

**AGENDA REQUEST FORM**  
**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

Meeting Date <div style="border: 1px solid black; padding: 2px; text-align: center;">3/4/2014</div>	<div style="display: flex; justify-content: space-between;"><div style="width: 45%;">Open Agenda <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</div><div style="width: 45%;">Special Order Request <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</div></div>	Agenda Item Number <div style="border: 1px solid black; padding: 2px; text-align: center;">CC-3</div>
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TITLE:	Revised Job Descriptions for the Director, Literacy Position								
REQUESTED ACTION:	Approve the revised job description for the Director, Literacy position. This is the <b>first</b> reading.								
SUMMARY EXPLANATION AND BACKGROUND:	<p>The job description for the Director, Literacy position, was identified for a revision through the 2013-2014 Superintendent's Organizational Chart. The revision will ensure the job description accurately reflects the required minimum and preferred qualifications, accountability, goal and appropriate salary band of the position. The modifications presented better align to the District's Strategic Plan.</p> <p>Revision of the job description represents an impact in the salary band of the position. The position is filled and will not require staffing changes.</p> <p>Copies of all supporting documents are available at the Board Members' Office on the 14<sup>th</sup> floor of the K. C. Wright Administration Center and available online via the Broward County Public Schools eAgenda at: <a href="http://eagenda3.broward.k12.fl.us/cgi-bin/WebObjects/eAgenda">http://eagenda3.broward.k12.fl.us/cgi-bin/WebObjects/eAgenda</a>.</p>								
SCHOOL BOARD GOALS:	<div style="border: 1px solid black; padding: 2px;"><input checked="" type="checkbox"/> • Goal 1:    High Quality Instruction <input checked="" type="checkbox"/> • Goal 2:    Continuous Improvement <input checked="" type="checkbox"/> • Goal 3:    Effective Communication</div>								
FINANCIAL IMPACT:	There is no financial impact to the District.								
EXHIBITS: (List)	<div style="display: flex; justify-content: space-between;"><div>1. Executive Summary</div><div>p. 1</div></div> <div style="display: flex; justify-content: space-between;"><div>2. Revised Job Descriptions, Minimum Qualifications &amp; Position Point Factor</div><div>p. 2-7</div></div>								
<div style="text-align: center;"><b>APPROVED AS AMENDED</b> <i>See attached Amendment</i> <small>(For Official School Board Records' Office Only)</small></div>	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="2" style="padding: 5px;">SOURCE OF ADDITIONAL INFORMATION:</td></tr><tr><td style="width: 60%; padding: 5px;">Jose Dotres</td><td style="width: 40%; padding: 5px;">754-321-2618</td></tr><tr><td style="padding: 5px;">Dorothy W. Davis</td><td style="padding: 5px;">754-321-2140</td></tr><tr><td style="padding: 5px;">Name</td><td style="padding: 5px;">Phone</td></tr></table>	SOURCE OF ADDITIONAL INFORMATION:		Jose Dotres	754-321-2618	Dorothy W. Davis	754-321-2140	Name	Phone
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Jose Dotres	754-321-2618								
Dorothy W. Davis	754-321-2140								
Name	Phone								

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

**Dorothy W. Davis, Acting Director**  
**Employee & Labor Relations**

*Dorothy W. Davis*

Approved in Open Board Meeting on:

**MAR 04 2014**

By:

Form #4189

Revised 12/12

RWR/DWD/GA:ln

*[Signature]*

School Board Chair

### **CC-3 Amendment – March 4, 2014 Regular Meeting**

#### **Motion to Amend** (Carried)

Motion was made by Mrs. Bartleman, seconded by Mrs. Rupert and carried, to amend Job Description, page 4, 5., sentence to read: engage in ongoing research and data-analysis to recommend curriculum, instructional materials, resources, practices, strategies, interventions to include, but not limited to, the RTI process...

- instruction to improve K-12 student achievement.
2. facilitate continuous improvement in literacy teaching and learning through data-driven professional development and research-validated literacy curriculum, resources, strategies, and tools.
3. lead the development, implementation, and evaluation of the District's Comprehensive K12 Reading Plan; communicate the vision of literacy teaching and learning to internal and external stakeholders in support of K-12 student achievement.
4. lead the District's implementation of the Florida State Standards for English Language Arts and discipline-specific literacy.
5. engage in ongoing research and data-analysis to recommend curriculum, instructional materials, resources, practices, strategies, interventions, to include, but not limited to, the RTI process and assessments that support K-12 student literacy achievement.
6. monitor and evaluate the effectiveness of literacy curriculum and instruction for data-driven decision-making; facilitate and support the integration of literacy across all curriculum areas.
7. identify and communicate the literacy curriculum needs of schools in accordance with educational policy, legislative changes, scientifically validated research, and evidenced-based practice.
8. make recommendations that support the unique literacy needs of urban schools and the District's diverse populations and ethnic subgroups.
9. coordinate and collaborate across District offices and departments in support of literacy initiatives focused on increasing academic rigor in literacy teaching and learning.
10. develop and deliver a comprehensive, outcome driven catalog of professional learning opportunities aligned to identified needs.
11. serve as the District's liaison with local, state and national literacy organizations and agencies; act as liaison for collaboration and communication to all District stakeholders, including district and school leadership, teachers, students, parents, business and industry, higher education, the community at large.
12. analyze, monitor, and control the department's budgets to make decisions in support of the District's short and long-range goals; support the development of funding opportunities and partnerships, both internal and external.
13. develop district, regional, state and federal grant proposals, as required.
14. engage in ongoing professional learning and continuous improvement to enhance skills as related to the job responsibilities.
15. perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
16. ensure adherence to good safety procedures.
17. follow federal and state laws, as well as School Board policies.
18. perform other duties as assigned by the Executive Director, Instruction & Interventions or designee.

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

Works with district, school-based personnel, parents and students to ~~perform daily tasks.~~ lead the development, implementation, and support of high quality literacy