

Personnel Management and Services
Nelson E. Diaz, Deputy Superintendent

**SUBJECT: PROPOSED AMENDMENT OF BOARD RULE: FINAL READING
6GX1.4A-1.15, ASSIGNMENT, TRANSFER, AND APPOINTMENT -
EXECUTIVE LEVEL ADMINISTRATIVE POSITIONS**

**PROPOSED AMENDMENT OF BOARD RULE: FINAL READING
6Gx13-4A-1.16, ASSIGNMENT, TRANSFER, AND APPOINTMENT -
NON-SCHOOL SITE ADMINISTRATIVE POSITIONS**

**PROPOSED AMENDMENT OF BOARD RULE: FINAL READING
6Gx13-4A-1.161, ASSIGNMENT, TRANSFER, AND APPOINTMENT -
SCHOOL SITE ADMINISTRATIVE POSITIONS**

The School Board of Miami-Dade County, Florida, announced on July 14, 1999, its intention to amend Board Rules 6GX1.4A-1.15, Assignment, Transfer and Appointment - Executive Level Administrative Positions, 6Gx13-4A-1.16, Assignment, Transfer and Appointment - Non-School Site Administrative Positions, 6Gx13-4A-1.161, Assignment, Transfer and Appointment - School Site Administrative Positions and the document, Management Selection Procedures Manual, which is incorporated by reference and is a part of School Board Rules 6Gx13-4A-1.16 and 6Gx13-4A-1.161, at the meeting of August 25, 1999.

The Notices of Intended Action were published in the *Miami Daily Business Review* on July 19, 1999, posted in various places for public information, and mailed to various organizations, representing persons affected by the amended rules and to individuals requesting notification.

The time to request a hearing or protest the adoption of these rules has elapsed.

In accordance with the provisions of the Administrative Procedure Act, these amended rules are presented to The School Board of Miami-Dade County, Florida, for adoption and authorization to file the rules in the official records of The School Board of Miami-Dade County, Florida.

Attached are the Notices of Intended Action and the amended rules. Changes from the current rule are indicated by underscoring words to be added and ~~striking through~~ words to be deleted.

Copies of the document, Management Selection Procedures Manual, will be forwarded to the School Board Members under separate cover prior to the School Board Meeting of August 25, 1999, and will be made available for inspection by the public in the Office of Board Recording Secretary, Room 924, and the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, adopt amended Board Rules 6GX1.4A-1.15, Assignment, Transfer and Appointment - Executive Level Administrative Positions, 6Gx13-4A-1.16, Assignment, Transfer and Appointment - Non-School Site Administrative Positions, 6Gx13-4A-1.161, Assignment, Transfer and Appointment - School Site Administrative Positions, and the document, Management Selection Procedures Manual, which is incorporated by reference and is a part of School Board Rules 6Gx13-4A-1.16, and 6Gx13-4A-1.161, and authorize the Superintendent to file the rules with The School Board of Miami-Dade County, Florida, to be effective August 25, 1999.

NED:vh

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on July 14, 1999, its intention to amend Board Rule 6Gx13- 4A-1.15, Assignment, Transfer and Appointment – Executive Level Administrative Positions, at its meeting of August 25, 1999.

PURPOSE AND EFFECT: The amended rule outlines specifically the eligibility requirements and procedures to be followed in the selection of non-school site administrators.

SUMMARY: The rule provides guidelines for the selection of executive level administrators.

SPECIFIC AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: 230.22(2); 230.23(17) F.S.

LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC: 230.23(5)(a); 230.33 (7) (a) and (c); 231.02 F.S.

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF August 25, 1999, which begins at 1:00 p.m. in the School Board Auditorium, 1450 N.E. Second Avenue, Miami, Florida 33132. Persons requesting such a hearing, or who wish to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a low cost regulatory alternative as provided by Section 120.541(1) F.S., must do so in writing by August 9, 1999, to the Superintendent of Schools, Room 912, at the same address.

ANY PERSON WHO DECIDES TO APPEAL THE DECISION made by The School Board of Miami-Dade County, Florida, with respect to this action, will need to ensure the preparation of a verbatim record of the proceedings, including the testimony and evidence upon which the appeal is based. (Section 286.0105, Florida Statutes)

A COPY OF THE PROPOSED AMENDED RULE is available for inspection and copying at cost by the public in the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.

Originator: Mrs. Patricia Parham
Supervisor: Mr. Nelson E. Diaz
Date: June 30, 1999

Permanent Personnel

ASSIGNMENT, TRANSFER, AND APPOINTMENT — EXECUTIVE LEVEL ADMINISTRATIVE POSITIONS

The Superintendent of Schools may use the prerogative of the position in determining the qualifications preferred, except as may be established by State law and Board policy, and the procedures deemed appropriate for interviewing and selecting qualified candidates to be submitted to the Board for assignment, transfer, and/or appointment to the executive level positions identified below.

Executive level administrative positions are:

Deputy Superintendent of Schools;

Deputy Superintendent or equivalent pay grade;

Associate Superintendent or equivalent pay grade;

Assistant Superintendent or equivalent pay grade.

