

## SPECIAL MEETING – SEPTEMBER 5, 2007 JOB DESCRIPTIONS

### CHIEF OPERATING OFFICER

A) Service Fleet Manager

- Establish new job classification, Service Fleet Manager, Staff salary schedule level 3.
- Functions in an Administrative Manager capacity in the coordination, assignment and efficient use of the District's service fleet vehicles, including implementing automated solutions for administrative management, e.g., fuel and vehicle usage, mileage reporting, location tracking, security, reporting, and service notifications.
- Fiscal Impact: \$87,177.

### CHIEF COUNSEL TO THE SCHOOL BOARD

- B) Senior Associate Counsel
- C) Sr. Assoc. Counsel – Personnel
- D) Sr. Assoc. Counsel – Academic Programs
- E) Sr. Assoc. Counsel – Business Ops / Construction
- F) Sr. Assoc. Counsel – Real Estate & Planning
- G) Sr. Assoc. Counsel – Admin / Regulatory Compliance & Governance

- Revise Job Description QUALIFICATIONS, Item #2:  
Current: Member in good standing of the Florida Bar.  
Proposed: Member in good standing of the Florida Bar **or eligibility for admittance to the Florida Bar.**
- No Fiscal Impact.

**SPECIAL MEETING – SEPTEMBER 5, 2007  
JOB DESCRIPTIONS**

**IMPACT ON CHILDREN IN THE CLASSROOM**

**CHIEF OPERATING OFFICER**

ITEM	TITLE	ACTION*	IMPACT ON CHILDREN
A	Service Fleet Manager	N	This position will maximize efficient use of District resources in overall fleet administration, thereby enabling the District to most efficiently channel available resources into educational and instructional programs.

**CHIEF COUNSEL TO THE SCHOOL BOARD**

ITEM	TITLE	ACTION*	IMPACT ON CHILDREN
B	Senior Associate Counsel	J	This expansion of Qualifications will enable the District to consider applicants from a substantially broader applicant pool, thereby enabling the District to hire the most highly skilled and qualified staff to represent the District's interests in the mission of educating children.
C	Sr Assoc Cnsl – Personnel		
D	Sr Assoc Cnsl – Academic Programs		
E	Sr Assoc Cnsl – Business Ops/Const		
F	Sr Assoc Cnsl – Real Estate & Plnng		
G	Sr Assoc Cnsl – Admin/Reg Comp & Gov		

**\*ACTION CODES:**

- J – Job Description Revision
- N – New Job Description
- R – Replaces Existing Job Description
- U – Job Description Upgrade

**TITLE: SERVICE FLEET MANAGER**

**QUALIFICATIONS:**

1. Bachelor's degree in business administration, transportation or related field and five (5) or more years of practical and supervisory experience in fleet administration operations.
2. Knowledge of modern management principles, practices and procedures used in managing a fleet of diversified vehicles, automotive equipment, and/or heavy equipment.
3. Knowledge of administrative procedures, records and systems used in controlling vehicles, automotive equipment, and/or heavy equipment.
4. Demonstrated ability to prepare comprehensive technical and analytical reports.
5. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
6. Administration experience within a collective bargaining work environment preferred.
7. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

**PERFORMANCE RESPONSIBILITIES:**

1. Plans and administratively manages the coordination, assignment and efficient use of service fleet vehicles, automotive equipment and heavy equipment.
2. Establishes, maintains and enforces policies and procedures for service vehicle assignment and use; assists managers with enforcing policies and procedures regarding service vehicles, automotive equipment and heavy equipment.
3. Implements automated solutions for administrative management, e.g., fuel and vehicle usage, mileage reporting, location tracking, security, reporting, service notifications.
4. Establishes a priority system for vehicle purchase and replacement schedules in accordance with accepted and evolving industry standards, e.g., fuel efficiency.
5. Ensures availability of replacement vehicles prior to removing active vehicles from service.
6. Assists management with the procurement and management of heavy equipment.
7. Manages a system for loaner vehicles to be used while primary vehicles are being serviced.
8. Assists with the preparation of budget requests and operations reports.
9. Maintains current knowledge of standard fleet management practices, methods, tools, and materials.

