

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF THE SUPERINTENDENT

ROBERT W. RUNCIE
SUPERINTENDENT OF SCHOOLS

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May 1, 2014

TO: School Board Members

FROM: Amada Bailey 
Chief Human Resources Officer (Acting)

VIA: Robert W. Runcie 
Superintendent of Schools

SUBJECT: **Revision to CC-9, Revised Job Description for the Director, Professional Development Support Position, for the 5/6/14 Regular School Board Meeting**

Attached is a revision for CC-9, Revised Job Description for the Director, Professional Development Support Position, for the May 6, 2014 Regular School Board Meeting. Please replace the Agenda Request Form and the Executive Summary with the revised attached documents.

RWR/AB/IV/GA:ln
Attachments

c: Senior Leadership Team

AGENDA REQUEST FORM
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

revised

Meeting Date 5/6/14	Open Agenda ☒ Yes ☐ No Special Order Request ☐ Yes ☒ No	Agenda Item Number CC-9
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TITLE:	Revised Job Description for the Director, Professional Development Support Position								
REQUESTED ACTION:	Adopt the revised job description for the Director, Professional Development Support position.								
SUMMARY EXPLANATION AND BACKGROUND:	The job description for the Director, Professional Development Support, was identified for a revision. through the 2013-14 Superintendent's Organizational Chart. The revision will ensure the job description accurately reflects the required minimum and preferred qualifications, expectations and accountability. The modifications presented, better align to the District Strategic Plan. The job description was advertised on Saturday, April 26, 2014. 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 ☒ • Goal 2: Continuous Improvement ☒ • 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 Descriptions, Minimum Qualifications & Position Point Factor p. 2-9								
(For Official School Board Records' Office Only)	<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="padding: 5px;">Elisa Calabrese</td><td style="padding: 5px; text-align: right;">754-321-5044</td></tr><tr><td style="padding: 5px;">Amanda Bailey</td><td style="padding: 5px; text-align: right;">754-321-1840</td></tr><tr><td style="padding: 5px;">Name</td><td style="padding: 5px;">Phone</td></tr></table>	SOURCE OF ADDITIONAL INFORMATION:		Elisa Calabrese	754-321-5044	Amanda Bailey	754-321-1840	Name	Phone
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Elisa Calabrese	754-321-5044								
Amanda Bailey	754-321-1840								
Name	Phone								

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Amanda Bailey, Acting Chief, Human Resources Officer



Approved in Open Board Meeting on: _____

By: _____

Form #4189

Revised 12/12

RWR/AB/IR/GA:ln

School Board Chair

School Board Agenda Item CC-9
May 6, 2014

Executive Summary

Revised Job Description for the Director, Professional Development Support Position

Background: This item is being recommended for School Board adoption to meet requirements for revised job description.

Position Title: **Director, Professional Development Support**

Salary Band: **D** **Salary Range:** \$78,305 - \$137,997 **Point Range:** 1045 - 1214

Division/Department: **Chief Talent Development Officer**

Salary Schedule: **ESMAB** – Educational Support Management Association of Broward, Inc.

Recommended Policy Status: Chart Job Description

Rationale: The job description for the Director, Professional Development Support, was identified for a revision. The revision will ensure the job description accurately reflects the required minimum and preferred qualifications, expectations and accountability. The modifications presented, better align to the District Strategic Plan.

The purpose of the Director, Professional Development Support is to provide leadership in the development, support, communication and continuous improvement of high quality research-based professional development. In addition, to ensure all professional development, is delivered, implemented, monitored, and evaluated at the highest levels of quality, as determined by its impact on students and/or job performance. Ensure the quality of professional development by overseeing a research and standards based Broward Professional Development System which is aligned to Standards from Learning Forward (national professional learning organization) and the Florida professional Development System Evaluation Protocol. Ensure the Professional Development Management System supports the Professional Development System (Learning System) with access to professional learning, coordinated records and reporting structures.

The position is filled and will not require staffing changes.

Cost: There is no financial impact to the District.