

Office of Human Resources
Mariaelena Vidal, Human Resources Officer

**SUBJECT: ESTABLISH AND CLASSIFY MANAGERIAL EXEMPT PERSONNEL (MEP)
AND DADE COUNTY SCHOOL ADMINISTRATORS' ASSOCIATION
(DCSAA) POSITIONS**

**APPOINTMENTS AND LATERAL ASSIGNMENTS OF MANAGERIAL
EXEMPT, PROFESSIONAL AND TECHNICAL PERSONNEL FOR 2005-
2006**

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 (MEP), and the labor contract with the Dade County School Administrators' Association (DCSAA). The administrative assignment recommendations are made in accordance with Board Rules 6Gx13- 4A-1.16, 6Gx13- 4A-1.161, and the Miami-Dade County Public Schools/Dade County School Administrators' Association labor contract.

Considerations for reassignments of managerial exempt, professional and technical personnel were predicated upon an intensive review of information by appropriate administrators.

The recommended managerial exempt, professional and technical personnel appointments reflect the honoring of requests for lateral reassignments, where possible. Assignments of personnel and appointments of managerial exempt, professional and technical staff may be a result of the Board-approved advertisement and selection process, or by a direct appointment of an individual who has demonstrated the specific qualifications and background applicable to the position.

State Statutes and subsequent changes in Board rules governing Administrative/Professional and Technical Staffing require that all first year principalship appointments be "Interim" appointments.

In order to fill school-site allocations and other allocations vacated by promotion, leave, retirement, and other attritional factors, it is recommended that the following personnel assignments be authorized by the School Board. Revisions, additions and /or deletions may be made to the recommended personnel assignments, as necessary, to assure efficient school system operations, and if such modifications are made, a revised Board item will be submitted prior to the Board meeting.

D-21

Establish and classify the following MEP and DCSAA positions:

School Operations

Administrative Director, School Operations/Alternative Education, MEP, Pay Grade 24

Provides leadership and direction by planning, implementing, organizing, and supervising Alternative Education Schools and programs district-wide.

Supervisor, Regional Center, School Operations, MEP, Pay Grade 21

Responsible for assisting the Regional Administrative Director in the areas of: Advocacy/Exceptional Student Education (ESE), Business/Personnel; Curriculum; and Professional Development. Provides assistance to the Regional Administrative Director and school site administrators in implementing District policy as it relates to their specific area of responsibility.

Curriculum and Instruction and School Improvement

District Supervisor, Instructional Support (Adult ESOL), MEP, Pay Grade 21

Provides leadership and direction by planning, implementing, providing training, developing support materials, and supervising curricular programs in the Adult Education ESOL programs district-wide.

Performance Improvement

Executive Director, Performance Improvement, MEP, Pay Grade 22

Provides leadership in the implementation of the District's systemic, continuous, improvement initiatives by assisting in the transformation of all district work sites through the dissemination of the Performance Excellence Paradigm (PEP) to enable them to align their functions and services with District and state goals and objectives.

Human Resources

Executive Director, Transcripts, Personnel Records and Network Systems, MEP, Pay Grade 22

Directs and supervises all functions and activities of the Transcript/Credentials Validation Unit. Assists in the supervision and maintenance of the Personnel Reporting System and the Personnel Records Imaging System.

Coordinator I, Human Resources, DCSAA, Pay Grade 40

Assists with the management of the District's job descriptions for all employee groups performing a wide variety of administrative and technical tasks, including ensuring compliance with School Board policy and State Statutes.

SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Gloria M. Arazoza	Elementary Assistant Principal, Toussaint L'Ouverture Elementary School	AP	Interim Elementary Principal, Florida City Elementary School	P1
Allison Harley	Elementary Assistant Principal, Biscayne Gardens Elementary School	AP	Temporary Exceptional Education Principal, Merrick Educational Center (Effective 8/30/2005)	P2

SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
ASSISTANT PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Gisela B. Rodriguez	Temporary Middle School Assistant Principal, Henry H. Filer Middle School	AP	Middle Assistant Principal, Lake Stevens Middle School (Effective 8/23/2005)	AP
Beatriz M. Benitez	Teacher, South Miami Heights Elementary School	--	Community School Assistant Principal, Coral Way K-8 Center (Effective 8/23/2005)	AP
Carol R. Sampson	Teacher, Jan Mann Opportunity Center	--	Middle Assistant Principal, Shenandoah Middle School (Effective 8/23/2005)	AP
Ronda L. Mims	Temporary Assistant Principal Vocational, Lindsey Hopkins Education Center	AP	Adult Assistant Principal, Lindsey Hopkins Education Center (Effective 8/23/2005)	AP
Irene Gomez	Teacher, Meadowlane Elementary School	--	Temporary Elementary Assistant Principal, Citrus Grove Elementary School (Effective 8/23/2005)	AP

SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
ASSISTANT PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Maria V. Jones	Teacher, Fulford Elementary School.	--	Temporary Elementary Assistant Principal, Fulford Elementary School (Effective 8/23/2005)	AP
Eli H. Dobson	Teacher, Howard A. Doolin Middle School	--	Adult Assistant Principal, Miami Sunset Senior Adult Center (Effective 8/23/2005)	AP
Philippe J. Napoleon	Teacher, Shenandoah Middle School	--	Senior Assistant Principal, William H. Turner Technical Arts Senior High School (Effective 8/23/2005)	AP
Madelin M. Castillo	Reading Coach, North Glade Elementary School	--	Elementary Assistant Principal, Golden Glades Elementary School (Effective 8/23/2005)	AP
Demetria R. Barnum	Curriculum Support Specialist, Charles R. Drew Middle School	--	Temporary Senior Assistant Principal, Miami Central Senior High School (Effective 8/22/2005)	AP
Reandra T. Jordan	Teacher, American Senior High School	--	Senior Assistant Principal, Miami Norland Senior High School (Effective 8/22/2005)	AP