**Additional Job Functions:**

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 09/07  
Salary Level: 3  
Pay Range: \$67,295 - \$97,218  
Bargaining Unit: S  
Responsible to: Director or Chief

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.

**TITLE: COUNSEL – SENIOR ASSOCIATE**

**QUALIFICATIONS:**

1. Law degree from accredited law school.
2. Member in good standing of the Florida Bar or eligibility for admittance to the Florida Bar.
3. Admission to the United States Federal District Court for the Southern District of Florida or its equivalent.
4. Minimum of five (5) years successful experience in personnel/employment/labor law.
5. Minimum of two (2) years litigation experience in either trial court or administrative proceedings.

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

1. Assists the General Counsel on all legal matters assigned.
2. Responsible for the provision of legal advice and representation of the School Board in the areas of employment and labor law.
3. Drafts and/or reviews board policies, contracts, and documents relating to personnel issues.
4. Directs legal research and preparation of legal opinions.
5. Works closely with the departments within the Division of Personnel Services to effectively implement all pertinent personnel policies.
6. Represents the School Board in litigation filed by or against the School Board, including but not limited to administrative proceedings, court proceedings, civil matters, and constitutional issues involving employment/labor law.
7. Coordinates and monitors work performed and services billed by outside counsel in preparing, planning, and representing the School Board in litigation.
8. Recommends changes in policies and procedures to ensure compliance with applicable federal and state laws and Department of Education regulations regarding the personnel and employment practices of the school system.
9. Coordinates in-service training on legal matters which pertain to personnel functions and to federal laws which impact employment.
10. Provides legal advice to school district officials with regard to legal issues arising out of the implementation of federal and state laws.
11. Reviews, supervises, and approves the work of Associate Counsels and outside counsel in the provision of legal services to the school district.

**Additional Job Functions:**

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New:	05/97
<b>Revised:</b>	<b>08/07</b>
Salary Level:	10
Bargaining Unit:	S
Responsible to:	General Counsel

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.

**TITLE: SENIOR ASSOCIATE COUNSEL - PERSONNEL**

**QUALIFICATIONS:**

1. Law degree from accredited law school.
2. Member in good standing of the Florida Bar or eligibility for admittance to the Florida Bar.
3. Admission to the United States Federal District Court for the Southern District of Florida.
4. Minimum of five (5) years successful experience in personnel/employment/labor law.
5. Minimum of seven (7) to ten (10) years litigation experience in either trial court or administrative proceedings.
6. Demonstrated ability to successfully manage and supervise employees.

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

1. Provides legal advice and represents the School Board in the areas of personnel, disciplinary matters, employee relations, school police, and worker's compensation.
2. Interacts with and acts as attorney to the Superintendent in the areas of personnel, disciplinary matters, employee relations, school police, and worker's compensation.
3. Drafts and/or reviews board policies, contracts, and documents relating to areas of responsibility.
4. Directs and performs legal research and preparation of legal opinions.
5. Works closely with the departments within the Division of Personnel Services to effectively implement all pertinent personnel policies.
6. Represents the School Board in litigation filed by or against the School Board, including but not limited to administrative proceedings, court proceedings, civil matters, and constitutional issues involving assigned areas.
7. Coordinates and monitors work performed and services billed by outside counsel in preparing, planning, and representing the School Board in litigation.
8. Recommends changes in policies and procedures to ensure compliance with applicable federal and state laws and Department of Education regulations regarding assigned areas.
9. Coordinates in-service training on legal matters which pertain to areas of assignment and to federal laws that impact these areas.
10. Provides legal advice to school district officials with regard to legal issues arising out of the implementation of federal and state laws.
11. Reviews, supervises, and approves the work of Associate Counsel for Personnel and outside counsel in the provision of legal services to the school district.

**Additional Job Functions:**

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Must be willing to cross train and provide legal support in other practice areas as assigned by the Chief Counsel to the School Board.

New: 07/02  
**Revised:** 08/07  
Salary Level: 10  
Bargaining Unit: S  
Responsible to: Chief Counsel to the School Board

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.

