

Office of Human Resources
Paul M. Cholak, Chief Personnel Officer

**SUBJECT: PROPOSED AMENDMENT OF SCHOOL BOARD RULE: INITIAL
READING 6Gx13- 4D-1.022, MANUAL OF PROCEDURES FOR
MANAGERIAL EXEMPT PERSONNEL**

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

This item is submitted for consideration by the Board to amend School Board Rule 6Gx13- 4D-1.022, Manual of Procedures for Managerial Exempt Personnel, by amending Section B, Compensation System, and Section D, Managerial Exempt Job Codes, Titles and Pay Grades of the document, *Manual of Procedures for Managerial Exempt Personnel (MEP)*, which is incorporated by reference and a part of this rule, to reflect revisions in the salary structure and compensation practices as approved at the January 19, 2005 School Board meeting, Agenda Item D-14.

Attached are the Notice of Intended Action, the rule proposed for amendment, and sections of the document, *Manual of Procedures for Managerial Exempt Personnel*. Changes from the current rule are indicated by underscoring words to be added and ~~striking through~~ words to be deleted.

Authorization of the Board is requested for the Superintendent to initiate rulemaking proceedings in accordance with the Administrative Procedure Act for the amendment of Board Rule 6Gx13- 4D-1.022, Manual of Procedures for Managerial Exempt Personnel.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, authorize the Superintendent to initiate rulemaking proceedings in accordance with the Administrative Procedure Act to amend School Board Rule 6Gx13- 4D-1.022, Manual of Procedures for Managerial Exempt Personnel, Section B, Compensation System, and Section D, Managerial Exempt Job Codes, Titles and Pay Grades of the document, *Manual of Procedures for Managerial Exempt Personnel (MEP)*, which is incorporated by reference and a part of this rule.

PMC:mtp

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on February 16, 2005, its intention to amend Board Rule 6Gx13- 4D-1.022, Manual of Procedures for Managerial Exempt Personnel, Section B, Compensation System, and Section D, Managerial Exempt Job Codes, Titles and Pay Grades of the document, *Manual of Procedures for Managerial Exempt Personnel (MEP)*, which is incorporated by reference and a part of this rule, at its meeting of April 13, 2005.

PURPOSE AND EFFECT: To amend the School Board Rule by amending Section B, Compensation System, and Section D, Managerial Exempt Job Codes, Titles and Pay Grades of the document, *Manual of Procedures for Managerial Exempt Personnel (MEP)*, to reflect revisions in the salary structure and compensation practices as approved at the January 19, 2005 School Board meeting, Agenda Item D-14.

SUMMARY: Board Rule 6Gx13- 4D-1.022, Manual of Procedures for Managerial Exempt Personnel, and the document, *Manual of Procedures for Managerial Exempt Personnel (MEP)*, delineate procedures for managerial exempt personnel, including employment policies, guidelines, and provisions for classification, compensation, and performance appraisal for the aforementioned employee group.

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: 1001.41(1)(2); 1001.42(22); 1001.43(10) F.S.

LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC: 115.09; 115.14; 1012.01; 1012.22(1)(c)(4); 1012.40; 1012.61(2)(a)(5); 1012.65; 1012.66 F.S.; 6A-4.0083; 6A-4.0084 FAC; Section 401(a) Internal Revenue Code

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF April 13, 2005, 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 lower cost regulatory alternative as provided by Section 120.541(1), F.S., must do so in writing by March 15, 2005, 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 to be based. (Section 286.0105, Florida Statutes)

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

Originator: Paul M. Cholak
Supervisor: Rudolph F. Crew, Ed.D.
Date: February 2, 2005

Compensation and Related Benefits**MANUAL OF PROCEDURES FOR MANAGERIAL EXEMPT PERSONNEL****I. Statement of Policy-Relations with Professional Associations of School District Administrators**

Administrators employed by the District and designated as managerial exempt have joined together in professional associations to further both the interests of public education and of the administrators themselves. Such associations can contribute to the orderly and proper operation of the District by presenting the concerns of the District's administrators to the Superintendent and to the School Board. Concerns of administrators which pertain to wages, benefits, and other terms and conditions of employment can most efficiently be presented to and considered by the Superintendent working with a single professional association. While individual administrators will always be free to present their personal views to the Superintendent and/or the Board, it has been determined that, as a matter of policy, the common concerns of managerial exempt administrators on matters pertaining to wages, benefits and other terms and conditions of employment should be presented to the Board through the Superintendent working with a single professional association.

Therefore, providing that a professional association can show that it represents a majority of the managerial exempt employees, the Superintendent shall recognize that association to represent all managerial exempt employees on common issues regarding wages, benefits, and other terms and conditions of employment. The Superintendent shall designate and inform the Board of the appropriate association to meet and confer with the Superintendent pursuant to this rule.

II. Manual of Procedures for Managerial Exempt Personnel (MEP)

The wages, benefits, and terms and conditions of employment of the District's managerial exempt employees shall be delineated in the Manual of Procedures for Managerial Exempt Personnel (MEP), which shall be incorporated into and be a part of this Board rule. Except when required by state or federal law, regulations, or when recommended by the Superintendent, the MEP will be amended annually, as necessary, subsequent to the completion of the "meet and confer" process.

The MEP will include, but not be limited to the following topics:

- A. Wages
- B. Classification of managerial exempt positions
- C. Compensatory benefits, e.g., health and life insurance, retirement, holidays, vacation, sick leave, disability leave, supplemental worker's

compensation payments, tax-deferred annuity or salary deferment programs, and cafeteria plans

- D. Working conditions, e.g., travel reimbursement, continuing education, professional development, personal liability protection, leave policies (professional, military, personal leave of absence and parental), employee assistance programs
- E. Evaluation procedures
- F. Job assignment procedures
- G. Statement of human rights
- H. Investigation procedures
- I. Reappointment procedures
- J. Reduction in force/surplus/reorganization procedures
- K. Impartial District administrative review and hearing procedure for appeals of disciplinary actions
- L. Impartial District administrative review for resolution of non-disciplinary disputes, e.g., disputes over whether salary schedule, benefits or other working conditions are granted in accordance with the MEP or whether procedures in the MEP were followed.

Note: In the dispute resolution procedures set forth above in K and L, the association shall be permitted to represent and assist its members. All managerial exempt employees shall be permitted to utilize these procedures to resolve their disputes without the assistance or representation of the association; however, no precedent shall be established nor implied in any dispute resolution formulated without the participation of the association.

