
- 2. meet with representatives of certified bargaining agents and/or association representatives to discuss matters of mutual concern.
- ~~2.3.~~ provide assistance to school district employees and administrators in resolving problems related to employee relations.
- ~~3.4.~~ assist in the development and implementation of training seminars for managerial personnel in the areas of contract administration, grievance processing and negotiation skills.
- ~~4.5.~~ provide interpretations of collective bargaining agreements and School Board policies, rules and administrative procedures which are related to collective bargaining.
- ~~5. meet with representatives of certified bargaining agents to discuss matters of mutual concern.~~
- 6. inform administrators and representatives of school district bargaining units of contractual obligations imposed by collective bargaining contracts.
- 7. communicate to school-based and district administrators' interpretations of

- contract provisions, Board policies, personnel procedures, and other matters of importance.
- 8. write contract proposals and counterproposals, conduct research relating to bargaining positions, and conduct contract negotiations.
- 9. hear grievances as directed and negotiate the resolution of settlements.
- ~~10. coordinate the processing of arbitration filed by the unions.~~
- 10. ensure all department priorities and projects assist in achieving the District's Strategic Plan.
- 11. perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
- 12. participate successfully in ~~the~~ training programs ~~offered~~ to ~~increase~~ enhance the individual's skills and proficiency related to ~~the assignments~~ job responsibilities.
- 13. review current developments, literature and technical sources of information related to job responsibilities.
- 14. ensure adherence to good safety procedures.
- 15. follow federal and state laws, as well as School Board policies.
- 16. perform all other related duties as many be assigned by the ~~Chief Human Resources Officer or designee~~ Superintendent of Schools or designee.

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

On a continuous basis, works with all levels of employees, labor organizations, and collaborates with local, regional, state and national institutions, organizations and agencies to ensure the delivery of effective employee & labor relations practices that enhance the quality of education for students of Broward County Public Schools.

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 district 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.

PUBLIC RECORDSEXEMPTION:

Positions assigned to this job description are public records exempt according to provisions of FL§119.071

Board Approved: 8/7/80
ER80-12 Approved: 10/2/80
Board Approved: 2/16/84 &
Adopted: 3/1/84
Revised: 3/21/85 &
Adopted: 4/15/85
Item G-7: 11/6/86
Reclassification: 6/22/89
Realigned: 4/13/89
Realignment & Title Change: 3/19/96
Revised: 4/21/98
Adopted: 5/19/98
Realignment Title Change: 4/13/99; 5/9/00
Revised and Adopted: 12/16/03*
Revised: 5/18/06
Revised: 7/19/07
Revised: 10/01/2012
2012-2013 Organizational Chart
Board Approved:
Board Adopted:

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

POSITION TITLE:	Specialist, Employee & Labor Relations
CONTRACT YEAR:	Twelve Months
SALARY BAND:	C
BARGAINING UNIT:	ESMAB

PREFERRED QUALIFICATIONS

EDUCATION: An earned master's degree in labor relations, human resources, or related field from an accredited institution.

EXPERIENCE: A minimum of six (6) years, within the last ten (10) years, of experience in labor relations and/or employee relations.

OR

MINIMUM QUALIFICATIONS

EDUCATION: An earned bachelor's degree from an accredited institution.

EXPERIENCE: A minimum of eight (8) years, within the last twelve (12) years, of experience and/or training in the field related to the title of the position in labor relations and/or employee relations.

ADDITIONAL QUALIFICATIONS

~~Preferred degree majors include one of the following areas: industrial relations, labor relations, public administration or other field related to the title of the position. Bilingual skills preferred. Computer skills as required for the position.~~

Certification as a Labor Relations Professional from a Labor Relations Association and/or Professional in Human Resources (PHR) certification preferred.

