

Office of Superintendent of Schools
Board Meeting of July 11, 2001

June 27, 2001

Personnel Management and Services
Nelson E. Diaz, Deputy Superintendent

**SUBJECT: APPOINT AND ASSIGN:
COORDINATOR III,
SYSTEMS AND PROGRAMS**

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

The Coordinator III, Systems and Programs, is responsible for providing technical and analytical assistance in the solution of data processing problems; interfaces with administrators and other personnel at different levels throughout the Miami-Dade County Public Schools to summarize problem characteristics and define information requirements; the Coordinator III, performs individual or managerial analysis of data and generates reports pertaining to program evaluation, assessment, and required local and state data collection activities; develops and maintains data collection, storage, retrieval, and processing systems.

This recommendation is the direct result of the Board-approved advertisement and selection process. The recommendation for appointment and advertisement was approved prior to the hiring freeze.

Details of this Board Agenda Item will be made available prior to the Board meeting of July 11, 2001.