**TITLE: SENIOR ASSOCIATE COUNSEL – ACADEMIC PROGRAMS**

**QUALIFICATIONS:**

1. Law degree from accredited law school.
2. Member in good standing of the Florida Bar or eligibility for admittance to the Florida Bar.
3. Admission to the United States Federal District Court for the Southern District of Florida.
4. Minimum of five (5) years successful experience working with education, academic programs or similar related experience.
5. Minimum of seven (7) to ten (10) years litigation experience in either trial court or administrative proceedings.
6. Demonstrated ability to successfully manage and supervise employees.

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

1. Provides legal advice and represents the School Board in the areas of academic programs/contracts, student truancy, expulsions, and disciplinary matters, Exceptional Student Education, student records, custody issues, charter schools, and Safe School Program.
2. Drafts and/or reviews board policies, contracts, and documents relating to areas of responsibility.
3. Directs legal research and preparation of legal opinions.
4. Works closely with and provides legal support to Principals, school centers, the area offices and departments within the academic area to effectively implement all pertinent policies.
5. Represents the School Board in litigation filed by or against the School Board, including but not limited to administrative proceedings, court proceedings, civil matters, and constitutional issues involving assigned areas.
6. Provides legal opinions and support for all public meetings, notices, agendas and parliamentary procedures and attends all Board meetings and workshops on applicable legal issues.
7. Coordinates and monitors work performed and services billed by outside counsel in preparing, planning, and representing the School Board in litigation.
8. Recommends changes in policies and procedures to ensure compliance with applicable federal and state laws and Department of Education regulations regarding assigned areas.
9. Coordinates in-service training on legal matters that pertain to areas of assignment and to applicable laws which impact these areas.
10. Provides legal representation in litigation matters, disputes and claims filed by and against the District relative to academic and student related issues.
11. Reviews, drafts and negotiates contracts and agreements for academic programs or otherwise related.
12. Reviews, supervises, and approves the work of Associate Counsels for Academic Programs and outside counsel in the provision of legal services to the school district.

**Additional Job Functions:**

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Must be willing to cross train and provide legal support in other practice areas as assigned by the Chief Counsel to the School Board.

New: 03/02

**Revised: 08/07**

Salary Level: 10

Bargaining Unit: S

Responsible to: Chief Counsel to the School Board

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.

**TITLE: SENIOR ASSOCIATE COUNSEL – BUSINESS  
OPERATIONS/CONSTRUCTION**

**QUALIFICATIONS:**

1. Law degree from accredited law school.
2. Member in good standing of the Florida Bar **or eligibility for admittance to the Florida Bar.**
3. Admission to the United States Federal District Court for the Southern District of Florida (preferred).
4. Minimum of seven (7) to ten (10) years litigation experience in either trial court or administrative proceedings or arbitration in the area of construction, complex civil litigation, and/or Risk Management; **and/or** seven (7) to ten (10) years of successful drafting and negotiating complex contracts including experience in construction/architectural or engineering agreements, other governmental procurement, finance, or other complex drafting and negotiating.
5. Demonstrated ability to successfully manage and supervise employees.

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

1. Provides legal advice and represents the School Board in the areas of construction, claims and contract management, purchasing contracts, public bid process/protests, transportation, food services and risk management.
2. Assists in drafting and/or reviews board policies, contracts, and documents relating to areas of responsibility.
3. Directs and performs as necessary legal research and preparation of legal opinions.
4. Works closely with Purchasing, Construction, Transportation, Finance and Risk Management Departments to provide all pertinent necessary legal support.
5. Represents the School Board in litigation filed by or against the School Board, including but not limited to administrative proceedings, court proceedings, civil matters, and constitutional issues involving assigned areas.
6. Coordinates and monitors work performed and services billed by outside counsel in preparing, planning, and representing the School Board in litigation.
7. Recommends changes in policies and procedures to ensure compliance with applicable federal and state laws and Department of Education regulations regarding assigned areas.
8. Coordinates in-service training on legal matters which pertain to areas of assignment and to federal laws which impact these areas.
9. Provides legal advice to school district officials with regard to legal issues arising out of the implementation of federal and state laws.
10. Reviews, supervises, and approves the work of Associate Counsel for Facilities and Operations and outside counsel in the provision of legal services to the school district.
11. May represent District in litigation matters as assigned.

**Additional Job Functions:**

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Must be willing to cross train and provide legal support in other practice areas as assigned by the Chief Counsel to the School Board.

