

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:

Human Resources

Director, MEP, Pay Grade 21, Non-Instructional Staffing

Reports to and assists the District Director, Non-Instructional Staffing in all day to day functions. Responsible for providing administrative support to the District Director by managing and coordinating activities in Non-Instructional Staffing.

Media Programs

Radio Programming Operations Manager, Division of Media Programs, DCSAA, Pay Grade 37

Coordinates the activities of radio operational and technical personnel. Schedules and supervises on-air personnel and related radio operations.

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>
Arleen Tamargo	Teacher, Herbert A. Ammons Middle School	--	Temporary Middle Assistant Principal, Arvida Middle School (Effective 11/18/2005)	AP
Eduardo M. Bovo	Teacher, Kendale Elementary School	--	Elementary Assistant Principal, Gloria Floyd Elementary School (Effective 11/18/2005)	AP
Zuyin C. Companioni	Teacher, Miami Senior High School	--	Temporary Elementary Assistant Principal, Silver Bluff Elementary School	AP
Emmett S. Greene	Senior Assistant Principal, Workers' Compensation	AP	Adult Assistant Principal, South Dade Adult Center	AP
Josephine Galloway	Instructional Resource Specialist, Regional Center III	--	Temporary Elementary Assistant Principal, Broadmoor Elementary School (Effective 12/2/2005)	AP
Ernesto Mantilla	Teacher, English Center	--	Temporary Elementary Assistant Principal, Citrus Grove Elementary School	AP
Mary Parton	Temporary Middle School Assistant Principal, John F. Kennedy Middle School	AP	Middle School Assistant Principal, John F. Kennedy Middle School	AP
Richelle P. Thomas	Senior Assistant Principal, Booker T. Washington Senior High School	AP	Vice Principal, Booker T. Washington Senior High School (Effective 1/2/2006)	VP
Evelyn Thomas-McHale	Senior Assistant Principal, Miami Jackson Senior High School	AP	Vice Principal, Miami Jackson Senior High School (Effective 1/2/2006)	VP

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>
Ann L. Gary	Senior Assistant Principal, Miami Edison Senior High School	AP	Vice Principal, Miami Edison Senior High School (Effective 1/2/2006)	VP
Juliet S. Spicer	Teacher, Miami Senior High School	--	Middle Assistant Principal, Madison Middle School (Effective 1/2/2006)	AP
Emily D. Falcon	Teacher, Marjory Stoneman Douglas Elementary School	--	Elementary Assistant Principal, Marjory Stoneman Douglas Elementary School (Effective 1/2/2006)	AP
Maria L. Valeiro	Teacher, Air Base Elementary School	--	Elementary Assistant Principal, Dr. E. L. Whigham Elementary School (Effective 1/2/2006)	AP
Renee Y. Troupe	Teacher, American Senior High School	--	Senior Assistant Principal, Miami Norland Senior High School (Effective 1/2/2006)	AP
Lisette M. Alves	Reading Coach Miami Springs Middle School	--	Temporary Middle Assistant Principal, Miami Springs Middle School (Effective 1/2/2006)	AP
Treesey L. Weaver	Reading Coach, Miami Northwestern Senior High School	--	Elementary Assistant Principal, Phillis Wheatley Elementary School (Effective 1/2/2006)	AP

