

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

**SUBJECT: ESTABLISH AND CLASSIFY ADMINISTRATIVE POSITIONS**

**COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY**

Authorization of the Board is requested to establish and classify new administrative position classifications in accordance with School Board Rule 6Gx13- 4D-1.022 Manual of Procedures for Managerial Exempt Personnel, and the labor contract with the Dade County School Administrators' Association (DCSAA). Copies of the job descriptions will be forwarded to Board Members under separate cover and will be placed on file in the Citizen Information Center and the Board Recording Secretary's office.

**Curriculum and Instruction**

An existing PAC has been converted to establish and classify this position. There is no net cost difference to the District.

**District Supervisor, Instructional Support (Bilingual - Haitian - Creole), MEP, Pay Grade 21**

**Bilingual Programs**

Provides leadership and direction in the specific subject by planning, implementing, providing training, developing support materials, and supervising curricular programs K-12 districtwide.

**Construction Management**

These Project Management positions were established as result of a state audit performed by OPPAGA (Office of Program Policy and Governmental Accountability) who sited an audit exception with the previous job descriptions which were not descriptive of the work performed by Construction Management. The increases in job grades in Construction Management were the result of an accurate description of job duties, tasks and minimum qualifications. Net cost including fringes for these positions is \$65,000.

**Executive Director, Project Management, DCSAA, Pay Grade 47**

**Capital Improvement Projects**

Provides leadership as administrative manager responsible to ensure successful building, renovation and modernization projects. Leads project management team responsible for executing capital programs with the strategic intent of delivering projects that are successful in terms of safety, quality, budgeting and scheduling which results in lowest life cycle costs to the District. Provides strategic leadership, assumes responsibility for project execution and deploys staff resources to accomplish this goal.

**Senior Project Manager, DCSAA, Pay Grade 45**

**Capital Improvement Projects**

Plans, assigns and reviews the work of several Project Managers. Responsible for the development and monitoring of the work of architectural and engineering consultants and contractors engaged in the design and construction of schools facilities in assigned Region Center. Responsibilities include assisting subordinates with solving difficult or unusual construction problems and assisting in the establishment of department objectives.

**Project Manager II, DCSAA, Pay Grade 43**

**Capital Improvement Projects**

Responsible for authorizing and monitoring the work of architectural and engineering consultants and contractors engaged in the design and construction of a variety of M-DCPS structures and related projects. Responsibilities may include the management of several projects simultaneously in various phases of development including planning, consultant selection, design management, selection of contractor, construction management, inspection and warranty administration.

**Project Manager I, Pay Grade 40**

**Capital Improvement Projects**

Performs tasks to initiate and support activities associated with pre-design, design, preconstruction, and construction, closeout, occupancy and warranty enforcement for multiple building, renovation and modernization projects.

**Information Technology Services**

This position is established as a result of Board Item E-143, Authorization To Enter Into A Contractual Services Agreement Between The School Board Of Miami-Dade County, Florida, And Excelsior Software, Inc., Pursuant To Request For Proposals No. 059-DD10 – Electronic Gradebook Program 2003-2004, approved at the January 19, 2005 Board meeting. Net cost for creating three PACs is approximately \$239,000 including fringes.

**School Application Support Analyst, DCSAA, Pay Grade 39**

**Information Technology Services**

Performs a wide variety of duties that will disseminate technology support to school instructional and administrative personnel. Functions include facilitation of training, technical support and network support of district-wide grade book and scheduling application under the direction of immediate supervisor.

Funding for these positions has been provided in the 2004-2005 adopted District budget.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, establish and classify the following MEP and DCSAA position classifications:

1. District Supervisor, Instructional Support (Bilingual – Haitian – Creole), MEP, pay grade 21, Bilingual Programs;
2. Executive Director, Project Management, DCSAA, Pay Grade 47, Capital Improvement Projects;
3. Senior Project Manager, DCSAA, Pay Grade 45, Capital Improvement Projects;
4. Project Manager II, DCSAA, Pay Grade 43, Capital Improvement Projects;
5. Project Manager I, DCSAA, Pay Grade 40, Capital Improvement Projects; and
6. School Application Support Analyst, DCSAA, Pay Grade 39, Information Technology Services

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