REPORTS TO: Director, Employee & Labor Relations or designee

SUPERVISES: Employees as assigned

POSITION GOAL: To assist the Director, Employee & Labor Relations in administering a comprehensive employee relations program including contract administration, grievance processing, training programs, and contract negotiations.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Specialist, Employee & Labor Relations shall:

1. assist in preparing and conducting research for union-management contract negotiations; assist with administering all provisions of the agreements.
2. act as management representative in contact with union officials on all matters pertaining to management's decision with regard to disciplinary action, promotions, demotions, transfers, separations, layoffs, and wage and salary adjustments.
3. interpret union-management agreements and represent management in the settlement of grievances under established grievance procedure; advise supervisors on courses of action.
4. ~~maintain records and prepare reports on union activities; assemble and analyze information on trends in labor relations; may prepare management studies on seniority, pensions, layoff procedure, group insurance, and related subjects.~~
5. ~~assist with the preparation of briefs for arbitration and labor litigation cases.~~
6. ~~assist management in respect to publicity relating to labor matters.~~
7. ~~assist in the preparation and conduct training in~~ of courses in labor relations
collective bargaining agreements, contract interpretation and labor law
application for other supervisory personnel.
5. interpret as needed, union-management agreements and represent management
in the settlement of grievances under established grievance procedure; advise
supervisors on courses of action.
6. act as management representative as needed, with counsel at arbitration hearings;
work with counsel and district representatives to prepare for arbitration and
labor litigation cases.
7. ensure all department priorities and projects assist in achieving the District's
Strategic Plan.
8. perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
9. participate, successfully, in the training programs ~~offered to increase~~ enhance
the individual's skills and proficiency related to the ~~assignment~~ job
responsibilities.
10. review current developments, literature and technical sources of information related to job responsibilities.

11. ensure adherence to safety procedures.
- ~~12.~~ ~~perform all other duties as may be assigned by the Director, Employee Relations and the Human Resource Chief Officer.~~
- ~~13.~~12. follow federal and state laws, as well as School Board policies.
- ~~14.~~13. perform all other duties as may be assigned by the Director, Employee & Labor Relations or designee.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:
On a continuous basis, works with all levels of employees, labor organizations, local, regional, state and national institutions to ensure effective administration of employee and labor relations programs.

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.

PUBLIC RECORDS EXEMPTION:

Positions assigned to this job description are public records exempt according to provisions of FL§119.071

Board Approved: 3/21/85 & Adopted: 4/15/85

Item G-7: 11/6/86

Realigned: 4/13/89

Retailed: 4/12/94

Reclassified: 4/11/95

Revised: 1/21/97 & Adopted: 2/18/97

Retitled: 5/9/00

Revised & Adopted: 12/9/03*

Revised: 5/18/06

FL§119.071

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

POSITION TITLE: Manager, Finance - Food & Nutrition Services

CONTRACT YEAR: Twelve Months

SALARY BAND: C

BARGAINING UNIT: ~~BTU TSP~~ ESMAB

MINIMUM QUALIFICATION

EDUCATION: An earned bachelor's degree from an accredited institution in nutrition, dietetics, accounting, food management or related field.

EXPERIENCE: Minimum of seven (7) years, within the last twelve (12) years, of progressively more responsible experience and/or training in the field related to the title of the position in a multi-facility food service operation which includes responsibility for accounting, financial reporting, or budgeting and planning, preferably in a governmental agency; three (3) years of the seven (7) years must be in a supervisory capacity.

ADDITIONAL QUALIFICATIONS

REQUIRED: ~~Preferred degree majors in Nutrition, Dietetics, Accounting or Food Management. Requires progressively more responsible experience in a multi-facility food service operation which includes responsibility for accounting, financial reporting, or budgeting and planning, preferably in a governmental agency; three (3) years of which must be in a supervisory capacity. Computer skills as required for the position.~~

PREFERRED: Governmental agency experience. Bilingual skills preferred.

REPORTS TO: Director, Food & Nutrition Services or designee

SUPERVISES: Supervisors, nonprofessional level staff and may coordinate the work of lower level professional accountants and accounting specialists as required.

POSITION GOAL: To ensure that adequate food service programs are implemented, and that schools are adhering to all standards, and quality control procedures. Manage a fiscally sound food service program by applying generally accepted accounting principles, theories, concepts, and practices to a constantly changing work environment; effectively manage operational processes and accounting activities within Food and Nutrition Services to achieve the organization's goals.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Manager, Finance - Food and Nutrition Service shall:

