

## EMPLOYMENT AGREEMENT

**THIS AGREEMENT**, made and entered into this 1st day of August, 2015, by and between the City of Orlando, a Florida municipal corporation, hereinafter referred to as "the City", and **Anthony (Kevin) Caldwell**, hereinafter referred to as "Contractor."

### WITNESSETH:

**WHEREAS**, the City is desirous of retaining the services of a **PKZ Lead Student Advocate-P/T**, the position being on a part time basis for a definite length of time with duties, responsibilities and qualifications as defined in "Exhibit A" attached; and

**WHEREAS**, Contractor wishes to obtain employment with the City to perform the duties and responsibilities of **PKZ Lead Student Advocate-P/T** for a definite length of time by contract;

**NOW, THEREFORE**, in consideration of these premises and of good and sufficient consideration, the parties do hereby covenant and agree to the following:

1. The City hereby agrees to employ Contractor and Contractor agrees to be employed by the City as a **PKZ Lead Student Advocate-P/T** to perform the duties and responsibilities as set forth in "Exhibit A", attached hereto, for a period to commence 1st day of August, 2015, and terminate on the 30th day of September, 2016; however, this Agreement may be terminated earlier, as provided below.
2. The parties agree that the duties of the Contractor may be changed from time to time by the mutual consent of the City and the Contractor. Notwithstanding any change, the employment of the Contractor shall be construed as continuing under this Agreement as modified.
3. In consideration for the services provided by the Contractor, the Contractor shall be paid by the City at the rate of \$20.00 per hour, to be computed and paid on a bi-weekly basis. This sum may be increased during the term of this Agreement as provided for in City policy.
4. The Contractor agrees to devote his entire productive time, ability and attention to the business of the City during the term of this contract. The Contractor shall not directly or indirectly render any services of a business, commercial or professional nature to any other person or organization, whether for compensation or otherwise, without the prior written consent of the City.

5. The Contractor shall be entitled to all City benefits otherwise provided to non-exempt/technical/clerical level employees as outlined in City Policy and Procedure 808.9.
6. The Contractor agrees to abide by and comply with all state and federal statutes, City ordinances and rules, regulations, policies and procedures of the City during the term of his employment.
7. If Contractor breaches any of the terms of this Agreement or fails to fully perform his duties and responsibilities, he may be subject to immediate disciplinary action by the City up to and including termination of his employment. Such discipline shall be in addition to, and shall not prejudice, any other remedy to which the City may be entitled either at law, in equity, or under this Agreement.
8. In addition to the provisions for termination as set forth in paragraph 7 of this Agreement, this Agreement may be terminated by either party upon thirty (30) days written notice.
9. In the event of the termination of this Agreement prior to the completion of the term of employment specified in Paragraph One (1), the Contractor shall be entitled to the compensation earned through to the time of termination, computed pro rata. Contractor shall be entitled to no further compensation as of the date of termination.
10. This Agreement contains all terms and conditions agreed upon by the parties. No other agreement, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind either of the parties hereto.
11. The validity, interpretation, construction and effect of this Agreement shall be in accordance with and governed by the laws of the State of Florida, only. Should any litigation occur as a result of or in conjunction with this Agreement, any such disputes shall be litigated in Orange County, Florida. In the event any provision hereof is determined to be unenforceable or invalid, such unenforceability or invalidity shall not affect the remaining provisions of this Agreement, which shall remain in full force and effect. To that extent, this Agreement is deemed severable.

**IN WITNESS WHEREOF**, the undersigned have executed this Agreement the day and year first above written.

**CITY OF ORLANDO:**

\_\_\_\_\_  
Mayor/Pro Tem

ATTEST:

\_\_\_\_\_  
Celeste Brown, City Clerk

APPROVED AS TO FORM AND  
LEGALITY For the use and  
reliance of the City of Orlando,  
Florida, only

\_\_\_\_\_, 2015

\_\_\_\_\_  
Chief Assistant City Attorney  
Orlando, Florida

\*\*\*\*

WITNESSES:

