

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.

Revised
D-21

Establish and classify the following MEP and DCSAA positions:

School Operations

All Girls/Boys Grades 6-12 Academy Principal, MEP, pay grade P3, Regional Center

The All Girls/Boys Grades 6-12 Academy Principal plans, organizes, and directs all activities and functions at the 6-12 grade school level which are essential to the operation of a responsive, effective, and efficient instructional environment which provides maximum opportunity for student growth.

Office of Capital Construction Budgets and Controls

District Director, Capital Construction Budgets and Contracts, MEP, pay grade 23, Office of Capital Construction Budgets and Controls

The District Director, Capital Construction Budgets and Contracts develops, updates and directs the District's annual and long-range Facilities needs for both Capital Construction and Maintenance functions. This position develops and monitors all financial elements of the District's capital outlay program by developing budgets, financial controls, and monitoring and forecasting expenditures.

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Office of School Facilities

Coordinator III, Project Management. DCSAA. pay grade 42, Office of School Facilities

The Coordinator III is responsible for coordinating the Information Technology efforts of the Office of School Facilities as it relates specifically to the monitoring of Primavera project schedules to ensure projects remain on schedule. Acts as liaison between the planning, design, construction, and maintenance departments to ensure inter-departmental implementation of the Five-Year Capital Plan.

SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Peter H. Cabrera	Interim Elementary Principal, Caribbean Elementary School	P1	Elementary Principal, Caribbean Elementary School (Effective 2/17/2006)	P1
Nancy S. Aragon	Middle Assistant Principal, Arvida Middle School	AP	Temporary Middle School Principal, Arvida Middle School (Effective 1/31/2006)	P2
Maritza M. Garcia	Senior Assistant Principal, Barbara Goleman Senior High School	AP	Interim Elementary Principal, James H. Bright Elementary School (Effective 3/24/2006)	P1
Dianne W. Jones	Elementary Assistant Principal, Joella Good Elementary School	AP	Temporary Elementary Principal, William A. Chapman Elementary School (Effective 2/3/2006)	P1
Frederic E. Conde	Executive Director Adult Education, School Operations	22	Temporary Elementary Principal, West Homestead Elementary School (Effective 2/8/2006)	P1

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SCHOOL-SITE ADMINISTRATIVE LATERAL RE-ASSIGNMENTS
PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Claudia V. James	Elementary Principal, Carol City Elementary School	P1	Elementary Principal, Flamingo Elementary School (Effective 3/24/06)	P1

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>
Daisy Drummond	Teacher, Bunche Park Elementary School	--	Temporary Elementary Assistant Principal, Bunche Park Elementary School (Effective 2/1/2006)	AP
Annie Lastre	Teacher, Eugenia B. Thomas Elementary School	--	Temporary Community School Assistant Principal, Eugenia B. Thomas Elementary School (Effective 2/1/2006)	AP
Leslie J. Longfield	Temporary Senior Assistant Principal, Miami Central Senior High School	AP	Senior Assistant Principal, Miami Central Senior High School	AP
Sofia S. Buttacavoli	Teacher, Hialeah-Miami Lakes Senior High School	--	Senior Assistant Principal, Hialeah-Miami Lakes Senior High School	AP
Lizette B. Hoelzel	Curriculum Support Specialist, Regional Center I	--	Elementary Assistant Principal, Joella Good Elementary School	AP
Victoria G. Dobbs	ESE Program Specialist, Southwest Miami Senior High School	--	Senior Assistant Principal, Miami Palmetto Senior High School (Effective 3/24/2006)	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>
Christina L. Guerra	Elementary Assistant Principal, Sunset Elementary School	AP	Elementary Assistant Principal, Marjory Stoneman Douglas Elementary School (Effective 3/24/2006)	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>
Anabarbara N. Bravo	Middle Assistant Principal, Ponce de Leon Middle School	AP	Elementary Assistant Principal, Flagami Elementary School (Effective 3/24/2006)	AP
Mayra De Leon	Elementary Assistant Principal, Sylvania Heights Elementary School	AP	Elementary Assistant Principal, Wesley Matthews Elementary School (Effective 3/24/2006)	AP
Aaron L. Roberts	Senior Assistant Principal, Booker T. Washington Senior High School	AP	Senior Assistant Principal, Miami Carol City Senior High School (Effective 3/24/2006)	AP
Norma C. Latta	Elementary Assistant Principal, Irving & Beatrice Peskoe Elementary School	AP	Elementary Assistant Principal, State School "Y1" (Relief for Jack D. Gordon/Gilbert L. Porter Elementary Schools) (Effective 3/24/2006)	AP
Evonne S. Alvarez	Middle Assistant Principal, Citrus Grove Middle School	AP	Senior Assistant Principal, South Dade Senior High School (Effective 3/24/2006)	AP
Magda R. Pereira	Instructional Supervisor Exceptional Student Education, Regional Center VI	21	Senior Assistant Principal, Coral Reef Senior High School (Effective 3/24/2005) (Career redirection at the request of the incumbent)	AP
Deborah A. Hosey	Senior Assistant Principal, Dr. Michael M. Krop Senior High School (Returning from Leave)	AP	Elementary Assistant Principal, Fulford Elementary School (Effective 2/8/2006) (Effective 2/8/2006)	AP

