

AMENDED EMPLOYMENT CONTRACT¹

THIS AGREEMENT, made and entered into this 9th day of December 2024, by and between the City of Orlando, a Florida municipal corporation, hereinafter referred to as “the City,” and Deidre Law, hereinafter referred to as “Contractor,”

W I T N E S S E T H:

WHEREAS, the City is desirous of retaining the services of a Lead Student Advocate Supervisor - C, the position being on a full-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 a Lead Student Advocate Supervisor - C, 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 Lead Student Advocate Supervisor - C, to perform the duties and responsibilities as set forth in “Exhibit A,” attached hereto and expressly incorporated herein, for a period of one (1) year, such period of employment to commence on or about the 9th day of December, 2024 and terminate on the 30th day of September, 2025; 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 a salary of \$59,321.60 per year payable on a bi-weekly basis. This sum may be supplemented in further years during the term of this Agreement by increases as provided for in City policy. The agreed compensation is for a basic work week of forty (40) hours. Contractor will not be entitled to any overtime wage payments.

4. The Contractor agrees to devote Contractor’s entire productive time, ability, and attention to the business of the City during the term of this Agreement. 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 Administrative/Professional 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 employment. This Agreement is contingent upon and shall not take effect unless and until the Contractor successfully completes all hiring requirements, including required licenses, certifications, and clearance processes. This Agreement is further contingent upon the Contractor’s ability to obtain and maintain all required clearances, the ability to perform all essential job functions, and the ability to meet all site-specific requirements.

7. If Contractor breaches any of the terms of this Agreement or fails to fully perform the duties and responsibilities, Contractor may be subject to immediate disciplinary action by the City up to and

¹ This Employment Contract amends and supersedes the Employment Contract dated September 9, 2024, based on Contractor’s promotion to a Lead Student Advocate Supervisor – C.

including termination of 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 and supersedes all prior other Agreements between the parties. No other agreement, oral or otherwise, regarding the subject matter of this Agreement 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:

Stephanie Herdocia, City Clerk

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

_____, 2024

Assistant City Attorney
Orlando, Florida

WITNESSES:

CONTRACTOR:

Print Name: _____

Deidre Law

Print Name: _____

Exhibit A

09:37 AM
07/22/2024
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Overview

Overview

Inactive	No
View As Of	07/22/2024
Date of Last Change	04/26/2024 02:50:36.116 PM
Job Profile Name	Lead Student Advocate Supervisor - C
Job Code	XLSAS
Include Job Code in Name	No
Job Profile Summary	
Job Description	<p>Performs professional and supervisory work overseeing Lead Student Advocates to ensure a positive impact on the social, economic, and academic performance of children, youth, and young adults involved in Kidz Zone programs. Responsible for planning and coordinating the work of staff and providing ongoing support, supervision, and training to meet long-term department goals and objectives. Monitors the timely documentation and caseload progress of Lead Student Advocates, including collection and submission of all reports and documentation for compliance with grant and stated indicators. Assists in the development of programs and budget accountability for appropriate use of funds. Works with school administrators, staff, and legal guardians to monitor Lead Student Advocates' interactions with students and families regarding attendance, behavior, grades, and community/family needs to provide quality programming services. Must exercise discretion. Work is performed under the direction of the Manager. Performance is reviewed through reports submitted, meetings, and results achieved. Minimum Qualifications: Bachelor's Degree in Human Development, Psychology, Social Works, Education, or related field and three (3) years experience promoting the academic, social, or personal success of children, youth, and young adults including one (1) year in a responsible supervisor role required; or an equivalent combination of education, training, and experience. Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) required. Experience in the fields of child abuse, juvenile law, or volunteer program management preferred. A valid Florida Driver's License is required. Must pass a background check which includes a polygraph. May be required to work evenings, weekends, and holidays.</p>
Additional Job Description	
Job Title Default	
Restrict to Country	United States of America
Management Level	7 Supervisor
Job Family	Non_Bargaining
Job Category	
Job Classifications	2GX - Professional: Contracted Ees (EEO-4Job Categories-United States of America)
Work Shift Required	No
Public Job	Yes
Referral Payment Plan	