III. Amendment of the MEP

- A. The Superintendent shall prepare proposed amendments and forward such to the association.
- B. The association shall notify the Superintendent in writing whether it concurs with the amendments as proposed or wishes to meet and confer with the Superintendent concerning proposals or to offer additional proposals.

- C. Should the association indicate its desire to meet and confer, the Superintendent or his designee(s) shall meet and confer with the association on a regular basis in an attempt to agree upon the proposed amendments to be presented to the Board; however, nothing herein shall preclude the Superintendent from recommending such

amendments to the Board in the event an agreement is not reached on such amendments.

- D. When the association and the Superintendent agree upon the proposed amendments to the MEP, it shall be presented to the Board by the Superintendent. The association shall, prior to consideration by the Board, transmit to the Board the association's support of the proposed MEP.

IV. Association Rights

The following rights shall be provided to the association:

- A. Payroll deductions
- B. Inclusion in E-Mail subject to applicable laws and regulations
- C. Access to school facilities for the association's staff and officers to meet with managerial exempt employees at reasonable times which will not interfere with the employee's assigned duties, after giving notice to the supervising administrator at each facility
- D. Regularly scheduled meetings with the Superintendent, except when extenuating circumstances prevent such scheduled meetings from occurring
- E. Incorporation of this rule and the MEP into the contracts between managerial exempt personnel and the School Board as follows:

School Board Rule 6Gx13- 4D-1.022 entitled "MANUAL OF PROCEDURES FOR MANAGERIAL EXEMPT PERSONNEL (MEP)" is hereby incorporated into this Contract and hereby made a part thereof, binding on both parties. This Contract is subject to the amendments to said rule.

Specific Authority: 1001.41(1)(2); 1001.42(22); 1001.43(10), F.S.
Law Implemented, Interpreted or Made Specific: 115.09; 115.14; 1012.01;
1012.22(1)(c)(4); 1012.40; 1012.61(2)(a)(5); 1012.65; 1012.66 F.S.; 6A-4.0083; 6A-
4.0084 FAC; Section 401(a) Internal Revenue Code

History

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

New: 1-8-86

Amended: 6-25-86; 10-15-86; 12-17-86; 9-30-87; 7-27-88; 10-18-89; 9-26-90; 8-21-91;
6-24-92; 1-20-93; 12-14-94; 10-25-95; 3-5-97; 11-5-97; 6-10-98; 10-21-98; 8-25-99;
3-15-00; 9-13-00; 4-18-01; 1-16-02; 5-14-03; 6-18-03; 8-20-03; 5-19-04; 8-18-04

Manual of Procedures for Managerial Exempt Personnel



*Miami-Dade County Public Schools
Office of Human Resources*



Miami-Dade County Public Schools
giving our students the world

~~August 18, 2004~~

Initial Reading: February 16, 2005

Board Rule 6Gx13- 4D-1.022

D-27

THE SCHOOL BOARD OF
MIAMI-DADE COUNTY, FLORIDA

~~Dr. Michael M. Krop~~ Mr. Frank J. Bolaños, Chair

Dr. Robert B. Ingram, Vice Chair

Mr. Agustin J. Barrera

~~Mr. Frank J. Bolaños~~

~~Mr. Frank J. Cobo~~

Ms. Evelyn Langlieb Greer

Ms. Perla Tabares Hantman

~~Ms. Betsy H. Kaplan~~

Dr. Martin Karp

Ms. Ana Rivas Logan

Dr. Marta Pérez

Dr. Solomon C. Stinson

Mr. Adam C. Rosen, Student Advisor

Dr. Rudolph F. Crew
Superintendent of Schools

~~Mr. Howard S. Tames~~ Mr. Paul M. Cholak
Chief Personnel Officer
Office of Human Resources

SECTION B
COMPENSATION SYSTEM

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SECTION B

COMPENSATION SYSTEM

B-1 Scope and Purpose

This section sets forth the rules and regulations for the establishment, maintenance, and administration of the compensation system applicable to managerial exempt positions in Miami-Dade County Public Schools. All compensation changes shall be processed through Compensation Administration, Office of Human Resources, to ensure compliance with the provisions of this section.

B-2 Statement of Policy

- A. Managerial exempt employees shall be compensated in accordance with the pay grades established for the positions to which the employees are assigned as governed by the regulations contained in the MEP Manual.
- B. The compensation system consists of rules and regulations governing the administration of the compensation system set forth in this Section.
- C. The salary schedules consists of all pay grades for the managerial exempt positions.
- D. The salary structure schedules contains pay grades with a minimum and maximum salary as specified on the Managerial Exempt Salary Schedule as approved by The School Board.
- E. The salary structure schedules provides a link to competitive pay levels for comparable positions in similar public employment organizations and geographic areas; it incorporates the adjustments resulting from the compensation review discussed in Section F. below.
- F. The Office of Human Resources may:
 - 1. Review competitive compensation levels periodically and collect survey data for planning purposes.
 - 2. Make recommendations for changes in the salary structure and for possible changes to pay grade assignments.

B-3 Calculation of Rate of Pay

Managerial exempt employees shall be paid in accordance with rates computed as follows:

A. 230-Day Employee (12 Month)

1. Daily Rate = Annual salary divided by 260 days (230 actual work days plus the intervening holidays and yearly earned vacation days subject to the annual calendar).*
2. Biweekly Rate = Daily Rate x 10 days.
3. Hourly = Daily Rate divided by 8.

* The Salary Schedule reflects an annual 260-day work year with each 12-month employee actually paid for 261 days, pursuant to the annual Board-adopted calendar.

B. 206 Day Employee (10 Month)

1. Daily Rate = Annual salary divided by 222 days (206 actual work days plus intervening holidays and school vacation days subject to the annual calendar).
2. Bi-Weekly Rate = Daily Rate x 10 days.
3. Hourly = Daily Rate divided by 8.

C. The School Board will provide 10-month employees (Assistant Principals) the option of receiving payment of salary over 10 months or over 12 months. The employee will continue to be paid on the basis selected until he/she elects to change. The election to change salary basis may be made only from July through December of each year.

B-4 Initial Appointment Compensation

The rate of compensation upon initial appointment to a managerial exempt position shall be the minimum of the pay grade of the classification involved, unless:

- A. The applicant is deemed to be exceptionally qualified for the position, and/or recruiting efforts have failed to fill a position at the entry level; in this case the Superintendent of Schools may authorize the initial compensation at a higher rate than the minimum for the classification. The School Board shall be notified of such action by the Superintendent.
- B. The applicant is a Miami-Dade County Public Schools employee reassigned and appointed from a non-managerial M-DCPS position; in this case the employee shall be placed in the salary range that provides a 9% increase in salary above the employee's current base pay.

