

Dr. Robert B. Ingram, Vice-Chair

SUBJECT: REQUEST THAT THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, CLASSIFY THE REQUIRED POSITIONS TO ESTABLISH THE OFFICE OF TRANSCRIPT ANALYSIS AND APPROVE ONGOING TRAINING SESSIONS FOR TEACHERS' CONTINUING EDUCATION

COMMITTEE: INSTRUCTIONAL EXCELLENCE AND COMMUNITY ENGAGEMENT

The Office of Transcripts Analysis (OTA) will receive and review transcripts for applicants and employees of Miami-Dade County Public Schools (M-DCPS). This administrative center will serve as a centralized location for verification of all transcripts submitted for any reason (employment, credential pay, tuition reimbursement, add-on certification, and certificate renewal) within M-DCPS. Centralization of this effort will assist during the Florida Education Finance Program audit conducted by the State of Florida Auditor General. Colleges and universities will be contacted to ascertain the validity of the received transcript. For applicants, OTA will contact the institution of higher learning in writing and verify the accuracy of the transcript received prior to employment in an instructional position. For employees seeking credential pay, tuition reimbursement, recertification, courses will be verified via a confirmatory letter to the institutions where course work has been completed. The process of transcript validity will be monitored through OTA within the Office of Human Resources. Inaccuracies will be reported to the Miami-Dade School Police for investigation.

As educators continually aim for higher student achievement, their professional development plays a significant role in attaining this goal. In this constantly changing world, it is essential that educators keep current with the latest research and innovations if higher student achievement is to be realized. The Office of Professional Development will conduct training sessions throughout the year, on teacher work days, in each Regional Center to address the statutory requirements of certification and recertification of valid teaching certificates. These professional development offerings will include ethics training, professional development targeting content areas and effective instruction, and other acceptable course work for continuing education.

There are no additional costs associated with this item.

ACTION PROPOSED BY DR. INGRAM: That The School Board of Miami-Dade County, Florida, classify the required positions to establish the Office of Transcript Analysis and approve expansion of ongoing local training sessions for teachers' continuing education for professional certification and recertification purposes.