SCHOOL-SITE ADMINISTRATIVE LATERAL RE-ASSIGNMENTS
ASSISTANT PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Gregory W. Brown	Elementary Assistant Principal, Parkview Elementary School	AP	Senior Assistant Principal, North Miami Beach Senior High School	AP
Juan C. Boue	Senior Assistant Principal, Miami Carol City Senior High School	AP	Senior Assistant Principal, Miami Coral Park Senior High School	AP
Carla Patrick	Middle Assistant Principal, Brownsville Middle School	AP	Senior Assistant Principal, Miami Northwestern Senior High School	AP
Alexis Cazan	Assistant Principal Returning from Leave	AP	Adult Assistant Principal, North Miami Adult Education Center	AP
Brenda M. Cruz	Senior Assistant Principal, South Dade Senior High School	AP	Senior Assistant Principal, Felix Varela Senior High School	AP
Anna L. Rodriguez	Middle Assistant Principal, John F. Kennedy Middle School	AP	Senior Assistant Principal, Dr. Michael M. Krop Senior High School	AP
Israel Rodriguez	Senior Assistant Principal, Hialeah-Miami Lakes Senior High School	AP	Middle Assistant Principal, Lamar Louise Curry Middle School	AP
Ideal M. Garcia	Senior Assistant Principal, G. Holmes Braddock Senior High School	AP	Middle Assistant Principal, Paul W. Bell Middle School (Effective 12/2/2005)	AP
Felix Zabala	Middle Assistant Principal, Paul W. Bell Middle School	AP	Senior Assistant Principal, G. Holmes Braddock Senior High School (Effective 12/2/2005)	AP

NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Bernadette Montgomery	Instructional Support Specialist, Title I Project Administration	20	District Supervisor Title I, Title I Project Administration	21
Treska V. Rodgers	Non-Instructional Staffing Officer, Non-Instructional Staffing	44	Director, Non-Instructional Staffing	21
Carolyn H. Guthrie	Teacher, Myrtle Grove Elementary School	--	Executive Director National Board Certified Teachers, Instructional-Non-Instructional Training (Effective 1/2/2006)	22
Stanton N. Bronstein	Secondary Counselor, Dr. Michael M. Krop Senior High School	--	Supervisor Regional Center, Regional Center III (Effective 1/2/2006)	21
Ana M. Gutierrez	Teacher/Counselor, Advanced Academic Programs	--	Supervisor Regional Center, Regional Center III (Effective 1/2/2006)	21
Shirley B. Johnson	Curriculum Support Specialist, Regional Center IV	--	Supervisor Regional Center, Regional Center IV (Effective 1/2/2006)	21
Silvia P. Tarafa	Elementary Assistant Principal, Wesley Matthews Elementary School	AP	Supervisor Regional Center, Regional Center V (Effective 1/2/2006)	21
Reginald J. Fox	Teacher/Trainer, G. Holmes Braddock Senior High School	--	Supervisor Regional Center, Regional Center V	21
Joan T. Cobo	Senior Assistant Principal, Miami Palmetto Senior High School	AP	Supervisor Regional Center, Regional Center V (Effective 1/2/2006)	21

NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Elise L. Kugler	Elementary Assistant Principal, Marjorie Stoneman Douglas Elementary School	AP	Supervisor Regional Center, Regional Center VI (Effective 1/2/2006)	21
Helene A. Chait	Middle Assistant Principal, Hammocks Middle School	AP	Supervisor Regional Center, Regional Center VI (Effective 1/2/2006)	21
Maria V. Montoya	Elementary Assistant Principal, Flagami Elementary School	AP	Supervisor Regional Center, Regional Center VI (Effective 1/2/2006)	21
Leslie W. Adams	Curriculum Support Specialist, Miami Edison Middle School	--	Supervisor Regional Center, Regional Center I (Effective 1/2/2006)	21
Ethel M. Dickens	Curriculum Support Specialist, Miami Edison Senior High School	--	Supervisor Regional Center, Regional Center I (Effective 1/2/2006)	21
Zulaima K. Sarmiento	Middle Assistant Principal, North Dade Middle School	AP	Supervisor Regional Center, Regional Center I (Effective 1/2/2006)	21
Caryl D. Grant	Senior Assistant Principal, Felix Varela Senior High School	AP	Supervisor Regional Center, Regional Center II (Effective 1/2/2006)	21
Milagros R. Fornell	Regional Administrative Director Curriculum Regional Center VI	24	Assistant Superintendent, Curriculum, Instruction, and School Improvement, Curriculum and Instruction	25

NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Patrick Lacouty	Teacher, North Miami Senior High School	--	Supervisor Regional Center, Regional Center II (Effective 1/2/2006)	21

