

AGENDA REQUEST FORM
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Meeting Date 4/15/14	Open Agenda <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Special Order Request <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		Agenda Item Number CC-2

TITLE:	Revised Job Description for the Manager II, Administrative Support Position								
REQUESTED ACTION:	Adopt the revised job description for the Manager II, Administrative Support position. This is the final reading.								
SUMMARY EXPLANATION AND BACKGROUND:	<p>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.</p> <p>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.</p> <p>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.</p>								
SCHOOL BOARD GOALS:	<div style="border: 1px solid black; padding: 5px;"><div style="display: flex; align-items: center;"><div style="width: 20px; text-align: center;"><input type="checkbox"/></div><div>Goal 1: High Quality Instruction</div></div><div style="display: flex; align-items: center;"><div style="width: 20px; text-align: center;"><input checked="" type="checkbox"/></div><div>Goal 2: Continuous Improvement</div></div><div style="display: flex; align-items: center;"><div style="width: 20px; text-align: center;"><input checked="" type="checkbox"/></div><div>Goal 3: Effective Communication</div></div></div>								
FINANCIAL IMPACT:	There is no additional financial impact to the District.								
EXHIBITS: (List)	<table style="width: 100%;"><tr><td style="width: 80%;">1. Executive Summary</td><td style="width: 20%; text-align: right;">p. 1</td></tr><tr><td>2. Revised Job Description, Minimum Qualifications & Position Point Factor</td><td style="text-align: right;">p. 2-8</td></tr></table>	1. Executive Summary	p. 1	2. Revised Job Description, Minimum Qualifications & Position Point Factor	p. 2-8				
1. Executive Summary	p. 1								
2. Revised Job Description, Minimum Qualifications & Position Point Factor	p. 2-8								
<div style="font-size: 2em; font-weight: bold; margin-bottom: 10px;">ADOPTED</div> <div style="font-size: 0.8em;">(For Official School Board Records' Office Only)</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: 70%; padding: 5px;">Jeffrey Moquin</td><td style="width: 30%; padding: 5px; text-align: right;">754-321-2650</td></tr><tr><td style="padding: 5px;">Dorothy W. Davis</td><td style="padding: 5px; text-align: right;">754-321-2140</td></tr><tr><td style="padding: 5px;">Name</td><td style="padding: 5px;">Phone</td></tr></table>	SOURCE OF ADDITIONAL INFORMATION:		Jeffrey Moquin	754-321-2650	Dorothy W. Davis	754-321-2140	Name	Phone
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Jeffrey Moquin	754-321-2650								
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

APR 15 2014

Approved in Open Board Meeting on: _____

By:

Form #4189

Revised 12/12

RWR/DWD/GA:ln

[Signature]

School Board Chair