

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.

Establish and classify the following MEP and DCSAA positions:

**Office of Performance Improvement**

**District Director, Performance Improvement, MEP, pay grade 23, Office of Performance Improvement**

The District Director, Performance Improvement, provides leadership in the development, deployment, and monitoring of the District's performance improvement initiatives and key performance indicators as well as the reporting of progress through quarterly benchmark review meetings to inform District-level decision-making. In addition, the District Director provides technical assistance and ongoing support to District, Regional Centers, schools, and other work locations in the design and implementation of District, function, and unit level performance scorecards.

**Office of School Facilities**

**Administrative Director, A/E Selection, Negotiations and Design Management, MEP, pay grade 24, Office of School Facilities**

The Administrative Director, A/E Selection, Negotiations and Design Management is responsible for the Department of A/E Selection, Negotiations & Design Management; oversees and manages the selection and contract negotiation process required for procurement of professional design and construction related services necessary for the execution of the Miami-Dade County Public Schools Capital Construction Program.

**Assistant Director, A/E Selection, Negotiations and Design Management, DCSAA, pay grade 45, Department of A/E Selection, Negotiations and Design Management**

The Assistant Director, A/E Selection, Negotiations and Design Management is responsible for the coordination, negotiations, tracking, contract execution, and reporting selection results of professional consultant services necessary for the execution of the Miami-Dade County Public Schools Capital Construction Program.

**Miami-Dade County Schools Police**

**Director, District Security, DCSAA, pay grade 45, Miami-Dade County Schools Police**

The Director, District Security assists in the daily administrative operations of the Miami-Dade Schools Police Department through coordination of security for the District office complexes and parking facilities.

## **Business Operations**

### **Coordinator III, Transportation Systems and Programs, DCSAA, pay grade 42, Department of Transportation**

The Coordinator III, Transportation Systems and Programs provides technical assistance, supervises, and performs maintenance and upkeep for the Department's information systems and interfaces with District personnel, the Division of Information Technology Services (ITS) and staff at the Florida Department of Education concerning information requirements and reports.

**SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS**  
**PRINCIPALS**

<b><u>NAME</u></b>	<b><u>CURRENT ASSIGNMENT</u></b>	<b><u>CURRENT PG</u></b>	<b><u>NEW ASSIGNMENT</u></b>	<b><u>NEW PG</u></b>
Milagros L. Maytin	Interim Elementary Principal, W. J. Bryan Elementary School	P1	Elementary Principal, W. J. Bryan Elementary School (Effective 6/17/2006)	P1
Eliseo Hernandez	Interim Elementary Principal, Gloria Floyd Elementary School	P1	Elementary Principal, Gloria Floyd Elementary School (Effective 6/17/2006)	P1
Apryle L. Kirnes	Interim Elementary Principal, Lake Stevens Elementary School	P1	Elementary Principal, Lake Stevens Elementary School (Effective 6/17/2006)	P1
Rene E. Baly	Interim Elementary Principal, Naranja Elementary School	P1	Elementary Principal, Naranja Elementary School (Effective 6/17/2006)	P1
Thomas W. Frederick	Interim Elementary Principal, North Glade Elementary School	P1	Elementary Principal, North Glade Elementary School (Effective 6/17/2006)	P1
Sally M. Hutchings	Interim Elementary Principal, Olinda Elementary School	P1	Elementary Principal, Olinda Elementary School (Effective 6/17/2006)	P1
Julian E. Gibbs	Interim Elementary Principal, Henry E.S. Reeves Elementary School	P1	Elementary Principal, Henry E.S. Reeves Elementary School (Effective 6/17/2006)	P1
Gloria P. Barnes	Interim Elementary Principal, Treasure Island Elementary School	P1	Elementary Principal, Treasure Island Elementary School (Effective 6/17/2006)	P1
Thomas P. Ennis	Interim Middle Principal, Cutler Ridge Middle School	P2	Middle School Principal, Cutler Ridge Middle School (Effective 6/17/2006)	P2

**SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS**  
**PRINCIPALS**

<b><u>NAME</u></b>	<b><u>CURRENT ASSIGNMENT</u></b>	<b><u>CURRENT PG</u></b>	<b><u>NEW ASSIGNMENT</u></b>	<b><u>NEW PG</u></b>
Concepcion Martinez	Interim Middle Principal, Jose de Diego Middle School	P2	Middle School Principal, Jose de Diego Middle School (Effective 6/17/2006)	P2
Rafael A. Villalobos	Interim Middle Principal, Hammocks Middle School	P2	Middle School Principal, Hammocks Middle School (Effective 6/17/2006)	P2
Carol Y. Wright	Interim Middle Principal, Horace Mann Middle School	P2	Middle School Principal, Horace Mann Middle School (Effective 6/17/2006)	P2
Arnold R. Montgomery	Interim Middle Principal, North Miami Middle School	P2	Middle School Principal, North Miami Middle School (Effective 6/17/2006)	P2
Annette Degoti	Temporary Opportunity School Principal, School for Applied Technology	P2	Interim Elementary Principal, Auburndale Elementary School	P1
Yseult Charles	Elementary Principal, Auburndale Elementary School	P1	Opportunity School Principal, School for Applied Technology	P2

**SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS**  
**ASSISTANT PRINCIPALS**

<b><u>NAME</u></b>	<b><u>CURRENT ASSIGNMENT</u></b>	<b><u>CURRENT PG</u></b>	<b><u>NEW ASSIGNMENT</u></b>	<b><u>NEW PG</u></b>
Cynthia C. Williams	Temporary Elementary Assistant Principal, Joella Good Elementary School	AP	Elementary Assistant Principal, Joella Good Elementary School (Effective 5/30/2006)	AP

**SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS**  
**ASSISTANT PRINCIPALS**

<b><u>NAME</u></b>	<b><u>CURRENT ASSIGNMENT</u></b>	<b><u>CURRENT PG</u></b>	<b><u>NEW ASSIGNMENT</u></b>	<b><u>NEW PG</u></b>
Lissette M. Garcia	Temporary Elementary Assistant Principal, J.W. Johnson Elementary School	AP	Elementary Assistant Principal, J.W. Johnson Elementary School (Effective 5/30/2006)	AP
Elena M. Cabrera	Reading Coach, Hialeah Middle School	--	Middle Assistant Principal, Jose Marti Middle School	AP
Ivette M. Diaz-Rubio	Teacher, Palm Springs Middle School	--	Middle Assistant Principal, Jose Marti Middle School	AP
Cortnye S. Arce	Teacher, Paul W. Bell Middle School	--	Middle Assistant Principal, Palm Springs Middle School	AP
Annie Lastre	Temporary Community Education Assistant Principal, Eugenia B. Thomas Elementary School	AP	Elementary Assistant Principal, Eugenia B. Thomas Elementary School (Effective 6/5/2006)	AP
Patricia Moreira	Elementary Principal, Regional Center I	P1	Middle Assistant Principal, Glades Middle School (Effective 6/14/2006)	AP

**SCHOOL-SITE LATERAL ADMINISTRATIVE RE-ASSIGNMENTS**  
**ASSISTANT PRINCIPALS**

<b><u>NAME</u></b>	<b><u>CURRENT ASSIGNMENT</u></b>	<b><u>CURRENT PG</u></b>	<b><u>NEW ASSIGNMENT</u></b>	<b><u>NEW PG</u></b>
Iliana M. Bravo	Elementary Assistant Principal, Henry E.S. Reeves Elementary School	AP	Elementary Assistant Principal, Broadmoor Elementary School (Effective 6/5/2006)	AP