1. assist the Director, Food and Nutrition Services, in the administration, supervision, and operation of a cost effective food service program for individual schools and the ~~e~~District.
2. ensure that facilities and equipment meet maximum health and safety standards.
3. maintain a menu and inventory system which provides the necessary food services to meet nutritional needs of pupils during the school day.
4. ~~communicate and consult with school principals regarding school food program requirements.~~
5. ~~evaluate the individual school's food service facilities and operations to determine their effectiveness in meeting student nutritional needs and make recommendations for improvements when necessary.~~
4. responsible for monthly claim to the State Department of Agriculture for all Food and Nutrition Services programs.
5. schedule and evaluate Food and Nutrition Services financial internal audits for procedure compliance.
6. ensure compliance with federal and state guidelines for the free and reduced meal program which includes establishing and monitoring records and record keeping procedures to be used by schools.
7. ensure the compliance with State Department of Education and United States Department of Agriculture (USDA Commodities Program) and all other required reports pertaining to the food service operations.
8. actively pursue and secure state and federal funding for equipment, facilities, commodities and special programs, etc., which may be available.
9. assist the Director, Food and Nutrition Services in developing or revising existing accounting guidelines and procedures.
10. supervise the maintenance of the District's general ledger for fund 411.
11. prepare, assist, and coordinate monthly and annual financial reports, management reports and/or analysis schedules.
12. monitor audits performed by state auditors and/or public accounting firms; implement recommendations.
13. assist in ensuring the adequacy and accuracy of the District accounting system, the Food and Nutrition Services operations system, and reports generated from those systems.

14. assist in identifying management informational needs by refining management reports.
15. promote and maintain a good public image of the school food service program.
16. ~~continuously~~ assess programs continuously and make recommendations for modification as needed.
17. assume the responsibility for department operation in the absence of the Director.
18. ~~conduct on-going evaluative studies of student food offerings, service and program acceptance.~~
18. responsible for Meal Benefits, Accounts Payable and Accounting staff supervision.
19. participate as a member of the FOPE Food Service labor management team, maintain meeting records, assist with the internal implementation of contract revisions and process of grievances.
20. ensure all department priorities and projects assist in achieving the District's Strategic Plan.
- ~~19.~~21. perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County, Florida.
- ~~20.~~22. participate successfully in ~~the~~ training programs ~~offered to increase~~ enhance the individual's skills and proficiency related to the ~~assignments~~ job responsibilities.
- ~~21.~~23. review current development, literature and technical sources of information related to job responsibility.
- ~~22.~~24. ensure adherence to good safety procedures.
- ~~23.~~25. follow Federal and State laws, as well as School Board policies.
- ~~24.~~26. perform other duties as assigned by the Director, Food and Nutrition Services or designee.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:
Works with school staff, district staff, United States Department of Agriculture (U.S.D.A.) Florida Department of Agriculture (FLDOA) in the administration, supervision, and operation of a cost effective food service program for individual schools and the District.

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force 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: 7/17/01 & Adopted: 8/7/01

Board Adopted: 12/16/03*

Board Adopted: 12/21/04

Position Factor Listing

Manager, Finance - Food & Nutrition Services
Point Range: 945 - 1044

Position Factors

1. Knowledge: Combined required **minimum education/experience for competent performance**

<u>Education</u>	<u>Experience Range - Years</u>		
	<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>
A. High School	1	2	3
B. A.A/Vocational training	1	2	3
C. B.S/B.A.	1	2	3
D. M.S/ M.A.	1	2	3
E. MS+ (Sr. Mgmt.)	1	2	3

2. Human Relations Skills: All interpersonal skills required to produce the desired end result

<u>Required skill level</u>	<u>*Organization Contact Level</u>			
A. Moderately important; courtesy/tact	1	2	3	4
B. Important; communicate ideas/lead team	1	2	3	4
C. Very important; influencing others; supervise/manage	1	2	3	4
D. Critical to end result; convincing others; lead/motivate	1	2	3	4

***Definitions**

- | | |
|--|--|
| 1 - Immediate workgroup | 2 - Outside of immediate workgroup |
| 3 - Assistant/ Associate/Deputy Superintendents | 4 - Superintendent, School Board; critical external parties |

3. Problem Solving: Thinking environment to perform job duties

- A. Follow established routine and well-defined patterns
- B. Some analysis; known solutions
- C. Apply established principles; determine method
- D. Follows broad policies; known objectives
- E. Establish policies based on goals/strategies

4. Decision Making Freedom: Freedom to take action

- A. Follows instructions; refer decisions to a higher authority
- B. Occasional independent action; interpret practices/procedures
- C. Independence within specialty area; report progress
- D. Frequent independent action; may impact other areas
- E. Regular independent action; follows broad policies

Point Factor Listing (Cont.)