B-5 Compensation Increases

An employee shall be eligible to receive a compensation increase only when one of the following conditions exists:

- A. Salary schedules and increments shall be approved by The School Board. July 1 shall be considered the anniversary date for all employees covered under the MEP system provided that service was initiated on or before March 31 of that year. If eligible, a salary increment, as defined herein, shall be awarded prior to the compensation increase upon promotion, if recommended by the Superintendent and approved by The School Board.
- B. Employees may be eligible for salary increments, established annually by The School Board, unless evaluated at Below Expectations on Performance Standards, evidenced by their official annual evaluation for the previous school year, pursuant to the performance planning and appraisal system. Furthermore, in addition to being ineligible for a salary increment, employees evaluated at Below Expectations on Performance Standards shall be ineligible to receive any salary increase which is a result of The School Board's authorized improvement to the salary schedule. Salary increments shall be implemented effective upon the conclusion of successfully completed probationary status or Performance Improvement Plans.
- C. When The School Board approves the reclassification of a position to a higher pay grade, the incumbent's salary shall be improved 2% on the effective date of the Board action as recommended by the Superintendent to The School Board, unless the Superintendent, due to unusual circumstances, recommends and The School Board approves otherwise.
- D. An employee who is promoted from a position covered under this system shall move to the higher pay grade at a rate which provides a 9% increase provided such increase will not exceed the maximum pay for the higher pay grade position, unless the Superintendent, due to unusual circumstances, recommends and The School Board approves otherwise.
- E. If unusual circumstances exist which justify compensation increases not otherwise provided for in this section, the Superintendent of Schools may authorize a special compensation increase for any managerial exempt employee at any time. The School Board shall be notified of such action by the Superintendent.
- F. The Superintendent shall submit to The School Board for the Board's approval, at the beginning of each fiscal year, the list with names and the amount of annual legislative supplements recommended to individual staff members who are required to travel out-of-county regularly and/or on an extended basis for assignments associated with state and federal legislative-related responsibilities. In establishing the non-reimbursable amount of each legislative supplement, the Superintendent will include among the factors considered the amount and length of time to be away from Miami-Dade County, the types of non-reimbursable expenses to be incurred,

and the location(s) where the staff member will be assigned. The employee shall be reimbursed for travel expenses incurred while carrying out official business of the School District subject to the provisions of School Board Rule 6Gx13- 4C-1.07, Travel Expenses--School Board Members, Superintendent of Schools, Employees, and other Authorized Persons (Document: Travel Policies And Procedures Manual). Such supplements will be established annually for each eligible person on an individual basis by the Superintendent up to a maximum of \$12,000 per individual, or up to a maximum of \$15,000 per individual if he/she was on temporary duty in excess of 30 days during the prior fiscal year, and anticipates the same amount of travel during the current year.

- G. If an employee is promoted or reclassified and then the employee requests to return to the previous job or another job at a lower pay grade within one year, the employee's salary will revert to the previous salary.

B-6 Compensation Upon Downward Reassignment or Adjustment

An employee may be reassigned to a position at a lower pay grade with or without a reduction in pay, subject to the following provisions:

- A. Upon demotion (i.e., a downward change in job assignment due to an employee's unsatisfactory conduct and/or performance), an employee's salary shall be reduced to the same position-in-range in the lower pay grade position. Unsatisfactory conduct is defined in this Manual, as a substantiated violation of Federal or State Law or State Board of Education or School Board Rule. If a managerial exempt employee who has been demoted moves outside the managerial exempt group, the employee's new salary shall be the published rate for the new job assignment which is the closest to but less than the current salary. If the current salary is less than the new minimum salary of the lower pay grade position, the employee's salary shall be frozen until such time as a salary increment is authorized by The School Board.
- B. When a position is reclassified to a lower pay grade or when the minimum or maximum rates for a pay grade are decreased, if the salary of the employee assigned to that position is below the maximum of the lower pay grade, the salary will remain unchanged. Subsequently, the salary will be increased by the annual increment of the lower pay grade position until the employee reaches the maximum of the lower pay grade position. If the employee's salary is above the maximum rate for the lower classification, the salary will be reduced to the maximum of the lower pay grade position.
- C. Career redirection is a request submitted by an employee to be placed in a different position. Such a request may result from a career development conference between an employee and supervising administrator, or may be initiated by the employee upon careful consideration of career opportunities.

A request for career redirection shall be made by the affected employee in writing to the employee's supervisor for consideration and forwarded to the next supervisory level.

Such a change or move may be lateral in nature or may be a request for a re-assignment to a lower pay grade position.

If the requested career redirection results in reassignment to a lower pay grade, the employee's salary may be reduced by up to 5% upon a review of the duties and responsibilities of the new position provided that the resultant salary does not exceed the maximum for the lower pay grade. If the employee's salary is above the maximum, it shall be reduced at least to the maximum for the lower pay grade position. If the employee's salary is below the maximum for the lower pay grade position, the employee's salary may remain at the current salary. The employee's salary will be increased by the authorized increment of the lower pay grade position until the employee reaches the maximum for the lower pay grade position.

The recommendation as to the employee's salary in this situation will be made by the Chief Personnel Officer in consultation with the employee's supervisor and the appropriate Executive Staff Member, subject to final approval by the Superintendent.

The Chief Personnel Officer, Office of Human Resources, shall forward a recommendation for the Superintendent's approval.

D. In accordance with School Board Rule 6Gx13-4A-1.15, Assignment, Transfer, and Appointment--Administrative Positions, when a reorganization is recommended by the Superintendent, an affected employee's salary is determined as follows:

1. If the employee's current salary is below the maximum for the lower pay grade position, the employee will be placed on the salary schedule at their current salary.
2. If the employee's current salary is above the maximum of the lower pay grade position, the employee's salary shall be maintained at the current rate until the end of the current fiscal year, at which time it shall be adjusted to the maximum salary of the lower pay grade position.
3. An employee whose salary is adjusted downward under this provision shall be eligible for subsequent salary increases provided such increase will not exceed the maximum level for the lower pay grade position.

B-7 Compensation Upon Transfer or Lateral Reassignment

An employee who is laterally transferred or reassigned to a position at the same pay grade, or whose salary is within the range of an equivalent pay grade, shall not be granted a compensation increase as a result of being transferred.

B-8 Performance-based Pay for School Administrators

Section 1012.22(1)(c)(4), F.S., requires that each district school board include in its adopted budget a reserve to fully fund an additional five percent supplement for school administrators and instructional personnel who demonstrate outstanding performance. Districts have the full responsibility of designating the criteria for determining outstanding performance for teachers and school administrators. The district's performance-based pay policy must allow school administrators and instructional personnel to earn a five percent supplement in addition to their individual negotiated salary.

