

**District School Board of Indian River County, Florida
6500 - 57th Street, Vero Beach, FL 32967**

If a person decides to appeal any decision made by the Board with respect to any matter considered at these meetings, he will need to ensure that a verbatim record is made which includes the testimony and evidence upon which the appeal is to be made.

INVOCATION: Shortly before the opening gavel that officially begins a School Board meeting, the Chairman will introduce the Invocation Speaker. No person in attendance is or shall be required to participate in this observance and the personal decision of each person regarding participation will have no impact on his or her right to actively participate in the School Board's business meeting.

Date: June 21, 2019

Time: 12:30 p.m.

Room: Joe N. Idlette, Jr. Teacher Education Center (TEC)

Special Business Meeting Agenda

- I. CALL MEETING TO ORDER
- II. PLEDGE OF ALLEGIANCE TO THE FLAG
- III. ADOPTION OF ORDERS OF THE DAY
- IV. CITIZEN INPUT
- V. CONSENT AGENDA
No Consent Items
- VI. ACTION AGENDA
 - A. Approval of Revised Organizational Chart – Dr. Moxley**
Approval of the revised 2019-2020 Organizational Chart. Superintendent recommends approval.
 - B. Approval of Updated Job Description for Chief Financial Officer (CFO) – Dr. Moxley**
This agenda item is a revised job description for Chief Financial Officer. Superintendent recommends approval.
 - C. Approval of Updated Job Description for Assistant Superintendent of Human Resources and School Administration – Dr. Moxley**
This agenda item is a revised job description for Human Resources and Administration, which includes oversight for leadership development. Superintendent recommends approval.