Manager, Finance - Food & Nutrition Services

Point Range: 945 - 1044

5. Position Impact: Degree of job impact on the District

- A. Minor to total organization; moderate to work unit
- B. Advisory to work unit; used by others to take action
- C. Substantial support, advice, and counsel to work unit
- D. Substantial direct impact on unit's results
- E. Authoritative to unit/substantial to District

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
C/2	C/2	D	C	C

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

POSITION TITLE:	Police Major, Operations/Investigations
CONTRACT YEAR:	Twelve Months
SALARY BAND:	D
BARGAINING UNIT:	ESMAB

PREFERRED QUALIFICATIONS

EDUCATION: An earned master’s degree in criminal justice, criminology, law enforcement or related field from an accredited institution.

EXPERIENCE: Minimum of eight (8) years, within the last twelve (12) years, of progressively responsible experience in police detective work.

OR

MINIMUM QUALIFICATIONS

EDUCATION: An earned bachelor’s degree in criminal justice, criminology, law enforcement or related field from an accredited institution.

EXPERIENCE: Minimum of ten (10) years, within the last fifteen (15) years, of progressively responsible experience in police detective work.

ADDITIONAL QUALIFICATIONS

REQUIRED: Must possess and maintain Florida State Law Enforcement Certification and a valid Florida Driver’s License. Computer skills as required for the position.

PREFERRED: Bilingual skills.

REPORTS TO: Chief of Police or designee.

SUPERVISES: Broward District Schools Police Department Law Enforcement Officers and staff as assigned.

POSITION GOAL: To assist the Chief of Police, Broward District Schools Police Department in handling all matters pertaining to security. To monitor and coordinate investigations conducted by the Broward District Schools Police Department personnel.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Police Major, Operations/Investigations shall:

1. assist the Chief, Broward District Schools Police Department (BDSPD), in his/her responsibilities. Act as the Chief's designee as required.
2. supervise, give direction and guidance to Police Officers/Detectives, prevention Team members, Building Security Guards, monitoring department and employees as assigned
3. communicate and work effectively with district, Office of School Performance and Accountability (OSPA), school administrators, parents, teachers, community stakeholders, law enforcement and community agencies in coordinating investigations and promoting school safety.
4. make arrests when necessary.
5. assist law enforcement agencies, CPIS, DCF and FDOE in school/district related investigations.
6. direct the daily operation of the BDSPD.
7. coordinate investigations of District employees and review Personnel investigation Requests and reports with Administrator V and the Chief of BDSPD.
8. coordinate adequate security coverage throughout the district.
9. represent the District and testify in administrative and/or criminal hearings.
10. coordinate Florida Department of Law Enforcement (FDLE) procedures.
11. organize and facilitate workshops/training as related to school security.
12. serve as liaison and representative to law enforcement and community agencies.
13. coordinate, develop and provide leadership to district, OSPA, school staff, parent groups, individuals, law enforcement agencies and other municipal and county governmental agencies implementing the School Resource Officer (SRO) Program.
14. policies, procedures and priorities to meet established goals.
15. coordinate Police response to specific or unusual conditions; manages critical incidents, emergencies and large-scale events.
16. responds to oral and written public concerns, inquiries and complaints; provides information on departmental regulations and procedures; resolves personally or directs to appropriate entities.
17. perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
18. participate successfully in the training programs offered to increase the

- individual's skill and proficiency related to the assignments.
19. review current developments, literature and technical sources of information related to job responsibility.
 20. ensure adherence to good safety procedures.
 21. follow federal and state laws, as well as School Board policies.
 22. perform other duties as assigned by the Director, or designee.

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

Frequently meets with Chief of Police and Major to coordinate district law enforcement services. Regularly meets with district administrators, school administrators, security personnel and staff to ensure customer service requirements are being met. Meets as needed with local law enforcement agencies and governmental agencies.