In keeping with Section 1012.22(1)(c)(4), F.S., the implementation plan provides opportunities for school administrators at the school sites that demonstrate the highest student learning gains, using the State formula for determining student learning gains, to earn an additional five percent supplement to their individual negotiated salary.

The M-DCPS Performance-based Pay Implementation Plan addresses performance-based compensation for school administrators by establishing a process intended to identify "outstanding performance" based on student learning gains and individual performance data. The Implementation Plan stipulates that:

- A. Upon calculation of student learning gains data for all M-DCPS' K-12 school sites for the 2002-2003 school year, and annually thereafter, using the State formula for determining student learning gains, all schools will be ranked in descending order based on the student learning gains data for the 2002-2003 school year, and annually thereafter, within their respective AGGESS Region Center and school levels (elementary, middle, and senior high school). K-8 Centers will be included in the elementary school category for ranking purposes. Senior high school programs identified as school-wide magnet/advanced studies programs (i.e., Coral Reef Senior High School, Design and Architecture Senior High School, MAST Academy Senior High School, New World School of the Arts, and the School for Advanced Studies) will be ranked in descending order based on the student learning gains data for the 2002-2003 school year and annually thereafter, using the State formula for determining learning gains, within the magnet/advanced studies category.
- B. Student learning gains will be calculated by M-DCPS' Office of Evaluation and Research Services using the State formula for determining student learning gains. Total student learning gains for each school will be determined by the sum of:
 1. The percentage of students making learning gains in Reading as measured by the Florida Comprehensive Assessment Test (FCAT) 2002-2003 Administration scores, and annually thereafter, using the State formula for determining learning gains;
 2. The percentage of students making learning gains in Mathematics as measured by the Florida Comprehensive Assessment Test (FCAT) 2002-2003 Administration scores, and annually thereafter, using the State formula for determining learning gains; and

3. The percentage of the lowest performing twenty-five (25) percent of students at each school demonstrating learning gains in Reading as measured by the Florida Comprehensive Assessment Test (FCAT) 2002-2003 Administration scores, and annually thereafter, using the State formula for determining learning gains.
- C. Upon completion of the ACCESS Region Centers and school level (elementary and middle school) rankings, the three (3) highest ranking elementary schools and one (1) highest ranking middle school in each ACCESS Region Center will be identified by the Office of Evaluation and Research Services based on student learning gains data for the 2002-2003 school year, and annually thereafter, using the State formula for determining student learning gains.
 - D. The three (3) highest ranking senior high schools district-wide, excluding senior high schools within the magnet category, will be identified by the Office of Evaluation and Research Services based on student learning gains data for the 2002-2003 school year, and annually thereafter, using the State formula for determining student learning gains. The one (1) highest ranking senior high school identified as a school-wide magnet/advanced studies program (i.e., Coral Reef Senior High School, Design and Architecture Senior High School, MAST Academy Senior High School, New World School of the Arts, and the School for Advanced Studies) will be identified by the Office of Evaluation and Research Services based on student learning gains data for the 2002-2003 school year, and annually thereafter, using the State formula for determining student learning gains.
 - E. In the event that two or more schools are tied for one of the identified highest rankings, ties will be remedied by examining each affected school's performance on the following indicators:
 1. the percentage of the lowest twenty-five (25) percent of students at each affected school making learning gains in Reading during the 2002-2003 school year, and annually thereafter, using the State formula for determining student learning gains; and/or
 2. the overall total number of points earned by each affected school on the State formula for determining school grades.

Upon determination of these data, the affected schools will be ranked based on the first criterion identified above. If this ranking does not resolve the tie, the second criterion will be applied and affected schools will be ranked accordingly.
 - F. In order to be eligible for an outstanding performance bonus, a school administrator:
 1. Must be a full-time school site administrator at one of the selected schools during the year the learning gains were produced;
 2. Must submit a plan with ACCESS Region Center approval addressing a high priority school-site problem aligned with Performance Appraisal Job Targets, and meet those targets:

3. Must submit a professional growth plan with ACCESS Region Center approval consistent with the Performance Appraisal Instrument, and achieve such plan; and
4. Must receive a "Commendable" or higher annual evaluation rating for the year during which the learning gains were produced.

B-9 Compensation for Part-Time/Hourly Employment

Employees filling a position on a part-time basis shall be compensated at the minimum hourly rate of the pay grade assigned to the position being filled, unless otherwise approved by the Chief Personnel Officer, Office of Human Resources.

B-10 Effective Date of Salary Changes

The effective date of all salary changes provided for in this section shall be the date of the School Board action unless otherwise established by The School Board.

B-11 Reduction-in-Force Procedures

In the event that a reduction-in-force becomes necessary, the following procedures will be followed to guide the termination and/or reassignment of managerial exempt personnel affected by the reduction in force:

Should The School Board have to choose from among its managerial exempt personnel as to which should be retained, the Superintendent shall submit to the Board recommendations that are deemed to be in the best interest of the school district. The Superintendent may include among the criteria to be considered: capacity to meet the educational needs of the community, educational qualifications, efficiency or effectiveness in the school district. The decision of The School Board shall not be controlled by any previous contractual relationship.

B-12 Flexible Work Schedules

MEP employees whose duties are technically oriented, highly specialized, and do not include direct or indirect supervision of other employees, may be assigned flexible work schedules to support the 24-hour operating schedule; respond to emergency/unforeseen requirements; and to adapt to cyclic workload requirements. Regular work schedules for each employee shall be established, anticipating, to the extent possible, extra and/or other than normal schedule requirements.

A system shall be utilized to keep track of the date that excessive hours are worked, so that the employee's work schedule may be adjusted to balance the excessive hours within the next 20-work day period. Adjustments to an employee's schedule will be authorized by the employee's immediate supervisor, and approved by the Department Head. In cases where extenuating circumstances do not allow for the employee's schedule to be adjusted to balance within the 20-work day period, additional schedule adjustments may be authorized only by the Superintendent or a member of the Superintendent's ~~Executive Staff~~

Cabinet.

B-13 School Board Vehicles

The Superintendent of Schools is authorized to assign School Board vehicles to administrators when necessary for the performance of their job duties and in the best interest of the school system. The school system will provide maintenance and gasoline for these vehicles. Employees may obtain reimbursement for travel expenses, pursuant to School Board Rule 6Gx13- 4C-1.07, Travel Expenses--School Board Members, Superintendent of Schools, Employees, and other Authorized Persons (Document: Travel Policies And Procedures Manual).