**SCHOOL-SITE LATERAL ADMINISTRATIVE RE-ASSIGNMENTS**  
**ASSISTANT PRINCIPALS**

<b><u>NAME</u></b>	<b><u>CURRENT ASSIGNMENT</u></b>	<b><u>CURRENT PG</u></b>	<b><u>NEW ASSIGNMENT</u></b>	<b><u>NEW PG</u></b>
Laurie L. Kaplan	Middle Assistant Principal, Doral Middle School	AP	Elementary Assistant Principal, Eugenia B. Thomas Elementary School (Effective 6/5/2006)	AP
Ramon J. Garrigo	Elementary Assistant Principal, Eugenia B. Thomas Elementary School	AP	Elementary Assistant Principal, Everglades K-8 Center (Effective 6/5/2006)	AP
Carlos Del Cuadro	Senior Assistant Principal, Miami Springs Senior High School	AP	Middle Assistant Principal, Doral Middle School	AP
Joseph C. Flannigan	Vice Principal, Lindsey Hopkins Education Center	VP	Vice Principal, Robert Morgan Educational Center	VP
Leron Cook	Senior Assistant Principal, Miami Norland Senior High School	AP	Middle Assistant Principal, Mays Community Middle School	AP
Maria E. Hernandez	Elementary Assistant Principal, Orchard Villa Elementary School	AP	Elementary Assistant Principal, Henry E.S. Reeves Elementary School (Effective 6/5/2006)	AP
Lucy Varona	Elementary Assistant Principal, Eugenia B. Thomas Elementary School	AP	Elementary Assistant Principal, Orchard Villa Elementary School (Effective 6/5/2006)	AP
Suzet M. Hernandez	Elementary Assistant Principal, Dr. Edward L. Whigham Elementary School	AP	Middle Assistant Principal, Redland Middle School	AP

**NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS**

<b><u>NAME</u></b>	<b><u>CURRENT ASSIGNMENT</u></b>	<b><u>CURRENT PG</u></b>	<b><u>NEW ASSIGNMENT</u></b>	<b><u>NEW PG</u></b>
Orlando L. Alonso	Supervisor II Long Range Planning, Transportation	44	Director I, Vehicle Maintenance, Vehicle Maintenance Transportation	21
Milagros Hernandez	Elementary Principal, Sylvania Heights Elementary School	P1	District Director Professional Standards, Office of Professional Standards	23

**NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS**  
**PROFESSIONAL AND TECHNICAL**

<b><u>NAME</u></b>	<b><u>CURRENT ASSIGNMENT</u></b>	<b><u>CURRENT PG</u></b>	<b><u>NEW ASSIGNMENT</u></b>	<b><u>NEW PG</u></b>
Jose F. Garcia	Manager III Personnel/ Staffing, Instructional Certification	39	Certification Officer, Instructional Certification	44
Wilfredo A. Sabater	Coordinator II, Educational Specification, Office of Planning	41	Coordinator III, Facilities Planning, Office of Planning	42
Isabelle Romeus	School Accounting Resource Specialist, Adult, Vocational, Alternative and Community Education	--	Business Manager, Miami Central Senior High School (Effective 5/12/2006)	38
Stanly Dossous	Computer Specialist, Arcola Lake Elementary School	--	Manager I Computer Operator, Procurement Management	37

**NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS**  
**PROFESSIONAL AND TECHNICAL**

<b><u>NAME</u></b>	<b><u>CURRENT ASSIGNMENT</u></b>	<b><u>CURRENT PG</u></b>	<b><u>NEW ASSIGNMENT</u></b>	<b><u>NEW PG</u></b>
Patricia Iturria	Risk Benefits Specialist II, Risk Benefits Management	--	Staff Assistant Risk Management, Risk Benefits Management	36
Kristin A. Nichols-Lopez	DCSAA Hourly	--	Staff Specialist Evaluation, Educational Evaluation	40

**NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS**  
**PROFESSIONAL AND TECHNICAL**  
**TECHNICAL CAREER PATH**

<b><u>NAME</u></b>	<b><u>CURRENT ASSIGNMENT</u></b>	<b><u>CURRENT PG</u></b>	<b><u>NEW ASSIGNMENT</u></b>	<b><u>NEW PG</u></b>
Jorge R. Rodriguez	Senior Programmer Analyst II, Systems and Programming Services	38	Systems Analyst I, Systems and Programming Services	39
Raquel Perez	Senior Programmer Analyst II, Systems and Programming Services	38	Systems Analyst I, Systems and Programming Services	39
Raimundo O. Torres	Senior Programmer Analyst II, Systems and Programming Services	38	Systems Analyst I, Systems and Programming Services	39
KathyAnn A. Gonsalves-Thomas	Senior Programmer Analyst II, Systems and Programming Services	38	Systems Analyst I, Systems and Programming Services	39
Fred B. Young, Jr.	Programmer Analyst II, Systems and Programming Services	35	Senior Programmer Analyst, I, Systems and Programming Services	37
Norma S. Davies	Programmer Analyst II, Systems and Programming Services	35	Senior Programmer Analyst, I, Systems and Programming Services	37

**RECOMMENDED:** That effective June 14, 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:
  - a) District Director, Performance Improvement, MEP pay grade 23, Office of Performance Improvement,
  - b) Administrative Director, A/E Selection, Negotiations and Design Management, MEP, pay grade 24, Office of School Facilities
  - c) Assistant Director, A/E Selection, Negotiations and Design Management, DCSAA, pay grade 45, Department of A/E Selection, Negotiations and Design Management
  - d) Director, District Security, DCSAA pay grade 45, Miami-Dade County Schools Police
  - e) Coordinator III, Transportation Systems and Programs, DCSAA, pay grade 42, Department of Transportation
  
2. approve the recommendations as set forth above for appointments and lateral transfers to be effective June 15, 2006 or as soon thereafter as can be facilitated, with the exception of the effective dates as noted throughout the item.

MV:mtp

<b>SALARY RANGE</b>			
23	81,792 - 125,938	44	59,437 - 102,962
P2	86,000 - 123,495	42	53,915 - 93,398
P1	82,000 - 121,052	40	48,897 - 84,710
VP	70,284 - 113,716	39	46,573 - 80,678
21	67,291 - 113,716	38	44,360 - 76,847
AP	61,200 - 96,188	37	42,240 - 73,175
		36	40,225 - 69,684

# DRAFT

## MIAMI-DADE COUNTY PUBLIC SCHOOLS

### JOB DESCRIPTION

#### IDENTIFICATION INFORMATION

- |    |                        |   |
|----|------------------------|---|
| 1. | JOB TITLE:             | District Director, Performance Improvement          |
| 2. | DEPARTMENT:            | Office of Performance Improvement                   |
| 3. | IMMEDIATE SUPERVISOR:  | Chief of Accountability and System-wide Performance |
| 4. | PAY GRADE:             | 23  |
| 5. | JOB CODE:              | TBA   |
| 6. | BARGAINING UNIT:       | 6   |
| 7. | DATE OF LAST REVISION: | March 9, 2006                                       |
| 8. | POSITION AUTHORIZED:   | Board Item D-21, June 14, 2006                      |
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#### OCCUPATIONAL SUMMARY

Provides leadership in the development, deployment, and monitoring of the District's performance improvement initiatives and key performance indicators as well as the reporting of progress through quarterly benchmark review meetings to inform District-level decision making. Provides technical assistance and ongoing support to District, Regional Centers, schools, and other work locations in the design and implementation of District, function, and unit level performance scorecards.

#### EXAMPLE OF DUTIES

1. Coordinates the performance improvement processes and identifies resources, policies, and procedures needed to implement their deployment at the District level with offices and stakeholders.
2. Selects personnel and coordinates, supervises, and assesses the work of assigned personnel.
3. Provides direction in the supervision and alignment of the District's Dashboard, Scorecards, and metrics to programs and activities that impact student achievement at the District level.
4. Provides leadership in the continuous development, dissemination, and appropriate avenues for decision making by overseeing the development of knowledge management which provides access to District wide, state-wide, and national knowledge sharing networks.
5. Analyzes data, reports, and surveys from work units across the District to determine the significant areas of opportunities for improvement, to monitor progress, and to make recommendations for follow-up action.