Specific Authority: 230.22 (2); 230.23(17) F.S.

Law Implemented, Interpreted, or Made Specific: 230.22(5)(a) and (f); 230.33(7)(a);
231.02 F.S.

History

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

Repromulgated: 12-11-74

Technical Changes: 12-11-96

Amended: 5-21-97

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on July 14, 1999, its intention to amend Board Rule 6Gx13- 4A-1.16, Assignment, Transfer and Appointment – Non-School Site Administrative Positions, at its meeting of August 25, 1999.

PURPOSE AND EFFECT: The amended rule outlines specifically the eligibility requirements and procedures to be followed in the selection of non-school site administrators.

SUMMARY: The rule provides guidelines for the selection of non-school site administrators.

SPECIFIC AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: 230.22(2); 230.23(17) F.S.

LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC: 230.23(5)(a); 230.33(7) (a) and (c); 231.02 F.S.

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF August 25, 1999, which begins at 1:00 p.m. in the School Board Auditorium, 1450 N.E. Second Avenue, Miami, Florida 33132. Persons requesting such a hearing, or who wish to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a low cost regulatory alternative as provided by Section 120.541(1) F.S., must do so in writing by August 9, 1999, to the Superintendent of Schools, Room 912, at the same address.

ANY PERSON WHO DECIDES TO APPEAL THE DECISION made by The School Board of Miami-Dade County, Florida, with respect to this action, will need to ensure the preparation of a verbatim record of the proceedings, including the testimony and evidence upon which the appeal is based. (Section 286.0105, Florida Statutes)

A COPY OF THE PROPOSED AMENDED RULE is available for inspection and copying at cost by the public in the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.

Originator: Mrs. Patricia Parham
Supervisor: Mr. Nelson E. Diaz
Date: June 30, 1999

Permanent Personnel**ASSIGNMENT, TRANSFER, AND APPOINTMENT – NON-SCHOOL SITE ADMINISTRATIVE POSITIONS**

This Board rule establishes procedures for the selection of candidates for positions on the Management Compensation and Classification Plan, other than principal, assistant principal and executive level administrative positions as covered in Board Rules 6Gx13- 4A-1.15 and 1.161. Vacancies in these positions will be advertised except as stated in this Board rule, and except when, at the discretion of the Superintendent of Schools, alternative selection procedures which are part of a Board-approved pilot program are instituted for a specified period of time.

The Superintendent of Schools shall establish a thirteen member citizens' oversight committee to review and render advice to the Superintendent of Schools on the impact and implementation of this Rule and Rule 6Gx13- 4A-1.161. The committee shall be comprised of Miami-Dade County residents with experiences such as selection procedures, management, equal employment practice, and/or assessment strategies and other citizens with broad interest/involvement in public education. Nine members are to be appointed by School Board members, one by each member, and four by the Superintendent of Schools. The members will serve staggered three-year terms.

I. Procedures for Requesting a Vacancy to be Announced

Administrative heads of bureaus, regions, offices, divisions and departments will use the following procedure to request that a vacancy be announced.

- A. Complete a "Request to Advertise and Fill An Open Administrative Position" form and send it to the Deputy Superintendent, Personnel Management and Services.
- B. Review and prepare recommendations for updating the job description of the position to be advertised, including qualifications, responsibilities and major duties, which must be forwarded to the Division of Wage and Salary Administration for revisions, if necessary.
- C. The Executive Director/Supervisor, Management Selection, will be responsible for determining that the position to be filled is authorized and budgeted.

A Board-approved procedures manual setting forth procedures and practices employed to implement this rule shall be maintained by the Management Selection in Personnel Management and Services. This manual, entitled **Management Selection Procedures Manual**, is incorporated by reference in this rule and is a part hereof. This procedures manual is on file in the Board Office, the Citizen Information Center, and the Office of the School Board Clerk and shall be available for review by any party interested in the Miami-Dade County Public Schools' management selection process.

II. Formal Selection Procedures

- A. The announcement of vacancies will state job-related qualifications for the positions, including certification, education, and other experiential requirements. These announcements will be distributed to bureaus, regions, offices, school centers, divisions, and departments. When appropriate, announcements also will be sent to university placement agencies and to other sources outside the school system that are potential resources for recruitment of qualified personnel. The announcements will specify the application procedures.

Application forms specifying the data an applicant must submit shall be developed and updated, when necessary, by the Executive Director, Management Selection. An applicant shall be any person submitting properly completed application forms and meeting the qualifications as stated in the announcement.

Security and credential checks will be made by the Executive Director/Supervisor, Management Selection, on all persons scheduled to be appointed prior to the date of the School Board meeting.

When a position is advertised nationally, there will be three levels of applicant screening.

Level #1 There is a screening of applications to determine those applicants who meet the published qualifications.

Level #2 There is a second screening of applications to determine those applicants whose combination of

training and experience most closely match the published qualifications for the position and who will be included in the Level III telephone screening.

Level #3 There is a screening of selected applicants by telephone, conducted by the Interview Committee.