B-14 Compensation for Work Performed During Emergency Closing of Schools

The emergency closing of school(s) for any cause, such as inclement weather or violent or disruptive activities in which the safety of individuals might be endangered, shall be at the discretion of the Superintendent of Schools, pursuant to School Board Rule 6Gx13- 6A-1.05, Emergency Closing of School(s). When an emergency is declared by the Superintendent and managerial exempt employees are excused from work because of the emergency, those employees required to work during the emergency will receive two times their regular rate of pay for such work. Final approval for payment must be reviewed and approved by the Superintendent and The School Board shall be notified at the next regular School Board meeting.

APPENDIX D
MANAGERIAL EXEMPT JOB CODES,
TITLES AND PAY GRADES

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**MANAGERIAL EXEMPT PERSONNEL
JOB LISTING**

(X7)

<u>Job Code</u>	<u>Job Title</u>	<u>Pay Grade</u>
0008	Deputy Superintendent of Schools	28
0009	<u>Deputy Superintendent, School Improvement</u>	<u>28</u>
0027	<u>Deputy Superintendent, Business Operations</u>	<u>28</u>
0043	<u>Deputy Superintendent, Professional Development</u>	<u>28</u>
0220	Deputy Superintendent of Schools and Chief Education Officer, Curriculum and Instruction	28
0034	Chief Business Officer	27
0006	Chief Personnel Officer	26
0016	Chief Financial Officer	27 <u>26</u>
0021	<u>Associate Assistant Superintendent, Office of Intergovernmental Affairs & Grants Administration</u>	25 <u>26</u>
0025	Associate Superintendent, <u>ACCESS Region Centers</u>	26
0030	Chief of Staff	26
0032	Associate Superintendent, Instructional Operations	26
0056	<u>Chief of Accountability and Systemwide Performance</u>	<u>26</u>
0101	Chief Auditor	26
0159	Chief Officer, Legislative and Labor Relations	26
0177	Associate Superintendent, Management Operations	26
0185	Chief of Police and District Security	25 <u>26</u>
0200	Chief Communications Officer	26
0395	Facilities Construction Officer <u>Chief Facilities Officer</u>	25 <u>26</u>
0465	Facilities Maintenance Officer	26
0057	<u>Director, Media Relations</u>	<u>25</u>
0118	<u>Assistant Chief, Management Compliance Audits</u>	<u>25</u>
0143	Assistant Superintendent, Office of Performance Improvement	25
0175	Assistant Superintendent, ESE, Student/Career Services	25
0206	Interim Assistant Superintendent, Facilities Operations, Maintenance and Planning	25
0211	Assistant Superintendent, Full Service Schools and Attendance Boundary Committee	25
0218	Assistant Superintendent, Curriculum & Instruction	25
0267	Assistant Superintendent, Applied Tech. Ad. C. E.	25
0300	Assistant Superintendent, ACCESS Center <u>Region Center Superintendent</u>	25
0341	<u>Construction Officer</u>	<u>25</u>
0342	<u>Design Officer</u>	<u>25</u>
0343	<u>Maintenance Officer</u>	<u>25</u>
0344	<u>Inspections Officer</u>	<u>25</u>

**MANAGERIAL EXEMPT PERSONNEL
JOB LISTING**

(X7)

<u>Job Code</u>	<u>Job Title</u>	<u>Pay Grade</u>
0364	Chief Budget Officer	25
0365	Treasurer	25
0366	Executive Officer, Information Technology	25
0371	Controller	25
0460	Assistant Superintendent, Title I Administration	25
0584	Assistant Chief, Design and Construction	25
<u>0599</u>	<u>Facilities Planning Officer</u>	<u>25</u>
0662	Assistant Superintendent, School Choice & Parental Options	25
0668	Risk and Benefits Officer	24 <u>25</u>
0680	Assistant Superintendent, Professional Development	25
0683	Assistant Superintendent, Educational Services	25
0684	Assistant Superintendent, Elem. & Sec. Education	25
0685	Assistant Superintendent, Procurement Management	25
0688	Assistant Superintendent, Professional Standards	25
0022	Administrative Director, Facilities Operations and Legislative Support	24
0059	Administrative Director, Alternative Ed. & Dropout	24
0082	Administrative Director, Compensation Administration	24
0084	Administrative Director, Professional Assessment & Comprehensive Evaluation System (PACES)	24
0086	Administrative Director, Personnel Employment and Staffing	24
0091	Administrative Director, Training and <u>Professional Development</u>	24
0100	Administrative Director, Instructional Support	24
0124	Administrative Director, Business Services	24
0145	Administrative Director, Adult and Community Education	24
0162	Administrative Director, Labor Relations	24
0163	Administrative Director, Budget Planning	24
0173	Administrative Director, Grants Administration	24
0176	Administrative Director, Student Services/Career Services	24
0179	Assistant Treasurer	24
0194	Unit Commander, Youth Crime Watch <u>Development Officer</u>	48 <u>24</u>
<u>0203</u>	<u>Asst Supt Administrative Director, Adult, Vocational & Alternative Programs</u>	<u>25</u> <u>24</u>
0214	Administrative Director, ESE-Field Services	24
0240	Administrative Director, Fundamental Skills	24
0251	Administrative Director, Civil Rights and Diversity Compliance	24
0273	Administrative Director <u>Accountability Officer</u> , Title I Programs	24
0304	Director Advocacy, ACCESS Center <u>Region Center</u>	24

**MANAGERIAL EXEMPT PERSONNEL
JOB LISTING**

(X7)

<u>Job Code</u>	<u>Job Title</u>	<u>Pay Grade</u>
0305	Director Curriculum, ACCESS-Center <u>Region Center</u>	24
0306	Director Business, ACCESS-Center <u>Region Center</u>	24
0314	Administrative Director, Office of Performance Improvement	24
0348	Administrative Director, Operations & Attendance Boundary Committee	24
0362	Administrative Director, Advanced Academic Programs	24
0363	Administrative Director, MWBE and Related Services	24
0372	Assistant Controller	24
0404	Administrative Director, Life Skills	24
0436	Administrative Director, Food & Nutrition	24
0518	Administrative Director, School Choice and Parental Options	24
0638	Administrative Director, Student Transfers/Attendance Services	24
0640	Administrative Director, Workforce Development	24
0644	Administrative Director, Business and Operational Services	24
0645	Building Official	24
0648	Administrative Director, Facilities Planning	24
0654	Assistant Chief Budget Officer	24
0682	Administrative Director, Personnel Support Programs	24
0687	Administrative Director, Personnel Staffing and Employment	24
0730	Administrative Director, <u>Maintenance Operations</u>	24
0742	Administrative Director, Transportation	24
0953	<u>Administrative Director, Maintenance Project Operations</u>	<u>24</u>
0070	District Director, Assessment and Data Analysis	23
0089	District Director, Compensation Administration	23
0120	General Manager WLRN and Director of Media Programs	23
0126	District Director, Compliance & Inv. Audits	23
0139	District Director, Management Training, Training and Development	23
0141	District Director, Dropout Prevention	23
0142	District Director, Administrative Staffing	23
0174	District Director, Grants	23
0232	District Director, Vocational Curriculum	23
0253	District Director, Bilingual/Foreign	23
0261	District Director, Community and Hospitality Services	23
0265	<u>District Director, Curriculum</u>	<u>23</u>
0287	District Director, Office of Professional Standards	23