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>
Bettye L. Woodson	Elementary Principal, Robert O. Sibley Elementary School	P1	Executive Director Magnet Programs, Charter School Operations	22
Michele S. Weiner	District Supervisor Instructional Support, Mathematics and Science	21	Supervisor Regional Center, Regional Center II	21
Raquel O. Sotolongo	District Supervisor Instructional Support, School Improvement Zone	21	Supervisor, Regional Center, Regional Center III	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>
James J. Dillard	Supervisor I Sourcing Contracts, Capital Improvement Projects	43	Senior Project Manager, Capital Improvement Projects	45
Marilyn Z. Capon	Coordinator Construction, Capital Improvement Projects	40	Senior Project Manager, Capital Improvement Projects	45
Chucks O. Chinyere	Coordinator Construction, Capital Improvement Projects	40	Senior Project Manager, Capital Improvement Projects	45
Marcel Douge	Coordinator Construction, Capital Improvement Projects	40	Senior Project Manager, Capital Improvement Projects	45

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>
Lourdes C. Mendez-Lopez	Coordinator Construction, Capital Improvement Projects	40	Senior Project Manager, Capital Improvement Projects	45
Juan C. Salinas	Coordinator Construction, Capital Improvement Projects	40	Senior Project Manager, Capital Improvement Projects	45
Ailsa J. Simon	Coordinator Construction, Capital Improvement Projects	40	Senior Project Manager, Capital Improvement Projects	45
Octavio D. Suarez	Coordinator Construction, Capital Improvement Projects	40	Senior Project Manager, Capital Improvement Projects	45
Armando R. Ubals	Coordinator Construction, Capital Improvement Projects	40	Senior Project Manager, Capital Improvement Projects	45
Carl A. Smith	Curriculum Support Specialist, Training/Development	--	Supervisor II Teacher Training Program, Instructional/Non-Instructional Training	44
Lubby Navarro	Administrative Assistant to School Board Member, Board Members' Office	--	Coordinator II Site Planning, Governmental Affairs & Land Use (Effective 12/2/2005)	41
Melisa C. Orozco	Executive Secretary Governmental Affairs and Land Use	--	Manager II Planning, Governmental Affairs and Land Use	38
Mario A. Barrios	Sr. Radio/TV Maintenance Engineer, Media Programs	--	Broadcast Engineering Manager, Media Programs	38
Peter J. Maerz	Sr. Radio Operations Specialist, Media Programs	--	Radio Programming Operations Manager, Media Programs	37

RECOMMENDED: That effective December 14, 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. Director, MEP, Pay Grade 21, Non-Instructional Staffing
 - b. Radio Programming Operations Manager, DCSAA, Pay Grade 37, Division of Media Programs
2. approve the recommendations as set forth above for appointments and lateral transfers to be effective December 15, 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

25	102,997 - 140,481	45	62,408 - 108,105
24	98,400 - 131,258	44	59,437 - 102,962
P1	82,000 - 121,052	43	56,602 - 98,053
22	72,842 - 121,052	41	51,349 - 89,230
VP	70,284 - 113,716	40	48,897 - 84,710
21	67,291 - 113,716	38	44,360 - 76,847
20	62,167 - 104,362	37	42,240 - 73,175
AP	61,200 - 96,188		

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|---------------------------|---|
| 1. JOB TITLE: | Director |
| 2. DEPARTMENT: | Office of Human Resources |
| 3. IMMEDIATE SUPERVISOR: | District Director, Non-Instructional Staffing |
| 4. PAY GRADE: | 21 |
| 5. JOB CODE: | TBA |
| 6. BARGAINING UNIT: | 6 |
| 7. DATE OF LAST REVISION: | November 14, 2005 |
| 8. POSITION AUTHORIZED: | Board Item D -21, December 14, 2005 |
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OCCUPATIONAL SUMMARY

Reports to and assists the District Director, Non-Instructional Staffing in all day to day functions. Responsible for providing administrative support to the District Director by managing and coordinating activities in Non-Instructional Staffing.