B. The Interview Committee will review the applications and results of the telephone screening and will select applicants for oral interviews.

C. The Executive Director/Supervisor, Management Selection, or designee will be responsible for securing the nomination of persons to serve on pre-screening and oral interview committees for each position. Nominations shall be from a list of persons trained in selection and interview procedures. Each bureau or office head will designate persons to be trained for screening and interview committees. The immediate supervisor for the open position shall serve on the Interview Committee, if available.

D. Management Selection will convene the Interview Committee. The Interview Committee shall be constituted as follows:

- three members from the affected bureau, office, or division;
- one school site administrator (principal or assistant principal according to the level of position);
- one district or region office administrator selected by the Superintendent of Schools or designee; and
- the Executive Director/Supervisor, Management Selection, or designee (non-voting).

E. The Executive Director/Supervisor, Management Selection, or designee will be responsible for notifying committee members of the date, time, and place for pre-screening and interviews, scheduling the applicants to be interviewed, and conducting the interviews.

F. At the conclusion of the interviews, the Interview Committee will identify a minimum of two finalists. If the

Interview Committee cannot identify a minimum of two finalists, the Deputy Superintendent for School Operations and Superintendent of Schools will be notified that an appropriate selection cannot be made. When a minimum of two finalists are identified, the names and records will be forwarded to the Review Committee by Management Selection. If the Interview Committee identifies one finalist, the name of the applicant will be maintained in the records for that position as a finalist. Upon completion of the re-advertised interview, when at least one additional finalist is identified, the names of all finalist applicants from both interviews will be forwarded to the Review Committee.

The Review Committee, consisting of the supervising bureau, office, division, or department head and at least two other ranking administrators, will examine all interview data, interview each finalist. The review committee will select one candidate to be recommended to the Superintendent of Schools. The name and records of the recommended candidate will be forwarded to Management Selection to initiate reference checks and drug testing as necessary.

After clearance, Management Selection will forward the name and records of the recommended candidate to the Superintendent of Schools for review and approval. The Superintendent of Schools will approve the recommendation of the Review Committee or select another finalist to be recommended to the Board for appointment. Management Selection will prepare the summary packet and submit it to the Assistant Superintendent, Professional Development and Career Advancement. After review, summary packet will be forwarded to the Senior Executive Director, Personnel Management and Services, who will be responsible for preparing the formal recommendation of the Superintendent of Schools for approval by the School Board.

- G. All applicants for the position are to be notified in writing within a reasonable time by the Executive Director, Management Selection, of the results of the interviews. This notification will offer the applicant interviewed and not selected as finalist an opportunity to schedule a career counseling conference. The purpose of this

career counseling conference will be to provide the applicant with any available information that may assist in his/her future professional development.

Finalist applicants not selected for the position will be notified immediately by telephone by the Executive Director, Management Selection, or designee and in writing within a reasonable time. The applicant selected will be apprised of the recommendation by the supervising administrator or designee.

III. Appointment of Temporary Administrators

Subject to the approval of the School Board, the Superintendent of Schools may fill any administrative vacancy which occurs as the result of an emergency situation of an indeterminate length.

In the event of a sudden or unexpected vacancy in an administrative position, the Superintendent of Schools may fill the position immediately with a temporary appointment and report the action taken to the School Board for approval at the next regularly scheduled School Board meeting.

When an administrative position is open and formal selection procedures are anticipated, the Superintendent of Schools may make a temporary appointment to a position to assure continuity of services while the interview and selection process is are being conducted.

When it is anticipated that an administrative position will be vacant for a specified period of time not to exceed one year, the position may be filled by a temporary administrator for the duration of the vacancy. At the termination of this period, the temporary administrator shall revert to his/her former status unless otherwise appointed or assigned.

Temporary appointments to administrative vacancies shall continue in effect until the return of the incumbent or until the position is filled through the formal selection procedures in this rule. Temporary appointments may be made for an indeterminate time or a specified period of time not to exceed one year.

Administrators taking official leave for one year or less may return to the position to which they were previously assigned. When administrators on official leave extend their leave period beyond one year, the vacant position will be permanently filled.

IV. Upon recommendation of the Superintendent of Schools and approval of the School Board, administrative vacancies may be filled by the following procedures:

A. Lateral Transfers

Administrative vacancies may be filled by lateral transfer of a member of the staff providing that:

1. the staff member's position is of the same pay grade as the vacancy;
2. the staff member meets the qualifications of the vacant position;
3. the administrative head of the bureau, region, division, office, or department requests the position be filled by a lateral transfer; and
4. the Superintendent of Schools recommends and the School Board approves the lateral transfer.

B. Career Re-Direction

Administrators who meet all qualifications for an administrative position may apply for career re-direction to a position at a lower pay grade. If approved by the Superintendent of Schools, it will be presented to the School Board for appointment as a request for "Career Re-Direction."

C. Direct Appointments

Upon the recommendation of the Superintendent of Schools, with the approval of the School Board, an administrative vacancy may be filled by a direct appointment of an individual who has demonstrated the specific qualifications and background applicable to the position.