**MANAGERIAL EXEMPT PERSONNEL
JOB LISTING**

(X7)

<u>Job Code</u>	<u>Job Title</u>	<u>Pay Grade</u>
0289	District Director, Maintenance Construction Management	23
0309	District Director, Instructional	23
0516	District Director, Instructional and Non-Instructional Staff Development	23
0577	District Director, Procurement Management and Materials Testing	23
0579	District Director, Career Preparation	23
0580	District Director, Alternative Education	23
0647	District Director, Capital Construction Compliance	23
0670	District Director, EH/SED Programs	23
0717	District Director, Financial Reporting	23
0751	District Director, Labor Relations	23
0765	District Director, School Choice and Parental Options	23
0767	District Director, Choice Programs	23
<u>0788</u>	<u>District Director, Safety and Energy Management</u>	<u>23</u>
<u>0853</u>	<u>District Director, Performance Improvement</u>	<u>23</u>
<u>0877</u>	<u>Executive-District Director, Transportation Operations</u>	<u>22-23</u>
0903	District Director, Facilities	23
0033	Executive Director, Systems & Programming	22
0034	Executive Director, Budget & Oper.	22
0080	Executive Director, Non-Instructional Staffing	22
0085	Executive Director, Instructional Staffing/Certification	22
0092	Executive Director, Retirement/Leave	22
0104	Executive Director, Professional Standards	22
0110	Assistant Risk and Benefits Officer	22
0114	Executive Director, Support Services	22
0138	Executive Director, Dropout Prevention	22
0168	Administrative Assistant and Legislative Board Liaison	22
<u>0172</u>	<u>Executive Director, Intergovernmental Affairs and Grants Administration</u>	<u>22</u>
0186	Assistant Chief of Police Operations	22
0202	Executive Director, Staff Recruitment	22
0222	Executive Director, Adult Education	22
0231	Executive Director, Applied Technology	22
0271	Executive Director, Exceptional Student Education and Psychological Services	22
<u>0274</u>	<u>Executive Director, Secondary Advanced Academics & Gifted</u>	<u>22</u>
0275	Executive Director, Title I	22

**MANAGERIAL EXEMPT PERSONNEL
JOB LISTING**

(X7)

<u>Job Code</u>	<u>Job Title</u>	<u>Pay Grade</u>
0283	Executive Director, New Teacher Support Group	22
0368	Executive Director, Curriculum Support	22
0379	Executive Director, Payroll	22
0387	Executive Director, School Internal Audits	22
0458	Executive Director, Project Cont. Mgmt.	22
0478	Executive Director, Capital Budget Planning	22
0504	Executive Director, Migrant Education	22
0521	Executive Director, Life Skills	22
0560	Executive Director, Pre-K ESE	22
0587	Executive Director, Management Training	22
0639	Executive Director, Architect Support Services	22
0650	Executive Director, School Budgets	22
0652	Executive Director, ESE	22
0655	Executive Director, District Budgets	22
0672	Executive Director, Operations Management & Planning	22
0702	Executive Director, Professional and Technical Staffing	22
0734	Executive Director, Financial Reporting	22
0735	Executive Director, Program Evaluation	22
0740	Executive Director, Employee Assistance Program	22
0750	Executive Director, Sourcing Management	22
0752	Executive Director, Magnet Programs	22
0766	Executive Director, Support Operations, Procurement Management	22
0789	Executive Director, Facilities Planning	22
<u>0816</u>	<u>Executive Director, Human Resources Standards</u>	<u>22</u>
0859	Executive Director, Performance Improvement	22
<u>0861</u>	<u>Executive Director, Civil Rights Compliance</u>	<u>22</u>
<u>0862</u>	<u>Executive Director, Diversity Compliance</u>	<u>22</u>
0867	Executive Director, USI Quality Assessment	22
<u>0874</u>	<u>Executive Director, CIU</u>	<u>22</u>
0878	Executive Director, Urban Systematic Initiative (USI)	22
0895	Executive Director, Curriculum Support	22
0038	Director, Computer Operations and Facilities Support	21
0042	Personnel Compliance Officer	21
0112	Assistant Labor Attorney	21

**MANAGERIAL EXEMPT PERSONNEL
JOB LISTING**

(X7)

<u>Job Code</u>	<u>Job Title</u>	<u>Pay Grade</u>
0116	Instructional Supervisor, Parent Education	21
0123	Director, TV Studio	21
0151	Public Relations Director	21
<u>0158</u>	<u>Director, Certification</u>	<u>21</u>
0166	District Supervisor, Early Child Programs	21
0180	Director, Career Education	21
0181	Instructional Supervisor, Business Education	24
0182	Supervisor, P/O Therapy	20 <u>21</u>
0184	Police Major	21
0192	Instructional Supervisor, Adult/Community Education	21
0193	Instructional Supervisor, GMAC	21
0207	Supervisor, Medicaid Reimbursement Programs	21
0208	Instructional Supervisor, ESE	21
0217	Director, Alternative Education	21
0223	Director, School to Work	21
0225	Instructional Supervisor, Health/Pub Svc	21
0227	Instructional Supervisor, Home & Family	21
0229	Instructional Supervisor, Industrial Education	21
0239	Supervisor Safety and Energy Mgmt.	20
0241	Instructional Supervisor, Language	21
0243	Instructional Supervisor, Art Education	21
0244	Director, General Education	21
0250	Instructional Supervisor, Library/Media Services	21
0252	Instructional Supervisor, Driver Education	21
0256	Instructional Supervisor, Talent Programs	21
0257	Instructional Supervisor, Technology Education	21
0264	Instructional Supervisor, Comp. Health Programs	21
0266	Instructional Supervisor, Science Education	21
0268	Instructional Supervisor, Substance Education	21
0269	Director, Voc/Bus Industry	21
0278	Instructional Supervisor, Reading	21
0280	Instructional Supervisor, DCT/Work Experience	21
0281	Instructional Supervisor, Student Services	21
0286	Director, Community Outreach	21
0294	Instructional Supervisor, Foreign Language	24