EXAMPLE OF DUTIES

1. Coordinates and follows-up on assignments with appropriate staff members in order to address pertinent issues as determined by the District Director, Non-Instructional Staffing, to improve operational effectiveness, and/or to attain established objectives.
2. Assists District Director, Non-Instructional Staffing with appropriate labor unions, long range strategic planning, and other projects as assigned.
3. Recommends and implements changes as directed in organization and procedures as needed to improve the effectiveness and efficiency of Non-Instructional Staffing.
4. Coordinates and directs personnel functions within Non-Instructional Staffing by assigning tasks and monitoring progress to ensure timely completion.
5. Assists the District Director and staff in the development of Non-Instructional Staffing budget and allocation of resources.

6. Coordinates major projects for Non-Instructional Staffing that are inter and intra departmental in nature, and ensures accuracy of data collection and analysis, as well as fidelity of reporting mechanisms.
7. Performs other duties comparable to the above, as the above duties describe the typical, primary features of the job.
8. Performs other duties as assigned by the District Director.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: sitting, standing, walking, pushing, pulling, finger dexterity, repetitive motions, talking, hearing, and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Education, Business, Public Administration, or related field.
2. A minimum of five (5) years experience in human resources or in the field of project management.
3. Strong interpersonal, written communication and organizational skills.
4. Thorough knowledge of the school system's organizational structure and the functions of the Office of Human Resources.
5. Ability to work effectively with upper level management as well as outside labor unions, business and community agencies.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

- | | |
|---------------------------|------------------------------------|
| 1. JOB TITLE: | Radio Programming Operations Mgr. |
| 2. DEPARTMENT: | Division of Media Programs |
| 3. IMMEDIATE SUPERVISOR: | Radio Station Manager |
| 4. PAY GRADE: | 37 |
| 5. JOB CODE: | TBA |
| 6. BARGAINING UNIT: | 8 |
| 7. DATE OF LAST REVISION: | November 14, 2005 |
| 8. POSITION AUTHORIZED: | Board Item D-21, December 14, 2005 |
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OCCUPATIONAL SUMMARY

Coordinates the activities of radio operational and technical personnel. Schedules and supervises on-air personnel and related radio operations. Responsible for carrying out the Radio Program Schedule assuring efficient broadcast, management and security of the computerized scheduling equipment and software, recording equipment and media, and resources of the station which support the scheduling, recording, duplication and on-air functions.

EXAMPLE OF DUTIES

1. Coordinates radio operations with regards to on-air schedules and personnel assignments. Establishes policies and accepted procedures, practices and techniques in the use of the computerized scheduling equipment, recording equipment, all radio broadcast and origination equipment and facilities; and computer-based programs needed to schedule, originate and broadcast radio programming.
2. Monitors feeds from national program sources such as National Public Radio's Direct Access Communication System and "Squawk Net," and prepares recordings originating from the Public Radio Satellite System.
3. Acts as the liaison to other broadcast entities and facilities.

4. Monitors for compliance with the rules and regulations set forth by the Federal Communications Commission (FCC).
5. Records, produces, and/or voices promotional radio spots, other programming and ISDN or other remote-origin recordings, as assigned.
6. Assures that completed productions meet technical standards and program information requirements.
7. Trains staff in radio board operation and production.
8. Screens, interviews and recommends personnel for employment.
9. Performs other broadcast duties as required.
10. Performs other duties related to general administrative responsibilities as assigned by the immediate supervisor.

PHYSICAL REQUIREMENTS

This is medium level work which requires the following activities: climbing, bending, stooping, sitting, walking, lifting, finger dexterity, talking, hearing and visual acuity.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor of Science degree in Communications or Radio/TV Broadcasting or Bachelor of Arts degree with training and/or experience equivalent to a bachelor's degree in Communications or Broadcasting.
2. Five (5) years of increasingly responsible experience in radio operations and traffic.