The authority for direct appointments shall be exercised when necessary, i.e., as a result of reorganization, in cases of leaves or emergency needs, reassignment of personnel within district or region offices, or when the

Interview Committee advises that it cannot make an appropriate selection.

D. Administrative Re-assignment

The Superintendent of Schools may recommend to the School Board administrative re-assignments for the most effective deployment of personnel.

V. The Assistant Superintendent, Professional Development and Career Advancement, shall monitor and regularly advise the Superintendent of Schools regarding the impact of these selection procedures on equal employment opportunity.

Specific Authority: 230.22 (2); 230.23(17) F.S.

Law Implemented, Interpreted, or Made Specific: 230.23 (5) (a) (f);
230.33 (7) (a) and (c); 231.02 F.S.

History

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

Repromulgated: 12-11-74

Amended: 3-8-78; 1-20-82; 7-11-84; 3-20-85; 1-8-86; 6-25-86; 6-10-87;
7-13-88; 5-17-89, 5-21-97

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on July 14, 1999, its intention to amend Board Rule 6Gx13- 4A-1.161, Assignment, Transfer and Appointment – School Site Administrative Positions, at its meeting of August 25, 1999.

PURPOSE AND EFFECT: The amended rule outlines specifically the eligibility requirements and procedures to be followed in the selection of school site administrators.

SUMMARY: The rule provides guidelines for the selection of school site administrators.

SPECIFIC AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: 230.22(2); 230.23(17) F.S.

LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC: 230.23(5)(a) and (f); 230.33(7) (a) and (c); 231.02; and 231.085 F.S.

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF August 25, 1999, which begins at 1:00 p.m. in the School Board Auditorium, 1450 N.E. Second Avenue, Miami, Florida 33132. Persons requesting such a hearing, or who wish to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a low cost regulatory alternative as provided by Section 120.541(1) F.S., must do so in writing by August 9, 1999, to the Superintendent of Schools, Room 912, at the same address.

ANY PERSON WHO DECIDES TO APPEAL THE DECISION made by The School Board of Miami-Dade County, Florida, with respect to this action, will need to ensure the preparation of a verbatim record of the proceedings, including the testimony and evidence upon which the appeal is based. (Section 286.0105, Florida Statutes)

A COPY OF THE PROPOSED AMENDED RULE is available for inspection and copying at cost by the public in the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.

Originator: Mrs. Patricia Parham
Supervisor: Mr. Nelson E. Diaz
Date: June 30, 1999

Permanent Personnel**ASSIGNMENT, TRANSFER, AND APPOINTMENT – SCHOOL SITE ADMINISTRATIVE POSITIONS**

The principalship and assistant principalship (vice principalship as appropriate) are key management positions essential to the operation of a responsive, effective, and efficient school district. The selection and development of the best available persons for these key positions are in the public interest.

School site administrative vacancies will be filled through the procedures set forth in this Board Rule except in limited situations provided under this Rule and except when, at the discretion of the Superintendent of Schools, alternative selection procedures which are part of a Board-approved pilot program are developed and instituted for a specified period of time.

The Superintendent of Schools shall establish a thirteen member advisory committee, known as the Management Selection Advisory Committee, to review and render advice to the Superintendent of Schools on the impact and implementation of this Board Rule and Board Rule 6Gx13- 4A-1.16. The committee shall be comprised of Miami-Dade County residents with experiences such as selection procedures, management, equal employment practice, and/or assessment strategies and other citizens with broad interest/involvement in public education. Nine members are to be appointed by School Board members, one by each member, and four by the Superintendent of Schools. The members will serve staggered three-year terms.

I. Identification of Eligible Candidates for School Site Administrative Positions

The Leadership Assessment Process (LAP) identifies eligible candidates for school site administrative positions through a comprehensive and objective system of screening, assessment, and selection. The LAP involves candidates in a highly structured interview as well as an in-basket activity. Candidates must be successful in meeting established standards in the structured interview and in the in-basket activity to be eligible to interview for an assistant principal position.

Application forms for the LAP specifying the data an applicant must submit shall be developed and updated by Management Training. An applicant shall be any eligible person submitting properly completed application forms as set forth in this Rule.

Advertisements for LAP applicants for assistant principal shall be for the generic position and shall occur a minimum of two times per year.

The Senior Executive Director, Management Training, shall submit to the Executive Director, Management Selection, the names and assessment results of all applicants who successfully complete the LAP for placement on the Assistant Principal Eligible Candidate Roster (ECR). The names and assessment results of those applicants who did not meet the established standards shall be maintained by Management Training.

Applicants who are not successful in meeting the established standards for assessing leadership potential through the LAP will be eligible for reassessment after two years if recommended professional development activities and follow-up career counseling have been completed. The Senior Executive Director, Management Training, shall review LAP results with those applicants who did not meet the established standards. Further assistance shall be provided by exploring alternate career paths and reviewing additional professional development opportunities available, e.g., Miami-Dade County Public Schools (M-DCPS) Management Academy classes, university courses, self study, attendance at relevant meetings, seminars, and/or conferences.