**MANAGERIAL EXEMPT PERSONNEL
JOB LISTING**

(X7)

<u>Job Code</u>	<u>Job Title</u>	<u>Pay Grade</u>
0361	Instructional Supervisor, Computer Education	21
0416	Director, Vehicle Maintenance	21
0488	Director, ACEE	21
0506	Instructional Supervisor, FDLRSS	21
0510	District Supervisor, Title I	21
0515	Director, Juvenile Justice Support Programs	21
0550	District Supervisor, Instructional Support	21
0558	District Supervisor, Instructional Support	21
0567	Director, Property Loss Control	21
0588	Marketing Director	21
0768	Director, Materials Management	21
<u>0815</u>	<u>Director, Human Resources</u>	<u>21</u>
0857	Client Liaison	21
0868	Director, Quality Enhancement	21
0869	Director, Urban Systemic Initiative	21
0870	Director, Performance Improvement	21
0071	Supervisor, Program Evaluation	20
0093	Coordinator <u>Supervisor</u> , Retirement/Leave	19 <u>20</u>
0096	Supervisor, Compensation	20
0102	Instructional Staffing Officer	20
0105	Clinical Officer, EAP	20
0149	Media Relations Coordinator <u>Supervisor</u>	19 <u>20</u>
0178	Staff Specialist, Site Planning <u>Labor Relations Specialist</u>	18 <u>20</u>
0187	Police Captain	20
0198	Data Security Administrator	20
0260	Supervisor, Magnet Programs	20
0270	Administrative Assistant	20
0401	Fringe Benefits Supervisor	20
0509	Instructional Support Specialist	20
0565	Instructional Support Specialist	20
0572	Supervisor, Migrant Education	20
0743	Supervisor, Educational Planning	20
<u>0817</u>	<u>Supervisor, Police Support Operations</u>	<u>20</u>
0097	Coordinator, Retirement	19
0107	Coordinator, Wage and Salary	19

**MANAGERIAL EXEMPT PERSONNEL
JOB LISTING**

(X7)

<u>Job Code</u>	<u>Job Title</u>	<u>Pay Grade</u>
0233	Supervisor, Voc. Fiscal Services	19
0242	Senior Recruiter	19
0263	Supervisor, Bilingual Curriculum	19
0346	Coordinator, School Operations	19
0415	Specialist, WAGES/WorkForce Investment Program	19
0463	Supervisor, Building Operations	19
0559	Supervisor, Aids Education	19
0610	Coordinator, Student Transfer	19
0131	Staff Specialist, Program Management	18
0148	Citizen Information Coordinator	18
0183	Commander, Police Administration	18
0235	Recruiter	18
0237	Staff Specialist, Vocational Education	18
0258	Staff Specialist, Parent Educ	18
0262	Staff Specialist, Legislative Relations	18
0508	Staff Specialist, Substance Education	18
0520	Staff Specialist, Able/Disabled Com.	18
0561	Staff Specialist, Parent Educ ESE	18
0299	Assistant Principal, ESE	AP
0310	Assistant Principal, Elementary	AP
0315	Assistant Principal, Middle School	AP
0320	Assistant Principal, Senior High	AP
0325	Assistant Principal, Adult Education	AP
0330	Assistant Principal, Opportunity	AP
0331	Assistant Principal, COPE	AP
0335	Assistant Principal, Vocational Technical	AP
0345	Assistant Principal, Community School	AP
0154	Principal, Partners in Ed.	<u>22 P1</u>
0311	Elementary Principal	<u>22 P1</u>
0326	Principal, Adult Education	<u>22 P1</u>
0615	Principal on Assignment	<u>22 P1</u>
0316	Middle School Principal	<u>22 P2</u>
0322	Principal, Exceptional Education	<u>22 P2</u>
0332	Principal, Opportunity School	<u>22 P2</u>
0321	Senior High Principal	<u>23 P3</u>

**MANAGERIAL EXEMPT PERSONNEL
JOB LISTING**

(X7)

0334	Principal, LHEC	23 <u>P3</u>
0336	Principal, Regional Voc. Tech. Centers	23 <u>P3</u>
0339	Principal, Vocational Centers	22 <u>P3</u>
0352	Interim Senior High Principal	23 <u>P3</u>
0337	Vice Principal	24 <u>VP</u>

ADDITIONAL CLASSIFIED POSITIONS (UNASSIGNED)

Job Title

Administrative Assistant II, Rehabilitation	
Administrative Assistant to the Superintendent	
Administrative Director, School Operations	0308
Administrator	
<u>Assistant Chief, Design and Construction</u>	<u>0584</u>
Assistant Superintendent, Capital Improvement Projects	
Assistant Superintendent, Professional Development and Career Advancement	
Assistant Superintendent, School Based Management	
Assistant Superintendent, Facilities Management	
Assistant Superintendent, Alternative Education and Dropout Prevention Programs	
Assistant Superintendent, Management Selection	
Associate Superintendent, Professional Standards and Operations	
Associate Superintendent, District Operations	
Associate Superintendent for Personnel Management	
Associate Superintendent, Human Resources Development	
Associate Superintendent, Facilities Management	
Associate Superintendent, Instructional Support	
<u>Chief Business Officer</u>	<u>0031</u>
Chief of Staff	
Community Resources Manager	
Controller	
Coordinator, Staff Services	0595
Coordinator, Worker's Compensation	0402
Coordinator III, MBE	
Coordinator III, Chapter II Administration	
Coordinator III, ESE Project	
Coordinator III, Multiagency Network	
Coordinator III, PAVAC	
Coordinator III, Curriculum Product Services	
Coordinator III, Vocational Education	
Coordinator III, Transportation	
Coordinator III, Systems and Network	
Coordinator I, Legislative Relations	
Coordinator II, Human Resources Development	
Coordinator II, MIS	
Coordinator III, Office of Deputy Superintendent	
Coordinator II, Staff Development	
Coordinator II, Production Control	
Coordinator II, Community Relations	
Coordinator I, Radio/TV Community Participation	
Coordinator I, Student Advocacy	
Coordinator I, Program Management	
Coordinator I, Translation Services	
Coordinator I, Systems Education	
Coordinator I, Management Training	
Coordinator I, Follow-Through	

ADDITIONAL CLASSIFIED POSITIONS (UNASSIGNED)