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NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Maria C. Noya	Senior Assistant Principal, Miami Senior High School	AP	Director Performance Improvement, School Quality Improvement (Effective 3/24/2006)	21
Ray D. Davis	Executive Director Sourcing Management (Interim), Facilities Operations, Maintenance	22	Executive Director Sourcing Management, Facilities Operations, Maintenance	22
Laurence F. White	District Director Capital Construction Compliance (Interim), Capital Construction Compliance	23	District Director Capital Construction Compliance, Capital Construction Compliance	23
Michael Levine	Executive Director Facilities Planning (Interim), Governmental Affairs and Land Use	22	Executive Director Facilities Planning, Governmental Affairs and Land Use	22
Susan K. Lilly	Director, Payroll Payroll Department	45	Executive Director, Payroll Department	22
Jose L. Dotres	Elementary Principal, Hialeah Gardens Elementary School	P1	Administrative Director, Professional Development, Training and Development (Effective 5/30/2006)	24
Isora C. Castro	Executive Director Construction Management, Capital Construction Budgets and Control	47	District Director Capital Construction Budgets, Office of Capital Construction Budgets and Control	23
Carl Nicoleau	Executive Director Facilities, Facilities Operations Maintenance	47	Administrative Director, Maintenance Project Operations, Facilities Operations Maintenance	24

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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>
Gary R. Lee	Coordinator II Inventory Control, Stores and Mail Distribution	41	Supervisor II Stores and Distribution (Interim) Stores and Mail Distribution	44
Christina A. Scott	Media Relations Specialist, Public Information	36	Supervisor, Community Services, Office of Community Services	44
Kathleen I. Davis	Senior Systems Analyst I, Systems and Programming Services	41	Project Manager, Systems and Programming Services	43
Don W. Deryke	Coordinator II Environmental Resources Management, Facilities Operations, Maintenance	41	Coordinator III Design Trades Supervision, Regional Maintenance Center 5	42
Eduardo A. Darde	Budget Analyst, (Interim) Title I Project Administration	43	Budget Analyst, Title I Project Administration	43
Raiza Diaz	Senior Programmer Analyst I (Interim), Assessment/Data Analysis	37	Coordinator III Systems and Programs, Assessment/Data Analysis	42
David F. Warner	Foreperson Carpenter, Regional Maintenance Center 3	--	Project Coordinator, Facilities Operations, Maintenance	40
Bozena Pentzke	Senior Programmer Analyst II, Systems and Programming Services	38	Systems Analyst I, Systems and Programming Services	39
Lorraine Ball	Sr. Systems Support Specialist, Technology Delivery	--	District Web Editor, Infrastructure and System Support	35

REVISIONS

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>
Ana M. Haget	DCSAA Hourly, Safety Environment and Hazards Management	--	Safety Inspector, Safety Environment and Hazards Management	36
Marvin E. Whitehead	Plant Security Foreperson, MDCPS SBAB Security	--	Safety Inspector, Safety Environment and Hazards Management	36
Odalis J. Garces	Deduction Control Officer, Payroll Department	42	Director Payroll, Payroll Department	45
Linda G. Fife	Coordinator Performance Improvement, Performance Improvement	42	Supervisor Performance Improvement, School Quality Improvement	43
Alberto Destrade	Coordinator Construction, A/E Selection Negotiations And Design Management	40	Director I, Design Management (Interim) Capital Improvement Project	45

RECOMMENDED: That effective February 15, 2006, 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:

All Girls/Boys Grades 6-12 Academy Principal, MEP, pay grade P3, Regional Center

District Director, Capital Construction Budgets and Contract, MEP, pay grade 23, Office of Capital Construction Budgets and Controls

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Coordinator III, Project Management, DCSAA, pay grade 42, Office of School Facilities

2. approve the recommendations as set forth above for appointments and lateral transfers to be effective February 16, 2006 or as soon thereafter as can be facilitated, with the exception of the effective dates as noted throughout the item.

