

Office of Superintendent of Schools  
Board Meeting of June 23, 1999

June 21, 1999

Personnel Management and Services  
Nelson E. Diaz, Deputy Superintendent

**SUBJECT: APPOINT AND ASSIGN:  
MANAGER II, WELLNESS PROGRAM  
AND AMERICANS WITH DISABILITIES ACT SERVICES**

The following recommendation is made in accordance with the Miami-Dade County Public Schools/Dade County Schools Administrators' Association labor contract.

This open budgeted position is due to the promotion of the incumbent.

Ms. Donna A. Riley, currently an Educational Specialist, Region V Operations, is recommended for appointment to the open, budgeted position of Manager II, Wellness Program and Americans with Disabilities Act Services, pay grade 38, Office of Employee Support Programs. Ms. Riley received a Bachelor of Science Degree from the University of Miami, Coral Gables, Florida; and a Master of Science Degree from Barry University, Miami Shores, Florida. Since 1983 to the present, Ms. Riley has been employed by Miami-Dade County Public Schools as a teacher and an Educational Specialist, her current position.

This recommendation is the direct result of the Board-approved advertisement and selection process.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, appoint Ms. Donna A. Riley, currently an Educational Specialist, to the open budgeted position of Manager II, Wellness Program and Americans with Disabilities Act Services, pay grade 38, 12 months, and assign to the Office of Employee Support Programs effective June 24, 1999, or as soon thereafter as can be facilitated.

NED/vh

REPLACEMENT  
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