AGENDA REQUEST FORM
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Meeting Date	Open Agenda	Special Order Request	Agenda Item Number
3/17/14	X Yes ___ No	___ Yes X No	CC-2

TITLE:

Revised Job Description for the Manager II, Administrative Support Position

REQUESTED ACTION:

Approve the revised job description for the Manager II, Administrative Support position. This is the **first** reading.

SUMMARY EXPLANATION AND BACKGROUND:

The job description is being revised to update the qualifications and performance responsibilities of the position. 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.

Revision of the job description does not impact the salary band of the position. The position is filled and will not require staffing changes. See attached Executive Summary.

Copies of all supporting documents are available at the Board Members' Office on the 14th floor of the K. C. Wright Administration Center and available online via the Broward County Public Schools eAgenda at: http://eagenda3.broward.k12.fl.us/cgi-bin/WebObjects/eAgenda.

SCHOOL BOARD GOALS:

__ • Goal 1: High Quality Instruction
X • Goal 2: Continuous Improvement
X • Goal 3: Effective Communication

FINANCIAL IMPACT:

There is no additional financial impact to the District.

EXHIBITS: (List)

1. Executive Summary p. 1
2. Revised Job Description, Minimum Qualifications & Position Point Factor p. 2-8

APPROVED

(For Official School Board Records' Office Only)

SOURCE OF ADDITIONAL INFORMATION:

Name	Phone
Jeffrey Moquin	754-321-2650
Dorothy W. Davis	754-321-2140

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Dorothy W. Davis, Acting Director
Employee & Labor Relations

MAR 17 2014

Approved in Open Board Meeting on: Dorothy Davis (A.C.)

By: _____ School Board Chair

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