MV:mtp

SALARY RANGE

P3	94,400 - 125,938	45	62,408 - 108,105
P2	86,000 - 123,495	44	59,437 - 102,962
P1	82,000 - 121,052	43	56,602 - 98,053
24	98,400 - 131,258	42	53,915 - 93,398
23	81,792 - 125,938	40	48,897 - 84,710
22	72,842 - 121,052	39	46,573 - 80,678
21	67,291 - 113,716	37	42,240 - 73,175
AP	61,200 - 96,188	36	40,225 - 69,684

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|------------------------|--|
| 1. | JOB TITLE: | All Girls/Boys Grades 6-12 Academy Principal |
| 2. | DEPARTMENT: | Regional Center |
| 3. | IMMEDIATE SUPERVISOR: | Director, Regional Center |
| 4. | PAY GRADE: | P3 |
| 5. | JOB CODE: | TBA |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | February 6, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item D-21, February 15, 2006 |
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OCCUPATIONAL SUMMARY

Plans, organizes, administers, and directs all activities and functions at the 6 – 12 grade school level which are essential to the operation of a responsive, effective, and efficient instructional environment which provides maximum opportunity for student growth.

EXAMPLE OF DUTIES

1. Manages the total school facility.
 - assumes responsibility for cleanliness, construction, maintenance and safety of the building and the surrounding grounds
2. Maintain the vision and mission of the special interest of the school.
3. Identifies school level objectives each year and develops a plan for their attainment.
 - works collaboratively with the Educational Excellence School Advisory Councils (EESAC) to identify school wide needs and implements plans to meet identified needs which support the school improvement plan
 - focuses on increased student achievement gains for continuous school improvement
4. Explains and executes policies, methods and procedures.
 - meets with staff and individuals as needed to explain rules and procedures
 - provides faculty/staff handbook to all employees
5. Stay abreast of research associated with the specific focus theme or career pathways.

6. Interviews and recommends appointments to school site vacancies and recommends continued employment or termination of active employees.
 - assigns duties to employees
 - serves district as member of management assessment and selection teams
 - assesses, selects and hires employees at the work site
 - pursuant to state statutes and labor contracts, initiates and makes recommendations to the superintendent on suspension and/or dismissal of employees
 - makes recommendations on approval and disapproval of employee leaves
7. Observes and evaluates teacher performance and provides assistance to individual teachers in an effort to improve classroom instruction.
 - convenes informal discussions and/or Conferences-for-the-Record, or grievance hearings as needed
 - implements set procedures as outlined in the labor contract for observation, remediation and final evaluation of instructional personnel
8. Budgets funds generated by the FEFP Program reflecting expenditures based on the current year's objectives and a thorough review of a school developed needs assessment document and directs expenditures of funds.
 - responsible for analyzing and developing the school-based budget system and for disseminating information regarding available funds to all stakeholders
9. Utilizes the FR05/08 Report, Transaction Register, and school developed records to monitor the expenditure of funds and insures that they are expended in accord with the accepted practices and procedures.
 - responsible for monitoring the expenditure of funds in accordance with school board rules
 - supervises staff assigned to create purchase orders and disbursement of school funds
 - responsible for the appropriate use of federal funds/grants
10. Ensures effective management of internal accounts by providing training in the established practices and procedures for those handling internal funds, by reviewing and approving the purchase and payment for all goods and services received, and by reviewing the monthly report and ledger cards with the treasurer.
 - assumes responsibility for audit exceptions and makes recommendation to Board for remediation
11. Supervises food and transportation services.

- responsible for all activities related to the Food Service Program at the school site including, but not limited to, the Free/Reduced School Lunch Program; receipt and depositing of lunch monies; and enforcing health and sanitation standards in the kitchen and cafeteria
 - responsible for providing accessible areas for safe and efficient transportation of students
12. Maintains school facilities as a safe environment.
- responsible for the implementation of Board policies related to safety to life
 - initiates corrective action on any identified infractions
 - responsible for enforcing Worker's Compensation regulations
 - initiates referrals to the Employee Assistance Program as appropriate
13. Forms, supports, and works cooperatively with the school P.T.A. and Advisory Committee
- assumes leadership role in coordinating all community groups working within the school
14. Conducts an annual review of the school's curriculum to insure appropriateness for student needs.
- provides for the use of student performance data as measured by state and local assessments required in S229.57 F.S.
 - responsible for the total instructional program
 - responsible for complying with Greater Miami Athletics Conference (GMAC) guidelines
 - responsible for adhering to Southern Association of Colleges and Schools (SACS) accreditation standards
 - responsible for enforcing standards relative to student progress and promotion
 - responsible for determining promotion eligibility for all students
15. Develops an articulation program that will establish smooth transition from feeder schools in regard to: academic programs, extra and co-curriculum programs, curriculum planning, subject selection and social adjustment to a new school.
16. Identifies ways and develops an action plan to enhance staff morale.
17. Arranges/conducts in-service activities and meetings.
- responsible for the implementation and the determination of the effects of the individualized professional development plan for all instructional personnel that is linked to improved student performance.
18. Develops the school's master schedule.

- responsible for the development and implementation of the school's master schedule
- 19. Meets and confers with the faculty council.
- 20. Confers with students, parents, and staff to resolve issues and problems.
- 21. Directs the preparation of required records, reports, and documents such as: the school progress report, Federal surveys, etc.
- 22. Participates in exceptional student staffings and insures compliance with Federal laws and current procedures.
- 23. Administers the free and reduced meal program.
- 24. Develops a program of public relations which includes continuous information to parents via correspondence, newsletters, and conferences.
 - responsible for the school's public relations program in order to work cooperatively with municipalities, chambers of commerce and, governmental agencies
 - provides for the establishment and maintenance of a positive collaborative relationship with students' families to increase student achievement
- 25. Schedules and monitors all extra curricular activities.
- 26. Administers all executed Board employee contracts to insure adherence to all provisions as approved.
 - submits proposals for collective bargaining review teams (CBIRC)
 - serves, as appointed, as district representative on collective bargaining review teams (CBIRC)
 - decides on items to be presented to collective bargaining teams, as members of CBIRC
 - serves, as appointed, on collective bargaining teams
 - assists, as committee member, in preparation of stylized reports for contract negotiation
 - confers with union representatives on contract and grievance procedures
 - conducts contract grievance hearings
 - conducts disciplinary conferences and recommends suspensions and/or dismissal of employees
 - serves, when appropriate, as a witness for the school district on administrative hearings
 - supports continuous improvement
 - provides for the performance of professional competencies, responsibilities and requirements, as established by State Board of Education and district School Board

27. Participate in special organizations associated with the special interest theme.
28. Maintain strong ties with community partnerships.
29. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job.
 - serves on feeder pattern, region, and district committees designed to formulate policy related to on-site administrative responsibilities and policies related to job responsibilities of all district employees
 - serves, as appointed, on district committees to develop, implement, and monitor policies and procedures as outlined in the Pupil Progression Plan
 - serves, as appointed, on committees for the development of assessment procedures for instructional and administrative personnel
 - responsible for enforcing standards relative to student progress and promotion
 - responsible for determining promotion eligibility for all students
30. Performs other duties related to general administrative responsibilities as assigned by the immediate supervisor.

PHYSICAL REQUIREMENTS

This is medium work which requires the following physical activities: climbing, balancing, bending, stooping, kneeling, crouching, crawling, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, repetitive motions, talking, hearing, and visual acuity. The worker is exposed to atmospheric conditions and the work is performed primarily indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Master's degree with valid Florida certification in secondary administration and supervision or educational leadership.
2. Valid Florida teaching certificate.
3. Four (4) years appropriate teaching experience.
4. Three (3) years administrative experience.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | District Director, Capital Construction Budgets & Contracts |
| 2. | DEPARTMENT: | Office of Capital Construction Budgets & Controls |
| 3. | IMMEDIATE SUPERVISOR: | Chief Facilities Officer |
| 4. | PAY GRADE: | 23 |
| 5. | JOB CODE: | TBA |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | January 23, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item D-21, February 15,2006 |
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OCCUPATIONAL SUMMARY

Develops, updates and directs the District's annual and long-range Facilities needs for both Capital Construction and Maintenance functions. This position develops and monitors all financial elements of the District's capital outlay program by developing budgets, financial controls, and monitoring and forecasting expenditures.