II. Entry Requirements/Selection and Appointment Procedures

The State Board of Education requires that principal appointees hold a Level-2 School Principal certification. Pursuant to State Board of Education Rule 6A-4.0083, new principal appointees are assigned as interim subject to completion of the state and local required program for issuance of Level-2, a School Principal Certificate. Interim principals will be selected/appointed pursuant to the procedures described in this Rule at pay grade 45.

The district established as of July 1, 1986, a principalship internship program for Assistant Principals - the Executive Training Program (ETP), to ensure availability of qualified/certified principals. Participants in the ETP will be selected pursuant to the procedures described in this Rule.

M-DCPS Miami-Dade County Public Schools entry requirements for the principalship and the assistant principalship are comprised of the following:

A. Assistant/Vice Principalship Applicants

1. Earned Master's Degree or Vocational Education Director for Vice Principalship of Vocational Technical School positions.
2. Valid Florida Educator's Certificate in Administration or Administration /Supervision, School Principal at the appropriate level, i.e., elementary, secondary, adult, vocational, or Educational Leadership as required by State Board of Education Rule.
3. Three complete years of successful instructional experience.

4. Past performance as reflected in acceptable evaluations for the last three years and recommendation for the position from the immediate supervisor.
5. Successful completion of Management Assessment Center or LAP.

The Superintendent of Schools or designee shall have these requirements reviewed every three years.

B. Principalship Applicants

1. Earned Master's Degree or Vocational Education Director for Principalship of Vocational Technical School positions.
2. Valid Florida Educator's Certificate, with certification in Educational Leadership, Administration or Administration/Supervision, or School Principal at the appropriate level, i.e., elementary, secondary, adult, vocational, as required by State Board of Education Rule.
3. For regular appointment to the principalship, ~~and reclassification to pay grade 47, Level 2 a~~ School Principal Certificate and a successful year of service in the district as an interim principal.
4. Three complete years school site administrative experience. In the case of special technical centers where no applicants meet the administrative experience requirement, this requirement may be waived.
5. Last three years' evaluation ratings of at least "Exceeds Performance Expectations" before ~~1997~~ 1998 and "~~Meets High Commendable Performance Standards~~" beginning with ~~1997~~ 1998-99 school year and recommendation for the position from immediate supervisor. Applicants who do not meet this requirement must have approval for a waiver from the Superintendent of Schools or designee.
6. Successful completion prior to appointment of one or both years of the State/Board Approved Executive Training Program. When deemed by the Superintendent of Schools to be necessary and in the best interest of the students of the school, an individual who holds a certificate in educational leadership, administration or administration/supervision, school principal certificate, including experienced out-of-state and out-of-county principals as provided by Section 231.0861 (4), Florida Statutes, may, on the basis of objective screening and appointment procedures as provided in Section 231.0861, Florida Statutes, be appointed as an interim principal (~~pay grade 45~~) for a period not to exceed one year. During this year, the individual must successfully demonstrate above average performance of

the duties of the principalship as provided in State Board of Education Rule 6A-4.0083.

7. Eligible applicants for the principalship must have all qualifications/credentials "in hand" by the established deadline.

III. Formal Selection Procedures

- A. The generic announcement of opportunity for advancement to school site administrator positions will state:
 1. the minimum educational, certification, and experiential requirements;
 2. a list of the broad areas in which candidates will be assessed;
 3. the purpose of the assessments to be made and an explanation of the consequences of acceptable and unacceptable assessments as set forth in this Rule; and
 4. the application procedures and related information.
- B. Generic announcements will be distributed to bureaus, regions, offices, school centers, divisions, and departments. Announcements will be sent also to university placement agencies and other sources outside the school system that are potential resources for recruitment of qualified personnel.

A Board-approved procedures manual setting forth procedures and practices employed to implement this Rule shall be maintained by Management Selection in Personnel Management and Services. This manual, entitled **Management Selection Procedures Manual**, is incorporated by reference in this Rule and is a part thereof.

This ~~P~~rocedures ~~M~~anual is on file in the ~~Board-Office~~ Office of Board Recording Secretary, the Citizen Information Center, and the Office of the School Board Clerk and shall be available for review by any party interested in Miami-Dade County Public Schools' management selection process.

- C. Persons who meet the requirements as stated in this Rule may apply for principalship or assistant principalship positions. Applications should be forwarded to Management Selection, Attention: Executive Director.

Upon receipt of an application, the Executive Director, Management Selection, will verify the educational and experiential qualifications of the applicant.

Persons with experiential, certification, and/or educational deficiencies will be notified in writing that they are not eligible for acceptance until the deficiency is remedied.

- D. The Senior Executive Director, Management Training, shall gather objective information on the applicant's management potential through the LAP. Leadership Assessment Process cycles shall be scheduled by Management Training a minimum of twice each year. Additional cycles will be scheduled for any position when the ECR is depleted.

For Assistant Principalship Applicants

Management Training shall submit names of applicants who meet the established standards for the assistant principalship to Management Selection for inclusion on the ECR. Separate rosters shall be maintained by Management Selection for each level of school site administration for which the candidate is certified.