Compensation

Compensation Grade	NB110
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Compensation Grade Profile
Impacted Eligibility Rules

Business Process History

Business Process History				
Business Process	Effective Date	Initiated On	Completed On	Status
Edit Job Profile: Lead Student Advocate Supervisor - C	04/26/2024	04/26/2024 02:50:36 PM	04/26/2024 02:50:36 PM	Successfully Completed

Qualifications

Certifications

Certification				
Required	Country	Certification (Predefined)	Certification (Not Predefined)	Issuer (Not Predefined)
		Driver's License - State of Florida		

Competencies

Competencies		
Required	Competency	Target Rating

Competencies from Other Sources

Required	Competency	Target Rating	Source	Source Type
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Education

Education		
Required	Degree	Field of Study

Languages

Languages			
Required	Language	Ability	Proficiency

Responsibilities

Responsibilities

Required	Responsibility
	<p>KNOWLEDGE, SKILLS, AND ABILITIES:</p> <p>Knowledge of the City of Orlando's mission, goals, policies, procedures, and programs.</p> <p>Knowledge of inter-governmental coordination, business, faith, non-profit, neighborhood, and civic organizations, leaders, and programs.</p> <p>Knowledge of the Florida social services system.</p> <p>Knowledge of the Florida education system, including standardized testing and graduation requirements.</p> <p>Knowledge of issues related to youth programming, prevention programs, grant management, and event management.</p> <p>Knowledge of effective management practices and skills in leadership and supervision of staff.</p> <p>Knowledge of budget preparation and business math.</p> <p>Excellent project management and organizational skills.</p> <p>Excellent written and oral communications skills confident, articulate, and professional public speaker skills.</p> <p>Excellent computer software skills-Microsoft office, email/electronic, calendar, and data collection systems.</p> <p>Ability to manage multiple projects and meet hard deadline requirements.</p> <p>Ability to plan, direct, and review the work of others.</p> <p>Ability to analyze facts and exercise sound judgment in arriving at conclusions.</p> <p>Ability to present programs and ideas orally and in writing to public groups and civic organizations.</p> <p>Ability to establish and maintain an effective working relationship with City officials, employees, outside agencies, and the public.</p> <p>Ability to communicate with, supervise, and empower advocates to be effective in their roles.</p> <p>Ability to work cooperatively and effectively with diverse populations, including but not limited to differences in socioeconomic background, culture, race, religion, sexual orientation, disability, or gender.</p>

Required	Responsibility
	<p>Ability to serve as a mediator/negotiator and conflict resolution agent among parties with disparate objectives that are working together on common projects.</p> <p>Ability to operate a vehicle in a responsible and safe manner.</p> <p>Ability to work, nights, weekends, and holidays.</p>

Required	Responsibility
	<p>EXAMPLES OF WORK PERFORMED:</p> <p>Job Description Disclaimer: 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.</p> <p>Coordinates, schedules, and conducts staff meetings (training, review, expectations, updates, compliance, etc.)</p> <p>Monitors Lead Student Advocates caseload progress and documentation for compliance and accuracy of data collection, including student attendance, behavior, and grades.</p> <p>Responsible for data collection for student tracking, monitoring, and grant submission at a Kidz Zone Center.</p> <p>Represent the assigned Kidz Zone center on various work committees, to provide input, gain information, and ensure inclusion in various programs, projects, and activities across the community.</p> <p>Work with City Contracted providers to improve service quality.</p> <p>Assists in the development of programs and monitoring of programs and budgets to ensure fiscal accountability and effective use of funds.</p> <p>Assists in the development of Multidisciplinary team meetings on a bi-weekly, monthly, or bi-monthly basis with the youth and other supports of youth and families.</p> <p>Attends meetings and training as requested.</p> <p>Creates reports as needed.</p> <p>Performs other duties as may be assigned.</p>

Training
Training

Required	Training	Training Type	Description
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