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/not exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

PUBLIC RECORDS EXEMPTION:

Positions assigned to this job description are public records exempt according to provisions of FL§119.071

Position Factor Listing

Police Major, Operations/Investigations
Point Range: 1045 - 1214

Position Factors

1. Knowledge: Combined required **minimum education/experience for competent performance**

<u>Education</u>	<u>Experience Range - Years</u>		
	<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>
A. High School	1	2	3
B. A.A/Vocational training	1	2	3
C. B.S/B.A.	1	2	3
D. M.S/ M.A.	1	2	3
E. MS+ (Sr. Mgmt.)	1	2	3

2. Human Relations Skills: All interpersonal skills required to produce the desired end result

<u>Required skill level</u>	<u>*Organization Contact Level</u>			
A. Moderately important; courtesy/tact	1	2	3	4
B. Important; communicate ideas/lead team	1	2	3	4
C. Very important; influencing others; supervise/manage	1	2	3	4
D. Critical to end result; convincing others; lead/motivate	1	2	3	4

***Definitions**

- | | |
|--|--|
| 1 - Immediate workgroup | 2 - Outside of immediate workgroup |
| 3 - Assistant/ Associate/Deputy Superintendents | 4 - Superintendent, School Board; critical external parties |

3. Problem Solving: Thinking environment to perform job duties

- A. Follow established routine and well-defined patterns
- B. Some analysis; known solutions
- C. Apply established principles; determine method
- D. Follows broad policies; known objectives
- E. Establish policies based on goals/strategies

4. Decision Making Freedom: Freedom to take action

- A. Follows instructions; refer decisions to a higher authority
- B. Occasional independent action; interpret practices/procedures
- C. Independence within specialty area; report progress
- D. Frequent independent action; may impact other areas
- E. Regular independent action; follows broad policies

Point Factor Listing (Cont.)

Police Major, Operations/Investigations

Point Range: 1045 - 1214

5. Position Impact: Degree of job impact on the District

- A. Minor to total organization; moderate to work unit
- B. Advisory to work unit; used by others to take action
- C. Substantial support, advice, and counsel to work unit
- D. Substantial direct impact on unit's results
- E. Authoritative to unit/substantial to District

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
C/3	C/4	D	D	C

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

POSITION TITLE:	Induction Coach
CONTRACT YEAR:	196 Days
PAY GRADE:	Teacher Salary Schedule
BARGAINING UNIT:	BTU

PREFERRED QUALIFICATIONS

EDUCATION: An earned master’s degree from an accredited institution and a valid Florida Teacher’s Certificate in a core curriculum area.

EXPERIENCE: Three (3) years, within the last five (5) years, of teaching experience.

OR

MINIMUM QUALIFICATIONS

EDUCATION: An earned bachelor’s degree from an accredited institution and a valid Florida Teacher’s Certificate in a core curriculum area.

EXPERIENCE: Five (5) years, within the last eight (8) years, of teaching experience.

ADDITIONAL QUALIFICATIONS

PREFERRED: Demonstrated expertise in designing and implementing standards-based instruction, assessment and methods that improve student achievement in the classroom.

REPORTS TO: Director or designee

SUPERVISES: No supervisory responsibility

POSITION GOAL: The Induction Coach will be responsible for supporting the growth and development of new educators. Each Induction Coach will support an assigned caseload of new teachers,

K-12th grade. In addition to mentoring, coaches provide professional learning for teachers in areas such as class culture and climate, implementing instructional strategies, classroom management, analyzing student work, differentiated instruction, and supporting ELL and students with special needs.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Induction Coach shall:

1. participate in coach professional learning including Mentor Academies, Induction Coach Forums, peer coaching partnerships, and professional learning communities.
2. establish and maintain a trusting, confidential and non-evaluative relationship with teachers to help develop their autonomy as professionals.
3. demonstrate skillful use of mentor language.
4. assist teachers in reflecting on and analyzing their practice, reviewing student work and using relevant data to inform instruction and enhance student achievement.
5. commit to growth along a continuum engaging goal setting and reflection.
6. commit to meeting or exceeding all performance targets set by program leadership.
7. use knowledge of equity principles to deepen a teacher's application of Common Core State Standards.
8. encourage teachers to make connections between Common Core State Standards and Marzano's Art and Science Teaching Framework.
9. model, as appropriate, innovative teaching methodologies through techniques such as co-teaching and demonstration lessons.
10. provide opportunities for teachers to observe exemplary practice.
11. commit to personal and professional growth and learning within the community of practice.
12. demonstrate willingness to engage in formative assessment processes, including non-evaluative, reflective conversations with teachers using evidence of classroom practice and student learning.
13. exhibit optimism for potential of teachers and schools to effect change in the academic lives of students.
14. display the highest standards of honesty, integrity, flexibility, and responsiveness.
15. support a spirit of collaboration and contribute to the ongoing continuous improvement of District Coaching and Induction Program.
16. encourage teachers to identify instructional resources and support throughout the entire school community.
17. incorporate technology and analysis of data to advance both teacher learning and classroom practice.
18. promote collegiality and build community among participating new teachers by providing professional learning.
19. maintain and submit required documentation (including but not limited to):
 - a. coaching logs on a weekly basis

