

Business Operations  
Ofelia San Pedro, Deputy Superintendent

**SUBJECT: ESTABLISH AND CLASSIFY ADMINISTRATIVE POSITION**

**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 Personnel. 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, Instruction and School Improvement**

**District Supervisor, Instructional Support (Bilingual Parent Outreach Program), MEP, Pay Grade 21**

The District Supervisor, Instructional Support for the Bilingual Parent Outreach Program (BPOP), reports directly to the Administrative or Executive Director of Bilingual Programs in Curriculum, Instruction and School Improvement. The District Supervisor provides leadership and direction in the specific subject by planning, implementing, providing training, developing support materials, and supervising the Bilingual Parent Outreach Program districtwide.

**Office of School Operations**

**Supervisor, School Operations, MEP, Pay Grade 21**

The Supervisor, School Operations, reports directly to the Assistant Superintendent for the Attendance Boundary Committee/Full Service Schools. The Supervisor assists in implementing the student transfer rule and in monitoring the student transfer process pursuant to state, collective bargaining agreements and School Board rules.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida,  
Establish and classify the following administrative positions:

- a. District Supervisor, Instructional Support (Bilingual Parent Outreach Program), MEP, pay grade 21; and
- b. Supervisor, School Operations, MEP, pay grade 21.