VII. SUPERINTENDENT'S REPORT

VIII. DISCUSSION

No discussion items

IX. SCHOOL BOARD MEMBER MATTERS

X. INFORMATION AGENDA

No information items

XI. SUPERINTENDENT'S CLOSING

XII. ADJOURNMENT

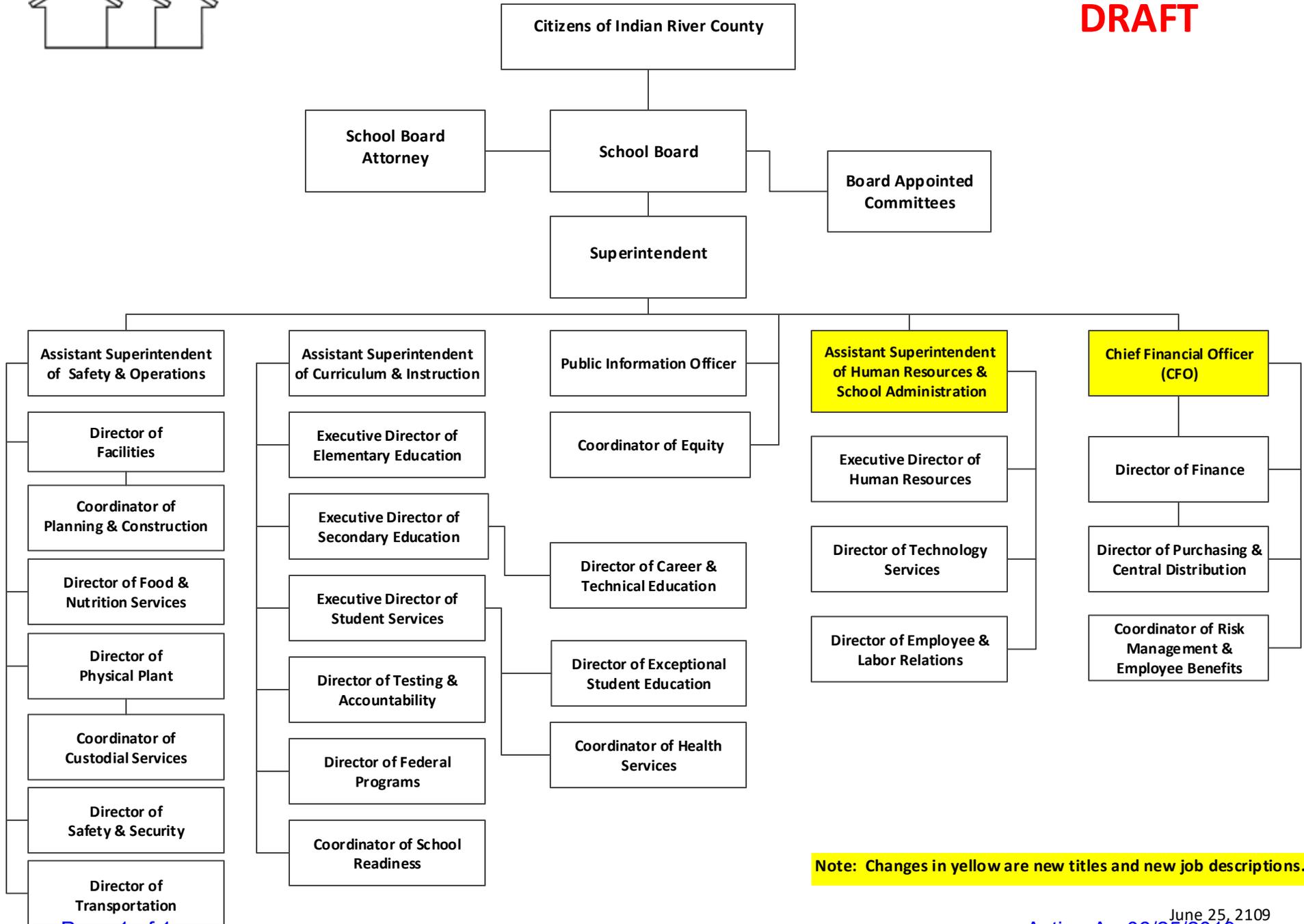
Any invocation that may be offered before the official start of the School Board business meeting is and shall be the voluntary offering of a private citizen to and for the benefit of the School Board pursuant to Resolution #2015-08. The views and beliefs expressed by the Invocation Speaker have not been previously reviewed or approved by the School Board and do not necessarily represent their individual religious beliefs, nor are the views or beliefs expressed intended to express allegiance to or preference for any particular religion, denomination, faith, creed, or belief by the School Board. No person in attendance at this meeting is or shall be required to participate in any invocation and such decision whether or not to participate will have no impact on his or her right to actively participate in the public meeting.

Anyone who needs a special accommodation to participate in these meetings may contact the School District's American Disabilities Act Coordinator at 564-3175 (TTY 564-2792) at least 48-hours in before the meeting. NOTE: Changes and amendments to the agenda can occur 72-hours prior to the meeting. All business meetings will be held in the Joe N. Idlette, Jr. Teacher Education Center (TEC) located in the J.A. Thompson Administrative Center at 6500 – 57th Street, Vero Beach, FL 32967, unless otherwise specified. Meetings may broadcast live on Comcast/Xfinity Ch. 28, AT&T Uverse Ch. 99, and the School District's website stream; and may be replayed on Tuesdays and Thursdays at the time of the original meeting. For a schedule, please visit the District's website at www.indianriverschools.org/iretv. The agenda can be accessed by Internet at <http://www.indianriverschools.org>.



School District of Indian River County Organizational Chart 2019-2020

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Note: Changes in yellow are new titles and new job descriptions.

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SCHOOL DISTRICT OF INDIAN RIVER COUNTY

~~ASSISTANT SUPERINTENDENT OF FINANCE AND EMPLOYEE SERVICES~~ CHIEF FINANCIAL OFFICER (CFO)

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Master's degree with major course work in administration, accounting, business management, or related field from an accredited educational institution and five (5) years supervisory experience in business, budget, finance, accounting, or educational administration. A CPA Certificate will be considered equivalent to a Master's Degree and will be paid at the supplement value of a Master's Degree.

or

Bachelor's degree in finance, business administration, or related field from an accredited educational institution and seven (7) years successful experience in business, budget, finance, or accounting including (5) five years in a supervisory or administrative position.