- b. coaching data analysis/records to drive decision making for teacher development and student achievement
 - c. current and accurate coaching calendar reflecting scheduled meetings
 - d. accurate time and attendance records
20. participate in appropriate District, department, team and committee meetings.
 21. handle information in a confidential manner in accordance with established policies and legal requirements (FERPA, HIPAA, etc.)
 22. utilize a variety of data collection tools and protocols that guide coaches and teachers in reflecting on practice and monitoring progress towards professional goals for instructional improvement.
 23. perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
 24. participate successfully in training programs offered to enhance the individual's skills and proficiency related to the assignments including attending professional learning throughout the school year through Mentor Academies, Coach Forums, professional learning communities and peer coaching.
 25. review current developments, literature and technical sources of information related to job responsibilities.
 26. ensure adherence to good safety procedures.
 27. follow Federal and State laws, as well as School Board policies.
 28. perform other duties as assigned by the Director or designee.

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

Invite ongoing collaboration with school leadership teams to ensure coherence between coaching activities and school based Instructional Coaching and Induction Program expectations.

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.

Ability to travel between schools/sites served.

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:

Board Adopted:

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

POSITION TITLE:	Peer Reviewer
CONTRACT YEAR:	216 Day Calendar
PAY GRADE:	Teacher Salary Schedule
BARGAINING UNIT:	BTU

PREFERRED QUALIFICATIONS

EDUCATION: An earned master’s degree in core subject area from an accredited institution.

EXPERIENCE: Minimum of five (5) years of experience and/or training in the field related to the title of the position and instructional coaching experience.

OR

MINIMUM QUALIFICATIONS

EDUCATION: An earned bachelor’s degree in core subject area from an accredited institution.

EXPERIENCE: Minimum of seven (7) years of experience and/or training in the field related to the title of the position and instructional coaching experience.

ADDITIONAL QUALIFICATIONS

REQUIRED: Requires demonstrated leadership and strong interpersonal skills; requires in-depth knowledge and proven strategies in developing elementary and/or secondary level coaching strategies, the ability to raise student achievement over multiple years, assumed positions of leadership within the school and district, demonstrated a commitment to continuous professional development, and prior mentoring/coaching experience.

Florida certification in elementary and/or secondary education, ESE, or core subject area required. Computer skills are required for the position.

PREFERRED: Bilingual skills preferred.

REPORTS TO: Director, Employee Evaluations

SUPERVISES: None

POSITION GOAL: To meet the educational needs of Broward County students by providing feedback on instructional practices and supporting peers.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Peer Reviewer shall:

1. conduct weekly regularly scheduled observations/conferences using the district approved observation instruments.
2. collect, research, synthesize, identify data relationships, and design workflows and procedures to assist teachers in professional growth.
3. provide support, assistance/guidance and feedback to teachers in enhancing their instructional practices and student growth measures.
4. Communicate effectively with site based administrators and other staff, as needed.
5. engage in community of practice with other peer reviewers to collaborate on responsibilities and strategies to enhance teacher/peer reviewer performance.
6. foster a quality focus in others, set clear expectations/requirements, measure key outcomes, solicit and apply customer feedback to improve processes and services.
7. establish and maintain a positive collaborative relationship with members of schools and district staff.
8. engage in ongoing professional learning and participate in district meetings as needed.
9. maintain an efficient calendar, accurate records, and timely schedules.
10. provide technical support as needed.
11. perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
12. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
13. review current developments, literature and technical sources of information related to job responsibility.
14. ensure adherence to good safety procedures.
15. follow federal and state laws, as well as School Board policies.
16. perform other duties as assigned by the Director, or designee.

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

Works with teachers, school-based administrators, and other peer reviewers in order to ensure that instructional practice strategies align with District and State initiatives for student achievements.