Job Title	
Coordinator I, Migrant Child Project	
Coordinator II, Grants	
Coordinator III, Educational Planning	
Coordinator III, Desegregation/Support Operations	
Coordinator I, Data Base System	
Coordinator I, Parent Education	
Coordinator II, Compliance	
Coordinator III, Academic Excellence	
Deputy Superintendent, District Office	
Deputy Superintendent, Legislative and Labor Relations	
Deputy Superintendent, Management & Accountability	
Deputy Superintendent	0028
<u>Deputy Superintendent of Schools</u>	<u>0008</u>
Director, Federal Legislative Programs	0409
Director II, Labor Relations	
Director II, EH/SED Programs	
Director II, Educational Planning	
Director II, Subject Area Testing	
Director II, Personnel Administration	
Director II, Department Dropout Prevention	
Director II, Department of Management Selection	
Director II, Gifted Programs	
Director I, Management Training	
Director II, ARRM	
Director II, Community Participation	
Director II, School Athletics and Activities	
Director I, Instructional/Non-Instructional Training	
Director I, Technical Services	
Director I, SBAB/Operations Services	
Director I, EEOUC Opportunity	
Director I, Athletics and Activities	
Director I, Alternative Education	
Director I, Business Management Personnel	
Director I, Capital Planning	
Director I, District Office	
Director I, Desegregation/Support Operations	
Director II, Department of Computer Education/Technology	
Director I, Magnet Program Planning	
Director I, Non-Instructional Employment Standards	
Director I, Professionalization Information and Publication	
Director II, Grants	
District Director, Exceptional Student Education	
District Coordinator, Instructional	
District Director, Foundation Skills	
District Supervisor, Grants Administration	0524
<u>District Supervisor, Instructional Support</u>	<u>0558</u>
District Supervisor, Parent Outreach	0486

ADDITIONAL CLASSIFIED POSITIONS (UNASSIGNED)

Job Title

Ecotran Operations Specialist	0879
Executive Director, Employment Standards	
Executive Director, Exceptional Student Education	
Executive Director, Dropout Prevention	
Executive Director, Media Programs	
Executive Director, Grants Administration	
Executive Director, Athletics and Activities	
Executive Director, Community Education	
Executive Director, Academy for Instructional Leadership	
Executive Director, Instructional Technology	
Executive Director, Capital Projects	
Executive Director, Instructional Training	
Executive Director, Bilingual Education	
Executive Director, Architectural Support Services	
Executive Director, Personnel	
Executive Director, Social Studies/Health	
Executive Director, Student Services	
Executive Director, USI	
Executive Director, Transportation	
Executive Director, Language Arts and Library Media Services	
Executive Director, MIS	
Executive Director, Life Skills	
Executive Director, Mathematics/Science and Computer Education	
Executive Director, Management Systems and Control	
Executive Director, Management Assessment Center	
Executive Director, Finance	
Executive Director, Office of Superintendent	
Executive Assistant to the Superintendent	
Executive Director, Safety, Energy, and Communications Management	
Executive Director, Network and Internet Services	
Executive Director, Title I	
Executive Assistant	
<u>Facilities Construction Officer</u>	<u>0395</u>
<u>Facilities Maintenance Officer</u>	<u>0465</u>
Facilities Manager	
Grants Management Director	
Instructional Coordinator, GEMS	
<u>Instructional Supervisor, Business Education</u>	<u>0181</u>
<u>Instructional Supervisor, Foreign Language</u>	<u>0291</u>
Instructional Supervisor, Gifted Education and Allied Programs	
Instructional Supervisor, Staff Development	
Investment Systems Specialist	
Investment Officer	
Labor Attorney	
Lead Administrator Superintendent's Academy	

ADDITIONAL CLASSIFIED POSITIONS (UNASSIGNED)

Job Title

Liaison Director, National Science Foundation/Urban Systemic Initiative	
Manager III, Microcomputer	
Manager III, Training-Advance	
Manager III, Staffing/Testing	
Manager III, Data Analysis	
Manager I, Resource Management	
Marketing/Recruitment Manager	
Parent Participation Coordinator	0418
Pest Control Manager	0593
Radio Reading Specialist	
Region Director, ESE/Federal Programs	0212
Region Instructional Coordinator	
Senior Executive Director, Facilities	
Senior Executive Director, Management Audits	
Senior Executive Director, Professional Standards	
Senior Executive Director, Wage and Salary Administration	
Special Programs Manager	0866
Staff Assistant, Quality Control	0453
Staff Assistant, Risk Management	0482
Staff Specialist, Assessment	0077
Staff Specialist, Compliance	0698
Staff Specialist, Evaluation/Assessment	0074
Staff Specialist, Film Library	0129
Staff Specialist, TV Studio	0128
Supervisor, DOE Liaison	0775
Supervisor, Evaluation	0117
Supervisor, Magnet Tech/Me	0527
Supervisor, Parent Outreach	0324
<u>Supervisor, Safety and Energy Management</u>	<u>0239</u>
Supervisor, Telecommunication	0501
Supervisor I, Department of Dropout Prevention	
Supervisor II, Science Education	
Supervisor II, Teacher Education Center	
Supervisor II, Management Training	
Supervisor II, Satellite Operations	
Supervisor II, Home/Hospital	
Supervisor II, Language Arts Education	
Supervisor II, Vocational Adult Facilities	
Supervisor II, Vocational Adult Facilitator	
Supervisor II, Support Personnel Training	
Supervisor I, School Budgets	
Supervisor I, Systems and Programs	
Supervisor I, School Volunteer/Dade Partners	
Supervisor I, Technical Services	
Supervisor I, Financial Control	

ADDITIONAL CLASSIFIED POSITIONS (UNASSIGNED)

Job Title

Supervisor I, Foundation/Categorical Grants
Supervisor II, Teacher Training
Supervisor I, Financial Services
Supervisor II, Procurement Management
Supervisor I, Production Control
Supervisor I, Construction Financial
Supervisor I, Career Education
Supervisor II, Contracted Programs
Supervisor II, Bilingual Curriculum
Supervisor II, Child Advocacy
Systems Manager - Attendance
Unit Commander, Youth Crime Watch
WLRN Development Director

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The School Board of Miami-Dade County, Florida, adheres to a policy of nondiscrimination in employment and educational programs/activities and programs/activities receiving Federal financial assistance from the Department of Education, and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964, as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA), as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963, as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

School Board Rules 6Gx13- 4A-1.01, 6Gx13- 4A-1.32, and 6Gx13- 5D-1.10 - prohibit harassment and/or discrimination against a student or employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, or disability.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

Revised 5/9/03