New: 07/02  
**Revised:** **08/07**  
Salary Level: 10  
Bargaining Unit: S  
Responsible to: Chief Counsel to the School Board

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.

**TITLE: SENIOR ASSOCIATE COUNSEL – REAL ESTATE & PLANNING**

**QUALIFICATIONS:**

1. Law degree from accredited law school.
2. Member in good standing of the Florida Bar or eligibility for admittance to the Florida Bar.
3. Minimum of five (5) years successful related legal experience.
4. Minimum of seven (7) to ten (10) years commercial real estate, transactional, finance, banking, or other related experience.
5. Demonstrated ability to successfully manage and supervise employees.

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

1. Provides legal advice and represents the School Board in the areas of transactional matters: drafting and negotiations for real estate acquisitions, sales, and leases, land use planning, concurrency, inter-local agreements, boundaries, administrative agency interfacing, including permits and applications and environmental issues.
2. Provides legal support to Departments of Real Estate, Planning and Program Management.
3. Drafts and/or reviews board policies, contracts, and documents relating to areas of responsibility.
4. Directs legal research and preparation of legal opinions.
5. Works closely with assigned departments to effectively implement all pertinent personnel policies.
6. Coordinates and monitors work performed and services billed by outside counsel in preparing, planning, and representing the School Board in litigation.
7. Recommends changes in policies and procedures to ensure compliance with applicable federal and state laws and Department of Education regulations regarding assigned areas of responsibility.
8. Coordinates in-service training on legal matters which pertain to areas of assignment and applicable laws that impact these areas.
9. Reviews, supervises, and approves the work of Associate Counsel for Real Estate & Planning and outside counsel in the provision of legal services to the school district.

**Additional Job Functions:**

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Must be willing to cross train and provide legal support in other practice areas as assigned by the Chief Counsel to the School Board.

New: 04/02  
**Revised:** 08/07  
Salary Level: 10  
Bargaining Unit: S  
Responsible to: Chief Counsel to the School Board

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.



**TITLE: SENIOR ASSOCIATE COUNSEL – ADMINISTRATIVE/  
REGULATORY COMPLIANCE & GOVERNANCE**

**QUALIFICATIONS:**

1. Law degree from accredited law school.
2. Member in good standing of the Florida Bar or eligibility for admittance to the Florida Bar.
3. Minimum of five (5) years successful related legal experience.
4. Minimum of seven (7) to ten (10) years experience as a governmental staff attorney, in-house corporate counsel, or in administrative law, governmental law, or related practice areas.
5. Demonstrated ability to successfully manage and supervise employees.
6. Demonstrated ability to perform legal research, drafting and opinions in a variety of subject matters.

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

1. Provides legal advice and represents the School Board in the areas of policies, regulatory compliance, legislation, administrative procedures, public records, public meetings, ethics, and Board opinions.
2. Interacts with other legal staff as well as District Administration, to provide legal opinions, and develop administrative policies, procedures and compliance programs.
3. Drafts and/or reviews board policies, contracts, and documents relating to areas of responsibility.
4. Directs and performs legal research and preparation of legal opinions.
5. Works closely with appropriate District personnel to effectively implement all pertinent policies, procedures and regulator compliance.
6. Provides assistance and/or attendance as Board Attorney at public meetings.
7. Coordinates and monitors work performed and services billed by outside counsel in preparing, planning, and representing the School Board in litigation.
8. Provides legal opinions and support for all public meeting, notices, agendas and parliamentary procedures and attends all Board meetings and workshops on applicable legal issues.
9. Recommends changes in policies and procedures to ensure compliance with applicable federal and state laws and Department of Education regulations regarding assigned areas.
10. Develops and provides in-service training on legal matters that pertain to areas of assignment and to federal laws which impact these areas.
11. Provides legal advice to school district officials with regard to legal issues arising out of the implementation of federal and state laws.
12. Reviews, supervises, and approves the work of Associate Counsel for Administrative/Regulatory Compliance & Governance and outside counsel in the provision of legal services to the school district.

**Additional Job Functions:**

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Must be willing to cross train and provide legal support in other practice areas as assigned by the Chief Counsel to the School Board.

New: 03/02

**Revised:** 08/07

Salary Level: 10

Bargaining Unit: S

Responsible to: Chief Counsel to the School Board