Applicants are required to update their files annually by submitting a copy of their Annual Evaluation to Management Selection on or before July 1 each year that they are on the ECR. Applicants who fail to submit required annual evaluations shall have their names removed from the ECR until such annual evaluation is submitted.

Persons on the ECR are responsible for notifying Management Selection in writing when they have had a change of address and/or telephone number.

Applicants who meet the established standards shall be listed in alphabetical order on the Assistant Principal ECR for each type/level of school site administrative position for which they qualify. Opportunities for management training will be made available for candidates on this roster by Management Training.

Persons may remain on the ECR for a four-year period. The four-year period shall end on September 1, following the fourth complete year on the list. Persons not appointed shall be entitled to a career counseling session. At the end of the four-year period, candidates not appointed to a school site position must reapply and be reassessed in management potential.

Persons included on the ECR shall have no guarantee of employment in managerial positions covered by this Rule.

When a vacancy in a school site position exists or is anticipated, that vacancy will be announced via electronic mail to all work locations. Eligible candidates wishing to be considered for a lateral transfer to the announced vacancy must notify Management Selection by telephone with a written

request to follow within three working days of the announcement deadline. Lateral requests will be reviewed by the Superintendent of Schools or designee prior to initiating the selection process.

All applicants on the appropriate ECR will be notified of each vacancy as it occurs. Upon notification, the decision to be interviewed or not to be interviewed for that vacancy will be determined by the applicant.

When an ECR is depleted or fails to produce enough applicants to conduct an oral interview, the Executive Director, Management Selection, will consult with the Deputy Superintendent, Personnel Management and Services, ~~for approval to advertise the position districtwide by Professional Advancement job fliers. Applicants who meet established qualifications in this Rule shall be scheduled for oral interviews for that position.~~

Assistant principalship applicants who are placed on prescription because of deficient performance or are under disciplinary restriction shall have their names removed from the Eligible Candidate Roster. Such applicants may be reinstated during the open assessment cycle of the following year if their annual evaluation is judged acceptable for that year. Applicants who receive an unacceptable evaluation at the end of that year shall be excluded from the assessment process until they have received acceptable annual evaluations for three consecutive years.

For Principalship Applicants

Applicants who meet the established standards shall be listed in alphabetical order on the ~~Executive Training Program (ETP) Eligible Candidate Roster~~ ECR and will be eligible to interview for the ETP. Opportunities for management training will be made available for candidates on this roster by Professional Development and Career Advancement.

Persons may remain on the ETP ~~Eligible Candidate Roster~~ ECR for a four-year period. The four-year period shall end on September 1, following the fourth complete year on the roster. Persons not accepted into the ETP shall be entitled to career counseling service. At the end of the four-year period, candidates not accepted will be required to complete a professional development plan designed to enhance leadership skills and address areas of weakness before reapplying for the ~~Leadership Assessment Process (LAP)~~. Successful completion of the LAP entitles the candidate to be reinstated on the ECR for four additional years provided the candidate has maintained "Exceeds Performance Expectations" before 1998 and/or "Meets High Commendable Performance Standards" beginning with the 1998-99 school year on the performance evaluation.

Principalship applicants who do not meet performance standards and who are required to complete a written Performance Improvement Plan shall have their names removed from the ECR. Such applicants may be reinstated during the open assessment cycle of the following year if their annual evaluation is judged "Exceeds Performance Expectations" before 1998 and/or "Meets High Commendable Performance Standards" for that beginning with the 1998-99 school year. Applicants who receive a performance appraisal less than "Exceeds Performance Expectations" or "Meets High Commendable Performance Standards" at the end of the year shall be excluded from the assessment process until they have received "Exceeds Performance Expectations" or "Meets High Commendable Performance Standards" annual evaluations for three consecutive years.

E. Interview Committee

Management Selection will convene the Interview Committee whose ethnic/gender balance shall be representative of groups served by M-DCPS. The Interview Committee shall be constituted as follows:

for principal

- Region Operations representative
- one principal
- one district office administrator selected by the Superintendent of Schools or designee
- two teachers elected by total faculty of affected school (must have satisfactory performance evaluations for the past three years)
- the Executive Director, Management Selection, or designee (non-voting)

for assistant principal

- Region Operations representative
- the school principal
- one district office administrator selected by the Superintendent of Schools or designee
- two teachers elected by total faculty of affected school (must have satisfactory performance evaluations for the past three years)
- the Executive Director, Management Selection, or designee (non-voting)

The Interview Committee will meet at a time and place determined by Management Selection to review the records of all persons to be interviewed. The records shall include all assessment data, prior evaluations, references, and resumes of the candidates. All persons on the appropriate ECR who have expressed a desire to be interviewed shall be scheduled for oral interview.

The structured oral interview shall include questions assessing the candidate's preparation and judgment regarding criteria relevant to the job vacancy. The Executive Director, Management Selection, or designee (non-voting) shall chair all oral interview committees and determine uniform interview procedures to be used with all candidates.