EXAMPLE OF DUTIES

1. Directs development, implementation and quality control of the Capital project based integrated financial and project management system.
2. Directs capital budgetary functions within Facilities Management and interfaces with Divisions of Accounting, Treasury Management and Finance.
3. Directs preparation and review of monthly, quarterly and annual construction status reports.
4. Meets with Capital Improvement staff, committees and region directors and superintendents and directors to review capital needs and projects.
5. Directs the preparation and compiles reports to the Department of Education on the status of Capital Construction Projects.
6. Directs preparation and compiles the financial sections of the District Five Year Capital Work Plan to be submitted to the Board and the Department of Education.

7. Directs the budgeting and scheduling process for District's multi-billion dollar Capital Outlay Work Plan and Budget.
8. Conducts research and analysis relative to planning and construction cost trends and facilities planning to promote economy, safe environment and improve efficiency.
9. Conducts on-going annual evaluation of the District's facilities needs, site acquisition, new construction and improvements to existing physical plants.
10. Provides reports and information to the Florida Department of Education and to staff for use to lobby Miami-Dade delegation and legislature in matters pertaining to financing of school construction.
11. Directs the quality assurance of data and information and interfaces with auditors.
12. Directs and implements the District's tax savings program as it relates to construction materials.
13. Directs, coordinates and advises the agenda process for the Technical Review Committee meetings.
14. Performs other duties related to general administrative responsibilities as assigned by the immediate supervisor.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing walking, lifting, finger dexterity, grasping, repetitive motions, talking hearing and visual acuity. The work is performed indoors. Frequent in-county travel required.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Business Administration, with major studies in Accounting, Computer Science or related field

AND

Seven (7) years of progressively responsible experience in construction budgeting, accounting and scheduling in a large corporation or public agency with a minimum of (2) years experience in managing a multi-billion budget.

OR

Ten (10) years of progressively responsible experience in construction budgeting, accounting, finance and scheduling in a large corporation or public agency with a minimum of (2) years experience in managing a multi-billion budget.

2. Demonstrated ability to communicate effectively in oral and written form.
3. Possession of a valid Florida driver's license.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

1.	JOB TITLE:	Coordinator III, Project Management
2.	DEPARTMENT:	Office of School Facilities
3.	IMMEDIATE SUPERVISOR:	Chief Facilities Officer
4.	PAY GRADE:	42
5.	JOB CODE:	TBA
6.	BARGAINING UNIT:	8
7.	DATE OF LAST REVISION:	January 20, 2006
8.	POSITION AUTHORIZED:	Board Item D-21, February 15, 2006

OCCUPATIONAL SUMMARY

Responsible for coordinating the Information Technology efforts of the Office of School Facilities as it relates specifically to the monitoring of Primavera project schedules to ensure projects remain on schedule. Acts as liaison between the planning, design, construction, and maintenance departments to ensure interdepartmental implementation of the Five-Year Capital Plan. Provides administrative support to the Chief Facilities Officer.

EXAMPLE OF DUTIES

1. Coordinates updates in Primavera to ensure reports reflect current project schedule information.
2. Serves as liaison between departments within the Office of School Facilities to ensure that conflicts or deficiencies in the project schedules are addressed to eliminate or reduce project delays.
3. Coordinates and attends staff meetings for the Office of School Facilities and ensures follow-up regarding issues or questions raised. May be required to drive MDCPS vehicle.
4. Prepares reports, memoranda and other correspondence requested by the Chief Facilities Officer.

5. Conducts research and/or analyses on best practices in the field of school facilities and prepares recommendations for system improvements to the Chief Facilities Officer.
6. Assists in personnel related functions, as directed by the Chief Facilities Officer.
7. Represents the Chief Facilities Officer at meetings or events, as directed.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing, and visual acuity. The work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Architecture, Engineering, Information Technology, Public or Business Administration, or similar field and five years of experience with a large organization, public or private, as an administrative assistant or project manager.

OR

An Associate of Arts or Science degree and seven (7) years of experience with a large organization, public or private, as an administrative assistant or project manager.

2. Experience with a wide variety of software programs. Knowledge of Primavera scheduling also desirable.
3. Possession of a valid Florida Driver's License.
4. Demonstrated ability to communicate effectively in both oral and written form.