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.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

POSITION TITLE:	Supervisor, Police Computer Forensics & Systems Operations
CONTRACT YEAR:	Twelve Months
PAY GRADE:	24
BARGAINING UNIT:	BTU-TSP

PREFERRED QUALIFICATIONS

EDUCATION: An earned bachelor's degree from an accredited institution.

EXPERIENCE: A minimum of five (5) years, within the last eight (8) years, of progressive experience in the electronic security industry with extensive knowledge of products and technology.

OR

MINIMUM QUALIFICATIONS

EDUCATION: Standard high school diploma or satisfactory completion of any General Educational Development (GED) Testing Program.

EXPERIENCE: A minimum of eight (8) years, within the last thirteen (13) years, of progressive experience in the electronic security industry with extensive knowledge of products and technology.

ADDITIONAL QUALIFICATIONS

REQUIRED: Must have proven experience in designing electronic security systems and organizing and supervising central monitoring station operations. Proven knowledge in leading digital forensic investigations and the ability to provide testimony for legal proceeding, as well as developing and managing crime prevention strategies.

PREFERRED: Programming and installation of security systems; project leadership experience. Bilingual skills.

REPORTS TO: Chief of Police, Broward District Schools Police
Department or designee

SUPERVISES: Employees as assigned

POSITION GOAL: To assist the Chief of Police, Broward District Schools Police Department in handling all matters pertaining to the computer security system's operation and investigations.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Supervisor, Police Computer Forensics & System Operations shall:

1. recommend policies and procedures related to building security and fire monitoring.
2. oversee the installation and operations of video surveillance in the various schools/facilities.
3. analyze and document customer requirements for specific projects as assigned by the administrator/supervisor or designee.
4. advise police personnel on the availability and reliability of digital evidence.
5. responsible for video retrieval from recording devices for SBBC and outside agencies as necessary.
6. work with Broward District Schools Police to acquire digital evidence, including computer, cellphone and any other portable electronic devices, through onsite and lab analysis.
7. conduct examination of digital evidence and prepare evidence for trial.
8. work as directed with School Board personnel in determining needs and implemented responsive programs as related to school security.
9. initiate innovative and preventative measures for security at all district sites, including video surveillance, security intrusion, and site access.
10. maintain as directed liaison with law enforcement agencies relative to building security and fire prevention.
11. participate and associate with organizations with a mutual interest and concern in building security.
12. assist with exploring all possible sources of local, state and federal funding for financial assistance for building security and fire prevention.
13. oversee daily office operations and console monitoring and evaluate personnel.
15. provide technical assistance and training to site-based staff for both hardware and operational software.
16. perform and promote all activities in compliance with equal employment and nondiscrimination policies of the School Board of Broward County.
17. perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
18. participate successfully in training programs offered to enhance the individual's skills and proficiency related to the job responsibilities.
19. review current developments, literature and technical sources of information related to job responsibility.

20. ensure adherence to good safety procedures.
21. follow federal and state laws, as well as School Board policies.
22. perform other duties as assigned by the Chief or designee.

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

Frequently meets with the Chief of Police and Major to coordinate district security. Periodically meets with school based administrators and security personnel to ensure customer service requirements are being met.

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.

Position Factor Listing

Supervisor, Police Computer Forensics & Systems Operations
Point Range: 795 - 844

Position Factors

1. Knowledge: Combined required **minimum education/experience for competent performance**

<u>Education</u>	<u>Experience Range - Years</u>		
	<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>
A. High School	1	2	3
B. A.A/Vocational training	1	2	3
C. B.S/B.A.	1	2	3
D. M.S/ M.A.	1	2	3
E. MS+ (Sr. Mgmt.)	1	2	3

2. Human Relations Skills: All interpersonal skills required to produce the desired end result

<u>Required skill level</u>	<u>*Organization Contact Level</u>			
A. Moderately important; courtesy/tact	1	2	3	4
B. Important; communicate ideas/lead team	1	2	3	4
C. Very important; influencing others; supervise/manage	1	2	3	4
D. Critical to end result; convincing others; lead/motivate	1	2	3	4

***Definitions**

- | | |
|--|--|
| 1 - Immediate workgroup | 2 - Outside of immediate workgroup |
| 3 - Assistant/ Associate/Deputy Superintendents | 4 - Superintendent, School Board; critical external parties |

3. Problem Solving: Thinking environment to perform job duties

- A. Follow established routine and well-defined patterns
- B. Some analysis; known solutions
- C. Apply established principles; determine method
- D. Follows broad policies; known objectives
- E. Establish policies based on goals/strategies

4. Decision Making Freedom: Freedom to take action

- A. Follows instructions; refer decisions to a higher authority
- B. Occasional independent action; interpret practices/procedures
- C. Independence within specialty area; report progress
- D. Frequent independent action; may impact other areas
- E. Regular independent action; follows broad policies

Point Factor Listing (Cont.)