The Interview Committee will identify a minimum of two finalists. If the Interview Committee cannot identify a minimum of two finalists, the Superintendent of Schools will then determine the method to be used to fill the open position. The Superintendent may elect to re-advertise the position from the ECR, districtwide or make a direct appointment. If the Interview Committee identifies one finalist, the name of that applicant will be maintained in the records for that position as a finalist. Upon completion of the re-advertised interview, when at least one additional finalist is identified, the names of all finalist applicants from both interviews will be submitted to the Superintendent's Review Committee.

Management Selection will forward the finalists' names and records to the Superintendent's Review Committee, consisting of the appropriate Deputy Superintendent or designee, the appropriate Region/Associate/Assistant Superintendent, and one teacher from the affected school. The Review Committee will examine all interview data, interview each finalist and make a recommendation to the Superintendent of Schools.

F. Superintendent's Review Committee

Management Selection will convene the Review Committee whose ethnic/gender balance shall be representative of groups served by M-DCPS. The Review Committee shall be constituted as follows:

for School Operations

- Deputy Superintendent, School Operations (or designee)
- affected Region Superintendent(s), Region Operations
- one teacher – elected by total faculty of the affected school (must have satisfactory performance evaluations for the last three years)

for Education

- Deputy Superintendent, Education (or designee)
- appropriate Associate/Assistant Superintendent
- one teacher – elected by total faculty of the affected school - (must have satisfactory performance evaluations for the past three years)

For *Adult, Vocational, and Community School* positions, the appropriate district director or supervisor will be a member of this committee.

Designees may be used when the absence of a committee member will result in an unreasonable delay in selection.

- G. The Superintendent of Schools will review all interview data and make the final recommendation to the School Board. All new principalship appointments will be interim (State Board of Education Rule 6A-4.0083).
- H. Refusal of an assignment shall constitute removal from the ECR. An applicant may appeal in cases of extreme hardship.
- I. The Deputy Superintendent, Personnel Management and Services, through Management Selection, will be responsible for preparing the formal recommendation of the Superintendent of Schools for placement before the School Board.

Candidates interviewed by the Interview Committee and not selected as finalists will be notified in writing by Management Selection. Finalist candidates not selected will be notified immediately by the Executive Director, Management Selection, or designee, and in writing within a reasonable time. The notification will offer the applicant an opportunity to schedule a career counseling conference with the Executive Director, Management Selection, or designee.

IV. Appointment of Temporary Principals, Temporary Assistant Principals

When it is determined that a principalship or assistant principalship will be vacant for either an indeterminate time or a specified period of time not to exceed one year, the position will be filled by a temporary principal or temporary assistant principal, respectively, for the duration of the vacancy. The selection shall be recommended to the Superintendent of Schools from the ECR by the appropriate Deputy Superintendent, when the vacancy is anticipated to be six months or less. If the temporary position is an assistant principalship, the principal of the affected school shall be consulted.

When the vacancy is expected to extend over six months, but less than a year, the appropriate Region/Associate/Assistant Superintendent shall examine the appropriate ECR and recommend to the appropriate Deputy Superintendent at least two persons to consider for appointment to the open temporary position. The appropriate Region/Associate/Assistant Superintendent or designee will conduct a Review Committee interview. The Review Committee for temporary principal will consist of the appropriate Associate Superintendent, the appropriate Assistant Superintendent, and one teacher elected by the total faculty of the affected school (must have satisfactory evaluations for the past three years). The Review Committee, whose ethnic/gender balance shall be representative of

groups served by M-DCPS, for temporary assistant principal will include the previously cited positions and will also include the principal of the affected school. The committee shall send its recommendation to the Superintendent of Schools for consideration for recommendation to the School Board.

The Superintendent of Schools may fill the position immediately with a temporary principal or temporary assistant principal from the ECR, pending action at the next regular scheduled School Board meeting. ~~Any temporary appointment to the position of principal shall be a pay grade 45.~~ Temporary appointments to principalship or assistant principalship vacancies shall continue in effect until the return of the incumbent, but no longer than a year, at which time the position shall be filled through the formal selection procedures stated in this Rule. Upon the return of the incumbent to his/her position the person appointed to the temporary principalship or assistant principalship will revert to his/her former status unless otherwise assigned.

Assistant principal positions purchased from discretionary funds will be designated as a purchased annual temporary position. A person occupying a purchased annual temporary position will revert to his/her former status at the end of the fiscal year unless otherwise assigned. Purchased annual temporary positions will be filled using the formal selection procedures stated in this Rule, unless the position is for less than a year, in which case the procedure stated above may be utilized.

V. Appointment of Interim Principals

All regular assignments of new principals will be interim appointments. Principals appointed as interim must be under the direction and observation of a designated supervisor and a principal serving as a mentor, serve a full calendar year as principal, and complete the state and district required training program specified in State Board of Education Rule 6A-4.0083, before being considered for regular assignment to the position as reflected in the **District Human Resource and Management Development Plan**.