- (2) Satisfactory criminal background check and drug screening.
- (3) Valid Florida driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated knowledge of the Florida Administrative Code. Ability to establish and maintain a financial investment program. Ability to prepare and administer the District budget. Knowledge of auditing procedures and practices. Ability to communicate effectively, both orally and in writing. Ability to use computer hardware and software. Problem-solving skills. Ability to formulate and implement new business methods and procedures. Ability to prepare concise and comprehensive reports and written correspondence. Skill in financial planning. Ability to select, train, motivate and evaluate staff. Ability to plan, organize and direct the work of subordinates. Analytical, organizational, and managerial skills. Leadership ability. Ability to plan and present information to the public. Ability to use effective public relations skills. Ability to work with diverse groups. Knowledge of group dynamics. Skill in consensus building. Ability to read, interpret and implement the State Board of Education rules, School Board policies and appropriate federal and state statutes. Knowledge of effective practices pertaining to business, purchasing, central distribution, risk management, and employee benefits. Knowledge of the Florida Education Finance Program, federal and state statutes, and rules related to school finance. Knowledge of the state and federal legislative processes.

REPORTS TO:

Superintendent

ASSISTANT SUPERINTENDENT OF FINANCE AND EMPLOYEE SERVICES (Continued)

JOB GOAL

To provide administrative leadership, supervision for finance and employee services,⁷ that result in efficient and effective operations in support of the educational program by administering the functions of finance, purchasing, central distribution, risk management, and employee benefits.

SUPERVISES:

Administrative and Support Personnel

PERFORMANCE RESPONSIBILITIES:**Service Delivery**

- * (1) Coordinate all business functions of the District.
- * (2) Supervise the management and financial accounting functions of the District.
- * (3) Monitor the financial condition of the District and individual school and department budgets.
- * (4) Seek new revenue sources to enhance the District's overall operations, instructional programs, and capital acquisitions.
- * (5) Develop and implement budgetary controls to ensure that adequate resources are available for planned programs and that expenditures are within budget.
- * (6) Oversee the development, adoption, and implementation of the District budget.
- * (7) Plan, coordinate and oversee the ~~school based~~-budgeting system for the District.
- * (8) Review departmental and District program budget proposals and advise managers of budget feasibility and availability of funds.
- * (9) Monitor district and school FTE results in relation to the District revenue forecasts.
- * (10) Respond to FTE audit reports jointly with the Assistant Superintendent of Curriculum and Instruction.
- * (11) Provide student projections and cost analysis for the District.
- * (12) Supervise the maintenance of District financial records and the preparation of the annual financial report and program cost reports.
- * (13) Ensure that financial and grant reporting is in compliance with statements issued by the Governmental Accounting Standards Board.
- * (14) Coordinate the audit activities of the District with federal, state and independent auditors and oversee responses to external audit reports.
- * (15) Ensure that audits of internal funds are completed as scheduled and that corrective measures are taken when necessary.
- * (16) Assist in the District's long-term capital outlay planning process and the presentation of the capital improvement plan to the School Board.
- * (17) Assist in the preparation for collective bargaining and participate in the bargaining process.
- * (18) Direct the District's cash management program and supervise the control of cash flow to ensure that adequate funds are available for daily operations and to receive maximum returns on investments.

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Board Approved: 4/25/06

Revised: 7/28/09

Revised: 7/21/11

Revised: 07/18/18

Revised: 06/17/19

ASSISTANT SUPERINTENDENT OF FINANCE AND EMPLOYEE SERVICES (Continued)

- * (19) Oversee business services department, data processing services, risk management, employee benefits, purchasing, operation of the warehouse and acquisition and disposition of real property for the School Board.
- * (20) Oversee the Workers' Compensation program.
- * (21) Oversee the District personnel benefits committee.
- * (22) Monitor, evaluate, and recommend health benefits and other employee benefits programs.
- * (23) Oversee the resolution of employee concerns related to health care and insurance.
- * (24) Administer professional service contracts with engineers, architects and attorneys.