Supervisor, Police Computer Forensics & Systems Operations

Point Range: 795 – 844

5. Position Impact: Degree of job impact on the District

- A. Minor to total organization; moderate to work unit
- B. Advisory to work unit; used by others to take action
- C. Substantial support, advice, and counsel to work unit
- D. Substantial direct impact on unit's results
- E. Authoritative to unit/substantial to District

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
A/3	C/2	C	C	B

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

POSITION TITLE:	Community Resource Specialist, Volunteer Services
CALENDAR:	Twelve Months
PAY GRADE:	23
BARGAINING UNIT:	BTU-TSP

PREFERRED QUALIFICATIONS

- EDUCATION:** An earned bachelor’s degree in education or related field from an accredited institution.
- EXPERIENCE:** Minimum of three (3) years of experience and/or training in the field related to the title of the position.

OR

MINIMUM QUALIFICATIONS

- EDUCATION:** Standard high school diploma or satisfactory completion of an approved General Education Development (GED) Testing Program.
- EXPERIENCE:** Minimum of seven (7) years of experience and/or training in the field related to the title of the position.

ADDITIONAL QUALIFICATIONS

- REQUIRED:** ~~Florida teaching certification.~~ Ability to work with staff, principals, teachers and community. Computer skills as required for the position.
- PREFERRED:** Experience in a school volunteer program and/or community/parent involvement program related work. ~~Demonstrated volunteer leadership at the district level.~~ Bilingual skills.
- REPORTS TO:** ~~Supervisor, Volunteer Services~~ Director, Marketing & Communications or designee.

SUPERVISES: ~~Assists in the supervision of volunteers in elementary, middle and high schools, as required. Not applicable.~~

POSITION GOAL: To ~~secure qualified volunteers who will help improve the delivery of education to the students (K-12) of Broward County Schools. support and implement community outreach programs involving parents, mentors, volunteers, businesses and other community stakeholders to support student success at Broward County Public Schools.~~

ACCOUNTABILITY

PROCEDURES: ~~The Supervisor, Volunteer Services will assess the effectiveness of the Community Resource Specialist, Volunteer Services annually with respect to performance of specific responsibilities.~~

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Community Resource Specialist shall:

1. assist in the development, coordination, and monitoring of ~~volunteer community involvement~~ programs in Broward County Schools.
2. recruit, inservice and assign volunteers, ~~mentors, business and community partners for community involvement programs~~ to assist in Broward County Schools, as needed.
3. assist with any necessary inservice training related to ~~the school~~ volunteers supporting community involvement programs.
4. assist with the coordination of planning and staging of ~~D~~district-wide activities for the community involvement school volunteer program.
5. represent and promote Broward County's Public School Community Volunteer Involvement Programs at the national, state and local levels, including parents, community groups and representatives of the media.
6. serve as consultant in matters pertaining to the community involvement school volunteer programs, as assigned.
7. assist in the preparation of Community Involvement Programs Volunteer Services annual reports.
8. keep informed and updated on all state and national trends in school -based and District-level community involvement programs-volunteerism.
9. perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida
10. participate successfully in training programs to enhance the individual's skills and proficiency related to the job responsibilities.
11. review current developments, literature and technical sources of information related to job responsibilities.
12. ensure adherence to good safety procedures.
13. follow federal and state laws, as well as School Board policies.
14. perform other duties as assigned by the Director or designee

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

Work with schools and district department staff, parents and community organizations in coordinating the development, implementation and evaluation of school-based community involvement programs.

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: 8/21/86

Item G-7: 11/6/86

Revised: 6/7/94

Adopted: 8/2/94

Realigned: 4/11/95

Dept. Realigned: 5/6/97; 4/13/99

Board Adopted: 12/16/03