

Office of Superintendent of Schools  
Board Meeting of April 12, 2000

March 22, 2000

Personnel Management and Services  
Nelson E. Diaz, Deputy Superintendent

**SUBJECT: APPOINT AND ASSIGN:  
BUSINESS MANAGER,  
INTERNAL FUND**

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

This administrative position specializes in accounting; its main role is to train, advise and assist school-site Treasurers, Secretary/Treasurers, administrators, faculty and clerical personnel with the accounting, reporting, and management of the schools' Internal Fund. The work is performed under the supervision of the Coordinator III, Accounting, and requires the exercise of independent judgement regarding the application and compliance of Board Rules, policies and procedures.

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

Details of this Board Agenda Item will be made available prior to the Board meeting of April 12, 2000.