Inter/Intra-Agency Communication and Delivery

- * (25) Serve as the District's representative in legislative activities.
- * (26) Convey to the School Board the financial impact of the budget as it relates to District goals and priorities.
- * (27) Ensure that the Superintendent is informed of all matters related to the functions of the finance and employee division.
- * (28) Provide information to the Superintendent and Board on the financial status of the District and the use of resources through sound management practices.
- * (29) Maintain communication with legislators, the Florida Department of Education, and other appropriate organizations and associations regarding the financial impact of proposed legislation on the District.
- * (30) Monitor legislation and inform the Superintendent and staff regarding fiscal impact.
- * (31) Maintain communication with department heads.
- * (32) Interpret the philosophy, programs, and policies of the District to staff and the community.
- * (33) Maintain effective communication with schools and departments.
- * (34) Maintain liaison with federal, state and local agencies regarding operations of the department.
- * (35) Build working relationships with various community leaders and organizations.
- * (36) Maintain effective community relations and interpret financial matters to the community.
- * (37) Provide oversight and direction for cooperative planning with other agencies.
- * (38) Establish and maintain intergovernmental relations with municipalities and county personnel.

Professional Growth and Improvement

- * (39) Keep abreast of statutory and regulatory requirements and proposed changes in areas of responsibility and advise the Superintendent regarding their impact on the district.
- * (40) Keep informed about current trends in education through attendance at conferences and related training activities.
- * (41) Assist in the development, implementation, and evaluation of staff development activities.
- * (42) Develop and implement a cross-training program for finance and employee services department employees.

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Board Approved: 4/25/06

Revised: 7/28/09

Revised: 7/21/11

Revised: 07/18/18

Revised: 06/17/19

ASSISTANT SUPERINTENDENT OF FINANCE AND EMPLOYEE SERVICES (Continued)

- *(43) Participate in training activities which will improve knowledge and skills.

Systemic Functions

- *(44) Facilitate changes which will improve services to schools.
- *(45) Participate in District-wide planning to relate the use of financial and human resources to the District goals and objectives.
- *(46) Assist the Superintendent in organizational analysis and development.
- *(47) Serve as the District's OPPAGA coordinator.
- *(48) Serve as the District's class size coordinator.
- *(49) Help establish policies to be implemented in the event of a hurricane or other disaster.
- *(50) Review, recommend and initiate improved methods, policies and procedures for budget preparation, implementation and analysis.
- *(51) Prepare or supervise the preparation of all required reports and the maintenance of all appropriate records.
- *(52) Initiate and maintain a system of internal controls to safeguard the assets of the District and provide for accountability for public funds.
- *(53) Coordinate the preparation of the District's legislative priorities and program.
- *(54) Attend Board meetings and provide accurate information as requested.
- *(55) Prepare agenda items for School Board meetings.
- *(56) Assist assigned departments to focus on the mission and goals of the District.
- *(57) Participate in the development of the District compensation plans.
- *(58) Participate in various advisory committees.
- *(59) Assist in the development of School Board policies and administrative guidelines.

Leadership and Strategic Orientation

- *(60) Serve on the Superintendent's Cabinet.
- *(61) Provide leadership for the planning, implementation, and evaluation of business services necessary to support instructional programs for educational excellence.
- *(62) Utilize collaborative planning and shared decision-making with school centers and departments.
- *(63) Coach and mentor subordinates.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Job Description Supplement 11

TERMS OF EMPLOYMENT:

Administrative Pay Grade ADM I* 250 days worked per year (12 months)

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Board Approved: 4/25/06

Revised: 7/28/09

Revised: 7/21/11

Revised: 07/18/18

Revised: 06/17/19

ASSISTANT SUPERINTENDENT OF FINANCE AND EMPLOYEE SERVICES (Continued)

*Special Board approved salary. Effective June 2019, salary will be 13% above current 2018/2019 Administrative Salary Schedule and will not be adjusted for any subsequent across-the-board salary adjustments made to the Administrative Salary Schedule for 2018/2019. Salary subject to annual review and adjustment thereafter.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

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SCHOOL DISTRICT OF INDIAN RIVER COUNTY

ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES AND SCHOOL ADMINISTRATION

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Master's degree from an accredited educational institution including coursework in school/public administration, human resource management, labor relations, business administration, and data/information systems management.
- (2) Doctoral degree preferred.
- (3) Professional in Human Resources (PHR) and/or Society for Human Resource Management-Certified Professional (SHRM-CP) credential preferred.
- (4) Project Management Professional (PMP) credential preferred.
- (5) Valid Florida certification in Educational Leadership or Administration and Supervision
- (6) Ten (10) years successful experience in public education including both teaching and school administration or prior experience covering a broad spectrum of human resource/public and governmental relations management, including procedural and policy formulation.
- (7) Five (5) years of experience in the areas of contract negotiations, employee investigations, employee discipline, grievance hearings, and arbitration preferred.
- (8) Valid Florida driver's license.
- (9) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate effectively, both orally and in writing. Ability to communicate highly technical and constantly changing subject matter in non-technical terminology. Ability to design, develop and make presentations to stakeholders and the community. Ability to use effective public relations skills. Ability to plan, manage and supervise. Ability to use problem-solving skills effectively. Skill in conflict resolution. Ability to develop sound recommendations based on accurate information. Ability to maintain effective working relationships. Ability to handle highly sensitive personnel matters. Knowledge of the Americans with Disabilities Act. Ability to read, interpret and implement State Board of Education rules, School Board policies, appropriate federal/state statutes, procedures/regulations related to the employment process, information technology, and computer systems. Knowledge of Florida Retirement System rules and procedures. Knowledge of all collective bargaining agreements for employees of the District. Knowledge and skill in the use of computers, software, and other technological equipment.

REPORTS TO:

Superintendent

JOB GOAL

To provide for the overall direction, coordination and articulation of human resources, school administration, and the information technology management systems in the District.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Assist the Superintendent in personnel related issues on a regional, state or national basis (teacher shortage, recruitment, certification).
- * (2) Assist with the preparation of regular and/or special called School Board meeting agenda items for assigned departments.
- * (3) Oversee leadership development programs for District level administrators, principals and, assistant principals.
- * (4) Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
- * (5) Assist the Superintendent with monitoring and oversight of Desegregation Plan.
- * (6) Conduct annual performance evaluations of assigned principals.
- * (7) Oversee the development of department(s) annual budget while providing input into the development of the District budget.
- * (8) Oversee the implementation of personnel policies/procedures, development/revision of job descriptions, all District technology systems, and web/digital services.
- * (9) Assist District administrators in developing, implementing and evaluating programs.
- * (10) Advise District supervisory personnel in the resolution of personnel/information technology system problems in their area of responsibility.
- * (11) Develop and maintain a comprehensive recruitment program to identify, employ and assign competent instructional, administrative and support personnel.
- * (12) Develop and maintain procedures to ensure instructional, information, and technical system security.
- * (13) Oversee the application, selection, and employment process.
- * (14) Oversee procedures to ensure the protection of enterprise technology assets and the integrity, security, and privacy of information.
- * (15) Oversee a District-wide technology management recovery plan to ensure timely and effective restoration of technology services in the event of disaster.
- * (16) Oversee enrollment in the Florida Retirement System and the retirement process for the District.
- * (17) Oversee the reassignment or transfer of employees to maintain appropriate staff balances within the District.
- * (18) Utilize computerized personnel functions to enhance the operation of the human resources and information technology departments.
- * (19) Oversee the development of a staffing plan that includes equitable and competitive compensation plans to attract, retain and encourage employees to seek advancement.
- * (20) Oversee the development of a District succession plan.
- * (21) Oversee all employee evaluation systems.

- * (22) Provide oversight for the collective bargaining process and ensure the implementation of the provisions of the collective bargaining agreements.
- * (23) Oversee the grievance process, employee investigations, arbitrations, Division of Administrative Hearings, and trials in accordance with legal counsel.
- * (24) Adhere to federal, state and local labor laws/regulations and information technology systems.
- * (25) Ensure compliance with new state and federal mandates in human resources and information technology management.
- * (26) Oversee all District leave programs.
- * (27) Oversee the development and implementation of school calendars.
- * (28) Oversee the teacher certification process and the preparation of out-of-field reports for presentation to the School Board for review and approval.
- * (29) Oversee the maintenance of official personnel files/records.
- * (30) Oversee the verification of records for credit and employment purposes.
- * (31) Oversee the unemployment compensation program.
- * (32) Monitor compliance of the Americans with Disabilities Act and serve as District contact person.
- * (33) Perform and promote all activities in compliance with equal employment and nondiscrimination policies of the School Board.

Inter/Intra-Agency Communication and Delivery

- * (34) Keep Superintendent informed of potential problems or unusual events.
- * (35) Provide information to the Superintendent regarding the personnel status of the school system and the wise use of personnel/information technology resources.
- * (36) Make presentations to a wide variety of groups.
- * (37) Use effective positive interpersonal communication skills.
- * (38) Work closely with District and school staffs to support school improvement initiatives and processes.
- * (39) Disseminate information and current research to appropriate personnel.
- * (40) Respond to inquiries or concerns in a timely manner.
- * (41) Interact with parents, outside agencies, businesses and community to enhance the understanding of District initiatives and priorities to elicit support and assistance.
- * (42) Interpret the programs, philosophy and policies of the District to staff, students, parents and the community.
- * (43) Maintain contact with other school districts, colleges and universities, governmental agencies and professional associations in the areas of personnel management and information technology management.
- * (44) Serve as liaison with the Florida Department of Education for assigned areas of responsibility.
- * (45) Serve on state, District and community councils or committees as assigned or appropriate.

Professional Growth and Improvement

- * (46) Promote and support professional growth for self and others.
- * (47) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- * (48) Participate in training activities to improve knowledge and skills.
- * (49) Provide a system for new employees to acquire appropriate information, support, and training necessary for success on the job.
- * (50) Provide administrative awareness training for eligible participants.

- *(51) Provide assistance in the development of individual professional development plans.
- *(52) Provide training to prepare and support principals.
- *(53) Keep informed about current trends and best practices in areas of responsibility.
- *(54) Review current developments, literature and technical sources of information related to job responsibilities.

Systemic Functions

- *(55) Develop annual goals and objectives in support of District priorities.
- *(56) Develop implementation procedures for the achievement of goals.
- *(57) Participate in the Strategic Planning process.
- *(58) Assist in developing and administering the budget in support of District priorities.
- *(59) Prepare department budgets and monitor their implementation.
- *(60) Assist in the development of School Board policies and administrative guidelines.
- *(61) Supervise the development, maintenance and implementation of administrative guidelines and procedural manuals.
- *(62) Coordinate all activities related to the development and maintenance of School Board policies, including a schedule for policy review.
- *(63) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- *(64) Oversee the automated Full Time Equivalency (FTE)/pupil accounting functions.
- *(65) Prepare agenda items for School Board meetings.
- *(66) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- *(67) Represent the District in a positive and professional manner.
- *(68) Adhere to federal and state laws and School Board policies.
- *(69) Ensure adherence to good safety procedures.

Leadership and Strategic Orientation

- *(70) Utilize appropriate strategies and problem-solving techniques to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
- *(71) Recommend to the Superintendent new uses for computer technology and equipment or abandonment of unprofitable uses.
- *(72) Assist the Superintendent in organizational analysis and development.
- *(73) Serve on the Superintendent's Cabinet.
- *(74) Promote and support the vision and mission of the District.
- *(75) Involve administrators in systemic and team approaches to school leadership and management.
- *(76) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- *(77) Provide leadership for the development and utilization of job descriptions.
- *(78) Provide leadership for the development and implementation of performance appraisal systems.
- *(79) Provide leadership for developing and implementing technology initiatives that improve the effectiveness of instruction and business operations, service quality, and security of technology resources.
- *(80) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(81) Provide oversight and direction for cooperative planning with other agencies.

Perform other tasks consistent with the goals and objectives of this position.
*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Job Description Supplement 11

TERMS OF EMPLOYMENT:

Administrative

Pay Grade ADM I

250 days worked per year (12 months)

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

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