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

\_\_\_\_\_  
**Anthony (Kevin) Caldwell**

## **EXHIBIT A: Job Description**

**JOB DESCRIPTION:** PKZ LEAD STUDENT ADVOCATE CONT

**BENEFIT GROUP:** CG

**JOB CODE:** XARM4

**PAY GRADE:** NB108

**AUTHORIZED STRENGTH:** 2

**PAY RANGE:** Min: \$18.07 per hour  
Mid: \$22.61 per hour  
Max: \$27.15 per hour

### **NATURE OF WORK:**

Performs responsible paraprofessional work by promoting the academic, social, and personal success for (15-26) students; collaborates with Student Advocates and school level designee in devising the tutoring and advising schedule; assists PKZ Student Advocates with the collection of student data; maintains positive working relationships between program and school; provides Student Advocates with an introduction and overview of how PKZ functions within the school campus, culture and with key personnel; supervises one-on-one tutoring/advising meetings and small group topic calendar; plans field trips for Student Advocates and assigned students; perform other duties as assigned. Employee maybe required to work evenings, weekends, and holidays.

### **EXAMPLES OF WORK PERFORMED:**

**NOTE: THE LISTED DUTIES ARE ONLY ILLUSTRATIVE AND ARE NOT INTENDED TO DESCRIBE EVERY FUNCTION THAT MAY BE PERFORMED BY THIS JOB CLASS. THE OMISSION OF SPECIFIC STATEMENTS DOES NOT PRECLUDE MANAGEMENT FROM ASSIGNING SPECIFIC DUTIES NOT LISTED IF SUCH DUTIES ARE A LOGICAL ASSIGNMENT TO THE POSITION.**

Adheres to one-on-one and small group tutoring/advising schedule created in collaboration with the Academic Coordinator and school level staff. Provides content specific tutoring or test preparation based on student input and a review of homework assignments, progress reports and report cards. Facilitates small group sessions organized around Study Skills or facilitates a book club with journaling. Schedules low-interference classroom observations where necessary, schedules and/or participates in team or individual teacher meetings concerning student progress. Supports Parramore Kidz Zone agency-wide programs and events. Creates an Action Plan in the fall and spring semester that aligns with the academic and social goals set during one-on-one meetings. Develops steps/strategies for students that involve student active participation in intervention or enrichment programs offered at the school level, with PKZ and/or partner organizations, area community based organizations. Works closely with the PKZ Academic Coordinator, other PKZ staff or partners to

assume that their students receive the necessary support. Develops and maintain partnerships with the students' schools, PKZ partner organizations and parents. Reviews high school options with students and include that in goal setting process. Identifies students with an interest and aptitude for magnet or specialized programs. Supports students and families in the application process for P/SAT Prep: Identifies and registers students beginning in the 8th grade for P/SAT Prep. Completes online career surveys annually. Facilitates students' completion of the College Portfolio assignment for their grade-level. Facilitates monthly small group sessions organized around Life Skills and College/Career Exploration. Monitors and documents academic progress of each student following the guidelines communicated by the Academic Coordinator. Maintains student files and complete case notes to document student progress. Distributes and reviews monthly progress reports.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of youth development and behavior theories and principles, educational intervention and effective practices and strategies for intervention and prevention of delinquency. Knowledge of available resources and programs for servicing targeted at-risk youth. Knowledge of the challenges faced by youth and their families who reside in high poverty, high crime neighborhoods. Knowledge of methods of building community consensus and leading teams toward achievement of common goals. Assessment and case management skills Planning, organization and prioritization skills Strong communication (both oral and written) and interpersonal skills. Ability to lead community groups comprised of professionals in education, non-profit, law enforcement, faith and other disciplines. Ability to persuade and inspire youth and build meaningful relationships with disengaged youth. Ability to develop, plan, organize, implement, and evaluate programs effectively. Ability to negotiate effectively with other professionals and with representatives of collaborating community organizations. Ability to research, analyze, and recommend appropriate course of action. Ability to identify complex problems, evaluate situation, review options, resolve issues, make prudent decisions, and deal effectively with various and difficult situations. Ability to establish and maintain effective work relationships with others including managers, staff, clients, other agency specialists and professionals, and the public.

**MINIMUM QUALIFICATION REQUIREMENTS:**

Bachelor's degree in social work, psychology, education, or other related field required. At least six (6) months experience promoting the academic, social, or personal success of students between the ages of fifteen and twenty six required; or equivalent combination of education, training, and experience. A Teacher Certification is preferred. Proficiency in Microsoft Office (Word, Excel, Powerpoint, Outlook) required. Valid Florida Driver's license is required. Requires successful completion of a criminal background check.