SCHOOL-SITE ADMINISTRATIVE LATERAL RE-ASSIGNMENTS
ASSISTANT PRINCIPAL

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Ciro R. Hidalgo	Assistant Principal Vocational, Robert Morgan Educational Center	AP	Senior Assistant Principal, Robert Morgan Educational Center High School	AP
James J. Barker	Middle Assistant Principal, Carol City Middle School	AP	Middle Assistant Principal, North Dade Middle School (Effective 8/23/2005)	AP
Ronnie L. Hunter	Senior Assistant Principal, G. Holmes Braddock Senior High School	AP	Adult Assistant Principal, English Center (Effective 8/23/2005)	AP
Thomas J. Sippio	Middle Assistant Principal, North Dade Middle School	AP	Assistant Principal, Jan Mann Opportunity Center (Effective 8/23/2005)	AP
Manuel Gonzalez	Assistant Principal Vocational, Lindsey Hopkins Education Center	AP	Adult Assistant Principal, Hialeah Miami Lakes Adult Education Center (Effective 8/23/2005)	AP
Kenneth R. Becker	Adult Assistant Principal, Miami Jackson Adult Education Center	AP	Assistant Principal Vocational, Lindsey Hopkins Education Center	AP

NON-SCHOOL SITE ADMINISTRATIVE ASSIGNMENT

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Colleen M. Del Terzo	Middle School Principal, South Miami Community Middle School	P2	District Director School Choice and Parental Options, SCPO Magnet/ Innovative Programs	23
Kristal B. Hickmon	Middle School Principal, Southwood Middle School	P2	Administrative Director Leadership, Training/Development	24

NON-SCHOOL SITE ADMINISTRATIVE ASSIGNMENT

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Roxana M. Hart	Media Specialist, TEC	--	Coordinator II Operations and Training, Training/Development	19
Helen Pina	Supervisor, Community Services, Community Services	44	Director School Volunteer Initiatives, Community Services	21
Valtena G. Brown	Elementary Principal, Florida City Elementary School	P1	Administrative Director, Elementary Education, School Improvement	24
Maritza G. De la Cerda	Director II, Record and Network System, Operations and Records	46	Executive Director, Transcripts Personnel Records and Network Systems, Operations and Records	22
Milagros R. Fornell	Senior High Principal, Felix Varela Senior High School	P3	Regional Center Administrative Director Advocacy, Regional Center VI	24
Donna A. Riley	Executive Director, Human Resources Standards, Personnel Support Programs	22	Administrative Director Personnel Support Programs, Personnel Support Programs	24
Jodi Bolla	District Supervisor Instructional Support, Language Arts	21	Administrative Director Instructional Support, Language Arts	24
Silvia R. Rojas	Assistant Treasurer, Treasurer	24	Treasurer, Treasurer	25

NON-SCHOOL-SITE ADMINISTRATIVE LATERAL RE-ASSIGNMENTS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Yvonne L. Petersen	Director Community Outreach, Community Services	21	District Supervisor Instructional Support, Bilingual Programs	21

NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
PROFESSIONAL AND TECHNICAL

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Lewis G. Cooper	Architect, Governmental Affairs and Land Use	--	Registered Architect, Facilities Compliance and Quality Control	43
Arlene M. Diaz	Clerical Testing Manager, Non-Instructional Staffing	--	Manager III Personnel, Non-Instructional Staffing	39
Jose F. Garcia	Personnel Assistant Certification, Certification	--	Manager III Personnel, Certification	39
Pedro Fleitas	Senior Computer Operator, Human Resources	--	Senior Programmer Analyst, Instructional Staffing	37
Gail Shovlin	Manager III Personnel, Compensation Administration	39	Coordinator I, Human Resources, Office of Human Resources	40

NON-SCHOOL-SITE LATERAL ADMINISTRATIVE RE-ASSIGNMENTS
PROFESSIONAL AND TECHNICAL

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Carol B. Chong	Director Staff Development and Nutrition, Food and Nutrition	45	Director Food Service Planning and Production, Food and Nutrition	45

RECOMMENDED: That effective September 7, 2005, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida:

1. Establish and classify the following MEP and DCSAA positions:
 - a. Administrative Director, School Operations/Alternative Education, MEP, Pay Grade 24, School Operations
 - b. Executive Director, Transcripts, Personnel Records and Network Systems, MEP, Pay Grade 22, Personnel Support Programs
 - c. Executive Director Performance Improvement, MEP pay grade 22, Performance Improvement
 - d. District Supervisor, Instructional Support (Adult ESOL) MEP pay grade 21, Bilingual Programs
 - e. Supervisor, Regional Center, School Operations, MEP, Pay Grade 21
 - f. Coordinator I, Human Resources, DCSAA, Pay Grade 40, Office of Human Resources

2. approve the recommendations as set forth above for appointments and lateral transfers to be effective September 8, 2005, or as soon thereafter as can be facilitated, with the exception of the effective dates as noted throughout the item.

MV:mtp

SALARY RANGE					
P1	78,000 - 117,526	25	99,998 - 136,389	45	62,408 - 108,105
P2	83,000 - 119,898	24	96,000 - 127,435	44	59,437 - 102,962
P3	92,000 - 122,270	23	81,792 - 122,270	43	56,602 - 98,053
AP (12-month)	68,330 - 206,649	22	72,842 - 117,527	42	53,915 - 93,398
AP (10-month)	61,200 - 93,386	21	67,291 - 110,404	40	48,897 - 84,710
		19	57,644 - 95,431	39	46,573 - 80,678
				37	42,240 - 73,175