Pursuant to the interim principal's successful completion of requirements stipulated in State Board of Education Rule 6A-4.0083, as supported by the District's performance appraisal system, and serving successfully as principal for a full calendar year, the Superintendent of Schools shall recommend to the Florida Department of Education the issuance of ~~Level 2~~ a School Principal Certificate, and the position shall be reclassified to Principal.

Interim principals who are not recommended for ~~Level 2~~ a School Principal certification and consequently not eligible for appointment to a regular principalship will be reassigned to the last position (or, if not available, a comparable position of the same pay grade) where acceptable performance was experienced.

VI. Selection of Principals (Interns)

To ensure availability of qualified/certified principal applicants, the district has established a principal internship program – the Executive Training Program (ETP). Participants in the ETP are made up of Associate Interns and Interim Principals. They will be selected pursuant to the procedures described in this Rule.

VII. Principalship and Assistant Principalship Vacancies Will Be Filled by the Foregoing Procedures Except as Follows:

A. Lateral Transfers: Any permanently appointed administrator in the same pay grade as the vacant position and who meets the qualifications of the vacant position may be considered for a lateral transfer. A district or region office administrator who has not had prior school site experience must successfully complete the LAP. Lateral requests for principal and assistant principal positions shall be accepted by Management Selection as openings are announced.

Lateral transfer requests will be considered prior to administering the interview process.

Except in instances when a lateral transfer is a direct recommendation of the Superintendent, an interview committee shall be convened and will include the appropriate Associate/Assistant Superintendent, Region Superintendent or designee, the Lead Principal, one teacher elected by the total faculty of the affected school (must have satisfactory evaluations for the past three years), and the principal of the affected school for assistant principal positions. The Region/Associate/Assistant Superintendent will make a recommendation through the designated administrative line of authority to the Superintendent.

In those instances when a lateral transfer is a direct recommendation of the Superintendent, the candidate being recommended will meet with the appropriate faculty representatives of the affected school. This meeting will be conducted to orient the Principal or Assistant Principal to the concerns of the faculty.

Upon the recommendation of the Superintendent of Schools and with the approval of the Board, lateral requests may be considered as follows:

For Principalship

1. a principal who has requested a lateral transfer;

2. district or region office administrators of the same pay grade and who have prior school site experience; and
 3. an administrative reassignment (i.e., to a principalship of a school at another level).
- B. Out-of-system experienced principals and assistant principals, with past three years' annual evaluation rating of above average or equivalent, shall be eligible to request and to be considered for lateral transfers to like positions and, when appointed, will be required to serve one calendar year as interim assistant principals or interim principals while the required performance assessments of basic and high performing competencies are completed. Out of state experienced principals and assistant principals must first acquire certification in Florida and successfully complete the LAP prior to determining eligibility for the ECR.

C. Career Re-direction

Administrators who meet all qualifications for an administrative position may apply for career re-direction to a position at a lower pay grade. If approved by the Superintendent of Schools, it will be presented to the School Board for appointment as a request for "Career Re-direction."

D. Administrative Reassignment

The Superintendent of Schools may recommend to the Board administrative reassignments for the most effective deployment of personnel.

E. Direct Appointment

The Superintendent of Schools may recommend to the Board a principalship or assistant principalship vacancy be filled by the direct appointment of an individual who has demonstrated the specific qualifications and background applicable to the position.

The authority for direct appointments shall be exercised where necessary, i.e., as a result of reorganization, in cases of leaves or emergency needs, reassignment of personnel from region and district offices, career incumbents serving as interim when placed in positions permanently, when the Interview Committee advises that an appropriate selection cannot be made because the ECR has been exhausted, or no applicant has applied to be interviewed or when the Superintendent of Schools deems it in the best interest of the school system.

District or region office administrators with prior school site experience may be directly appointed to open and budgeted assistant principal or principal positions.

F. Career Alternative Assignments

To promote the development of productive career alternatives, the Superintendent of Schools may authorize a temporary and voluntary exchange of assignments between school site, region and/or district office personnel. Such exchanges shall be special assignments for a time set by the Superintendent of Schools. There shall be no loss of compensation as a result of such special assignments.

VII. Assignment Priority

Principalships and assistant principalships will be filled according to the following priorities before a vacancy is filled from the ECR:

- A. principals or assistant principals returning from official leave;
- B. principals or assistant principals whose school assignment have been terminated because of a phase-out of the school or a decrease in enrollment, including those assistant principals whose positions have been purchased from local school funds;
- C. principals or assistant principals with satisfactory performance requesting lateral transfer; and
- D. other qualified administrators of equal rank who have demonstrated satisfactory performance.

IX. Equal Opportunity Employment

The Deputy Superintendent, Personnel Management and Services, shall monitor and regularly advise the Superintendent of Schools regarding the impact of these selection procedures on equal employment.

Specific Authority: 230.22 (2); 230.23(17) F.S.
Law Implemented, Interpreted, or Made Specific:

230.23 (5)(a) and (f); 230.33 (7)(a)
and (c) ; 231.02; 231.085 F.S.

History

New: 5-21-97

Amended:

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA