

Office of Human Resources
Mariaelena Vidal, Human Resources Officer

SUBJECT: JOB DESCRIPTIONS UPDATE FOR ADMINISTRATIVE AND PROFESSIONAL AND TECHNICAL POSITIONS

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

Authorization of the Board is requested to prescribe minimum qualifications for positions pursuant to Florida Statutes 1001.42 and 1012.22. Attached are copies of the job descriptions identifying additions and deletions of the minimum qualifications.

RECOMMENDED: That effective March 16, 2006, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida, approve changes to minimum qualifications for the following MEP and DCSAA positions:

- a. Executive Director, Title I Administration, MEP pay grade 22, Title I Administration
- b. Director, Community Outreach, MEP pay grade 21, Office of Community Services
- c. Supervisor, Regional Center, MEP pay grade 21, Regional Center
- d. District Supervisor, Parent Outreach, DCSAA pay grade 45, Title I Administration
- e. Administrative Assistant I, DCSAA pay grade 34, Title I Administration

MV:mtp

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | Executive Director, Title I Administration |
| 2. | DEPARTMENT: | Title I Administration |
| 3. | IMMEDIATE SUPERVISOR: | Assistant Superintendent or Accountability Officer
Title I Administration |
| 4. | PAY GRADE: | 22 |
| 5. | JOB CODE: | 0275 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | January 31, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item C-4, January 8, 1986 |
| 9. | POSITION REVIEWED: | January 26, 2006 |
| 10. | MINIMUM QUAL. CHANGE: | Board Item D-24, March 15, 2006 |
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OCCUPATIONAL SUMMARY

The Executive Director provides technical assistance, directions and support to schools serving students eligible for Title I services. This position requires supervision of all Title I budgets, targeted assistance programs, personnel, federal law, regulations, guidelines, computer and instructional programs, parental involvement, and Title I compliance in each school.

EXAMPLE OF DUTIES

1. Plans, coordinates and supervises the implementation of the Title I program services at non-public schools and neglected and delinquent centers.
2. Negotiates with third party contractors regarding the delivery of appropriate educational services for eligible private school students.
3. Supervises and provides technical support and assistance in the implementation of the Title I program in Pre-Kindergarten through grade 12 programs.
4. Reviews and supports the implementation of educational plans for schools requiring school improvement as identified by the Florida Department of Education (FDOE).
5. Supervises Title I programs relative to personnel, budget utilization, property control records and instructional priorities.

6. Supervises the activities of the parental involvement components.
7. Serves as liaison between the District and Regional offices.
8. Supervises funds for supplies, materials, equipment and other expenditures in schools implementing the Title I program.
9. Assists in developing, reviewing, and editing State applications for submission to the Florida Department of Education (FDOE).
10. Assists in developing program amendments.
11. Reviews School Improvement Plans (SIP) for state audits.
12. Reviews and advises staff of all legislative updates on federal and state policy and research.
13. Revises the Local Education Agency's (LEA) plan annually, if necessary.
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, balancing, bending, stooping, crouching, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Master's degree in education or related field with certification in administration/supervision or educational leadership.
2. Minimum of three (3) years of administrative/supervisory experience.
3. ~~Minimum of four (4) years teaching experience.~~
4. Knowledge of Title I Federal/State guidelines.
5. Evidence of knowledge of the development of grant proposals and budgets.
6. Demonstrated ability to communicate effectively in both oral and written forms.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|-----|------------------------|---------------------------------|
| 1. | JOB TITLE: | Director, Community Outreach |
| 2. | DEPARTMENT: | Office of Community Services |
| 3. | IMMEDIATE SUPERVISOR: | District Director |
| 4. | PAY GRADE: | 21 |
| 5. | JOB CODE: | 0286 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | January 30, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item C-6, July 8, 1987 |
| 9. | POSITION REVIEWED: | January 31, 2006 |
| 10. | MINIMUM QUAL. CHANGE: | Board Item D-24, March 15, 2006 |
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OCCUPATIONAL SUMMARY

Directs, supervises and coordinates the Office of Parental Involvement, its staff and the parental outreach activities. Implements the philosophy, goals, objectives and policies of parental involvement District-wide.

EXAMPLE OF DUTIES

1. Directs and monitors parental involvement and the successful implementation of School Board Rule 6Gx13- 1B-1.011.
2. Prepares and supervises the District budget, school site budgets and the budgets for federal and state grants.
3. Prepares grant applications for parental involvement.
4. Serves as staff liaison and coordinates monthly meetings of the Family & Community Involvement Advisory Committee.
5. Provides information to administrative and instructional personnel, parents and community groups regarding issues related to the areas of responsibility for the Office of Community Services.

6. Plans and directs the implementation of new programs, in cooperation with school center administrators that are necessary to meet the needs of the parents.
7. Monitors all contracts and affiliating agreements processed for parental involvement programs; and interprets policies, procedures and guidelines for parental involvement.
8. Assists in the procurement, allocation and distribution of materials and curriculum for school programs.
9. Coordinates Miami-Dade County Public Schools (M-DCPS) Strategic Plan regarding parental involvement programs.
10. Reviews, critiques and assists in selecting educational materials and programs that support the curriculum, materials and programs approved by the District.
11. Develops and maintains reports regarding District-wide information relative to the responsibilities of the office.
12. Directs and evaluates the performance of personnel assigned to the office.
13. Initiates, conducts and supervises staff development activities for school site personnel to improve program delivery at schools.
14. Reviews current research and identifies appropriate professional development opportunities for the professional growth of District staff that service the schools.
15. Assists in the development of marketing strategies for parental involvement.
16. Performs other duties related to general administration responsibilities as assigned by the District Director.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: sitting, walking, bending, stooping, twisting, reaching, standing, pulling, pushing, lifting, finger dexterity, talking, hearing, and visual acuity.

MINIMUM QUALIFICATION REQUIREMENTS

1. Master's degree or higher in education or Bachelor's degree in educationally-related field, communication, or a business related field such as marketing or journalism.
2. Minimum of five (5) years of successful ~~administrative~~ leadership experiences in ~~community-education~~ a professional or volunteer role with parental involvement programs.

3. Ability to communicate effectively orally and in writing as evidenced by clarity and conciseness of oral presentations and submitted written materials.
4. Ability to work independently as well as cooperatively and constructively with all levels of school and District staff and with stakeholders in a multi-disciplinary setting.
5. Knowledge of the school system education programs.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | Supervisor, Regional Center |
| 2. | DEPARTMENT: | Regional Center |
| 3. | IMMEDIATE SUPERVISOR: | Regional Administrative Director |
| 4. | PAY GRADE: | 21 |
| 5. | JOB CODE: | 0301 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | POSITION REVIEWED: | February 24, 2006 |
| 8. | DATE OF LAST REVISION: | February 27, 2006 |
| 9. | POSITION AUTHORIZED: | Board Item D-21, September 7, 2005 |
| 10. | MINIMUM QUAL.CHANGE: | Board Item D-24, March 15, 2006 |
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OCCUPATIONAL SUMMARY

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.

EXAMPLE OF DUTIES

Advocacy/ESE

1. Provides assistance to school principals with student transfers.
2. Provides assistance and support to schools, students, parents, educators and citizens in mediating solutions to issues between the students, home and the school while addressing individual educational needs of students in Miami-Dade County Public Schools.
3. Assists schools in understanding School Board rules and policies, School Operational procedures, and the Individuals with Disabilities Education Act (IDEA).
4. Provides information about Miami-Dade County Public Schools' programs and services for students which includes media related activities, i.e., media requests and media releases.
5. Provides assistance and monitors all schools' Crisis Interventions/Critical Incident Response plans, and ensures the safety and security of students enrolled in schools within the authority of the Regional Center.

6. Provides assistance to schools and monitors programs designed to reduce staff Absenteeism.

Business/Personnel

7. Coordinates personnel matters and assists in the monitoring of employees under the jurisdiction of the Regional Center.
8. Assists in the monitoring of Extra Teaching Period Supplements.
9. Assists the Office of Professional Standards, School Police, and the Employee Assistance Program in the assignment of employees on alternative assignment.
10. Monitors submission and assists schools with the preparation of required reports e.g., Full Time Equivalent (FTE).
11. Assists in developing plans for maintaining the effective operation of all school facilities within the assigned Regional Center office.

Professional Development

12. Monitors site-based embedded professional development activities at all schools within the Regional Center and conducts needs assessments to determine priorities for Professional Development within the Regional Center.
13. Provides assistance to schools with initiatives related to student achievement.
14. Ensures that the Continuous Improvement Model (CIM) is utilized at all school sites within the Regional Center.

Curriculum

15. Analyzes statistical data provided by Information Technology Services (ITS), (e.g. ESE, student achievement, budget), and provides and coordinates technical assistance and support to Vertical Teams within the Feeder Pattern and provides feedback concerning their viability and effectiveness while fostering Professional Learning Communities at all levels.
16. Assists in the ongoing process of ensuring that the Competency-Based Curriculum and/or state frameworks are correlated to national and state standards and that updated documents are provided to schools and offices in a timely manner; coordinates with other offices e.g. Title I, Exceptional Education to ensure that curriculum is a seamless progression for all students.
17. Monitors the effective and efficient functioning of all instructional programs and resources to ensure improvement of student performance.
18. Monitors and supports curriculum implementation at all feeder pattern schools within the authority of the Regional Center.

19. May partner with other offices to ensure the successful implementation of the Secondary School Reform Framework.

Adult/Career Technical Education

20. Monitors adult/career technical education programs.
21. Evaluates data as it relates to post secondary programs and program improvement.
22. Assists school site administration as required with adult/career technical education programs.
23. Assists district adult education with the implementation of curriculum initiatives.

Other

24. Performs duties related to the general administrative responsibilities as delegated by the Regional Director within the assigned Regional Center.
25. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: climbing, bending, stooping, crouching, twisting, reaching, sitting, standing walking, lifting, finger dexterity, grasping, talking, hearing and visual acuity. The work is exposed to noise, hazards and atmospheric conditions. The work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. ~~Bachelor's degree with certification in elementary and/or secondary education.~~
Master's degree with certification in educational leadership or elementary or secondary education.
2. Minimum of three (3) years teaching experience.
3. Minimum of three (3) years administrative experience at school site, regional center, District and/or equivalent is preferred.
4. Demonstrated ability to communicate effectively in both oral and written forms.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | District Supervisor, Parent Outreach |
| 2. | DEPARTMENT: | Title I Administration |
| 3. | IMMEDIATE SUPERVISOR: | Executive Director, Title I Administration |
| 4. | PAY GRADE: | 45 |
| 5. | JOB CODE: | 0486 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | January 26, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-3, August 25, 1999 |
| 9. | POSITION REVIEWED: | January 27, 2006 |
| 10. | MINIMUM QUAL. CHANGE: | Board Item D-24, March 15, 2006 |
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OCCUPATIONAL SUMMARY

Initiates, plans, organizes, administers, and supervises all activities and functions which are essential to the operation of a responsive and effective parent involvement program. This position has District-wide responsibility for planning, coordinating, supervising, and directing all activities related to Title I parent involvement, including the Title I Parent Resource Center, the Parent Outreach Program (POP), and the Family Learning Centers (FLC) and Regional and District Title I Parent Advisory Councils. Develops and administers a comprehensive network of support, orientation/training, and technical assistance for District, regional, and school site parent involvement staff. Serves on a variety of school District task forces, councils, and committees established to promote and enhance parent involvement. Disseminates and interprets information pertaining to federal and state regulations governing parent involvement.

EXAMPLE OF DUTIES

1. Develops long range parent involvement goals; develops unique program designs and innovative strategies made necessary by budgetary and programmatic developments; and supports the activities of Title I Regional Supervisors to meet the objectives that relate to parent involvement by utilizing available personnel and material resources necessary to produce a quality parental involvement program responsive to the needs of low income families.

2. Supervises the programs of the Title I Parent Resource Center, the Parent Outreach Program, the Family Learning Centers, and the Regional and District Parent Advisory Councils.
3. Plans, implements, and maintains a comprehensive network of support, and technical assistance for all Title I schools, District, and regional staff and works cooperatively with the administration and staff of Title I schools to assure that parent outreach is effective.
4. Plans, coordinates, and implements Title I Awareness Days through cooperation with various churches located in communities serving families of Title I students.
5. Develops and implements a training program for parent involvement clerical staff.
6. Develops, coordinates, and supervises the use of the Title I parent involvement budget and controls expenditures of funds.
7. Prepares and coordinates dissemination of public information regarding parent involvement initiatives and activities from Title I Administration to local, state, and national education representatives.
8. Writes a syndicated newspaper column on parent involvement issues.
9. Develops and maintains cooperative working relationship with public and private sector agencies that provide services for parents, including colleges and universities, in order to facilitate parent awareness of community resources.
10. Serves on a variety of school District task forces, councils, and committees established to promote and enhance parent involvement.
11. Provides District support for school-based parent outreach staff and develops periodic status reports related to parental involvement in the Title I program.
12. Prepares and maintains a promotional package of information on Title I parent involvement activities.
13. Works with individual parents, PTA/PTSA, and the PAC's. Works with the District Advisory Council (DAC) in scheduling and organizing meetings of the DAC and facilitates the dissemination of information, agendas, and minutes, and plans appropriate training for the members.
14. Develops innovative strategies to assist schools with writing and implementing School Improvement Plans (SIP) regarding parent involvement.
15. Maintains an updated file of literature on parental involvement activities within the school District and throughout the nation.

16. Interprets various District, state, and federal policies, procedures, programs, statutes, and regulations and provides related information to Title I schools, regional offices, and various parent and community groups, in order to facilitate effective, coordinated District-level implementation of parent involvement.
17. Prepares, develops, and designs publications, incentive materials, periodic status reports, and related information for Title I parental involvement.
18. Assists with the plans, coordination, and implementation of a county-wide Instructional Fair for parents, teachers, paraprofessionals, and administrators.
19. Monitors the Title I Computer Home-Lone Program to provide parents and students an opportunity to work together in the home utilizing the technology of computers.
20. Represents the District on Title I parent involvement at the state, regional, and national levels with organizations concerned with parent involvement.
21. Plans, organizes, and coordinates Title I involvement in local, regional, and national parent conferences.
22. Plans, coordinates, and implements District Title I awards.
23. Performs other duties related to general administrative responsibilities as assigned by the immediate supervisor.

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 primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Master's degree in education with certification in administration or supervision.
2. Minimum of three (3) years successful teaching experience.
3. ~~Minimum of three (3) years administrative experience.~~
4. Demonstrated knowledge of and experience in programs and activities designed to link school and home in urban and suburban school Districts.
5. Experience in parent education preferred.
6. Personal qualifications which permit effective communication with home, community, school, regional, and District level administrators and staffs.
7. Demonstrated ability to communicate effectively as evidenced by clarity and conciseness of oral and written presentations.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. JOB TITLE: | Administrative Assistant I |
| 2. DEPARTMENT: | Title I Administration |
| 3. IMMEDIATE SUPERVISOR: | Executive Director, Title I Administration |
| 4. PAY GRADE: | 34 |
| 5. JOB CODE: | 0423 |
| 6. BARGAINING UNIT: | 8 |
| 7. DATE OF LAST REVISION: | February 9, 2006 |
| 8. POSITION REVIEWED: | February 3, 2006 |
| 9. POSITION AUTHORIZED: | Board Item C-4, January 8, 1986 |
| 10. MINIMUM QUAL. CHANGE: | Board Item D-24, March 15, 2006 |
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OCCUPATIONAL SUMMARY

Supervises and conducts the implementation, staff development and processes of the Title I Challenging a Higher Education for Students in our Schools (CHESS) Program and the Title I Home Instruction for Parents of Preschool Youngsters (HIPPIY) Program for schools implementing the Title I Program.

EXAMPLE OF DUTIES

1. Provides staff development and coordinates delivery of services to CHESS facilitators in Title I schools.
2. Identifies materials and develops in-house Title I CHESS publications, flyers, etc. for dissemination to Title I schools.
3. Identifies, develops, and supervises Regional Centers' Title I CHESS tournaments and Title I District tournaments and events, including those that go beyond the regular workday or work week.
4. Provides technical assistance to administrators and staff reference the Title I CHESS Program.
5. Assists with the coordination of the Title I HIPPIY Program in communities of schools implementing the Title I Program.

6. Supports the alignment of HIPPY USA curriculum with Title I HIPPY Coordinators (Educational Specialists) and the Title I HIPPY Parent Educators (Community Involvement Specialists – CIS and Paraprofessionals).
7. Supervises the completion of the HIPPY USA and Miami-Dade County Public Schools Contract.
8. Supervises the completion of home visits and group meetings for the Title I HIPPY Program.
9. Performs other duties related to general administrative responsibilities as assigned by the immediate supervisor.

PHYSICAL REQUIREMENTS

This is work which requires the following physical activities: climbing, balancing, bending, stooping, standing, walking, finger dexterity, talking, hearing, and visual Acuity. The work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Associate of Arts degree in Business Administration, Management, or related field. Bachelor's degree in Business, Management or related field, preferred.

OR

- ~~Three (3) years of store-keeping experience, two (2) of those years must include experience in record-keeping, research and documentation.~~
2. Experience with property accounting and control in a large organization. Minimum of three (3) years administrative experience.
 3. Demonstrated knowledge in the area of teaching children and adults to play chess.
 4. Demonstrated knowledge of major trends and requirements in implementing, coordinating, and teaching chess.
 6. Demonstrated ability to communicate effectively in both oral and written forms.