6. Serves as a liaison between Performance Improvement and other District offices, businesses, relevant state offices, and school quality improvement.
7. Keeps up-to-date on local, state and national rules, regulations, and legislation; provides assistance on their interpretation, and projects their possible impact on performance improvement initiatives.
8. Encourages the use of appropriate technology and best practices.
9. Develops workshops and provides support and technical assistance, as needed, for low performing work locations.
10. Oversees the production, development, and distribution of reports, memoranda, presentations, letters, agendas, and other material that is applicable to the position.
11. Writes and/or supervises the writing of Board agenda items, including backup information.
12. Performs other duties comparable to the above, as the above duties describe only the typical, primary functions of the job.
13. 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: reaching, sitting, lifting, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. Work is performed primarily indoors.

## **MINIMUM QUALIFICATION REQUIREMENTS**

1. Master's degree or higher in Education or related field with certification in administration, supervision, management, business, computer science, educational evaluation, research methodology, planning, or related field.
2. Minimum of five (5) years of administrative/leadership experience, with increasing levels of responsibility including direct supervision of employees.
3. Experience in areas such as performance improvement, organizational development, performance measures, and/or quality tools.
4. Demonstrated ability to communicate effectively orally and in writing as evidenced by clarity and conciseness of oral presentations and submitted written materials.
5. 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.

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### MIAMI-DADE COUNTY PUBLIC SCHOOLS

#### JOB DESCRIPTION

##### IDENTIFICATION INFORMATION

1. JOB TITLE: Administrative Director, A/E Selection, Negotiations & Design Management
  2. DEPARTMENT: Office of School Facilities
  3. IMMEDIATE SUPERVISOR: Design Officer
  4. PAY GRADE: 24
  5. JOB CODE: TBA
  6. BARGAINING UNIT: 6
  7. DATE OF LAST REVISION: April 19, 2006
  8. POSITION AUTHORIZED: Board Item D-21, June 14, 2006
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##### OCCUPATIONAL SUMMARY

Responsible for the Department of A/E Selection, Negotiations & Design Management; oversees and manages the selection and contract negotiation process required for procurement of professional design and construction related services necessary for the execution of the Miami-Dade County Public Schools Capital Construction Program.

##### EXAMPLE OF DUTIES

1. Supervises and manages professional consultants (i.e., Architects, Engineers, Land Surveyors, Construction Professionals and other design & construction related Consultants) selection and contract negotiation activities for the District's Office of School Facilities Capital Construction Program in accordance with Board policies, procedures and Florida State Statutes.
2. Plans, assigns, directs and oversees the activities of the A/E Selection, Negotiations & Design Management staff. Provides department leadership and develops operational and selection procedures.
3. Represents the Board in developing a positive relationship with the design and construction professional industry. Communicates the Board's position regarding the professional selection process and contract matters to the District's administrative staff, governmental agencies and outside entities.

4. Maintains School Board Rules associated with the selection and procurement of Architects and Engineers, Architectural/Engineering Projects Consultant, Construction Management (CM), CM At-Risk, Program Management Services, Design-Build Firms, and Design Criteria Professionals.
5. Prepares and manages the legal solicitations for professional services, adhering to School Board policy, procedures and Florida State Statutes.
6. Develops Request for Qualifications (RFQ) and/or Request for Proposals (RFP) for professional services to be presented to the Board for approval.
7. Manages and supervises the review and evaluation process of all proposals responding to the District's RFQs/RFPs.
8. Supervises and approves the short-list of qualified firms and the interviews/presentation process of selected firms.
9. Develops negotiation strategies and supervises the negotiation of contracts with successful firms.
10. Writes, modifies and reviews contracts for design and related professional services.
11. Reviews and finalizes commissioning recommendations to the School Board of professional firms and required services (including negotiated fees, terms and conditions).
12. Manages, maintains and distributes Architect/Engineer and related consultant's performance records and evaluates reports for future use in the selection process.
13. Develops and maintains Architect/Engineer Procedural Manual.
14. Represents the Board in public forums (i.e.; conferences, industry events and meetings) related to the Board's selection policy, procedures and contract issues.
15. Provides administrative and technical support in the supervision and management of special projects for the Office of School Facilities which may include budget, scheduling and programmatic functions.
16. Perform 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. Work is performed primarily indoors.

## **MINIMUM QUALIFICATION REQUIREMENTS**

1. Bachelor's Degree in Architecture, Engineering or other related field from an Accredited Institution and ten (10) years experience as Architect/Engineer and/or project management experience in design and construction management in educational facilities, including at least three (3) years negotiating design and construction contracts with a large public or private entity.
2. Professional Registration as an Architect or Engineer.
3. Demonstrated ability to communicate effectively as evidenced by clarity and conciseness of oral presentations and submitted documents.

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### MIAMI DADE COUNTY PUBLIC SCHOOLS

#### JOB DESCRIPTION

##### IDENTIFICATION INFORMATION

1. JOB TITLE: Assistant Director, A/E Selection, Negotiations & Design Management
  2. DEPARTMENT: A/E Selection, Negotiations & Design Management
  3. IMMEDIATE SUPERVISOR: Administrative Director
  4. PAY GRADE: 45
  5. JOB CODE: TBA
  6. BARGAINING UNIT: 8
  7. DATE OF LAST REVISION: April 19, 2006
  8. POSITION AUTHORIZED: Board Item D-21, June 14, 2006
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##### OCCUPATIONAL SUMMARY

This position is responsible for coordination, negotiations, tracking, contract execution, and reporting selection results of professional consultant services necessary for the execution of the Miami-Dade County Public Schools Capital Construction Program.

##### EXAMPLE OF DUTIES

1. Manages and coordinates the selection process for hiring architects, engineers, construction professionals and other related consultants following School Board policies, procedures and Florida State Statutes.
2. Manages and reports results of the most complex project selection assignments on behalf of the department.
3. Participates in the development and maintenance of Professional Selection Procedures Manuals.
4. Assists in preparation and management of professional services, adhering to Board policy and procedures. Assists in the preparation of legal solicitations and Request for Qualifications (RFQ) and/or Request for Proposals (RFP) for services.
5. Manages and coordinates the review and evaluation process of all proposals received in response to the Board's RFQs/RFPs for professional services.

6. Recommends short-list of qualified firms with supporting documentation based on School Board policy and procedures.
7. Coordinates, schedules, and organizes the interview/presentation process of short-listed firms, checks the results and notifies the firms of the final ranking.
8. Reviews project scope, schedules and budgets as part of research to develop appropriate professional fee caps, terms and conditions.
9. Negotiates contracts for professional services following the established procedures and guidelines.
10. Writes, adjusts and modifies contract documents for professional services following School Board policies and Florida State Statutes.
11. Prepares preliminary and final recommendations to the School Board of commissioning professional firms along with the negotiated terms and conditions.
12. Provides technical support to design and construction professionals and Facilities staff related to contract terms, conditions and fees.
13. Represents the supervisor at conferences, events and meetings, when necessary. Articulates the School Board's position on A/E Selection matters to outside entities.
14. Serves as a mentor to department A/E Selection Coordinators. Monitors Coordinators' development of selection assignments and recommends adjustment plans as needed.
15. Performs all other duties related to general administrative responsibilities as assigned by the 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. Bachelor's degree in Architecture, Engineering, Construction Management, Business Administration or related field from an accredited institution and ten (10) years experience as project manager with a professional design consulting firm or public agency or supervisor with a construction entity, including at least two (2) years experience in educational facilities.

2. Demonstrated ability to communicate effectively in both oral and written form.
3. Professional registration as a registered architect, professional engineer or licensed contractor preferred.

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### MIAMI-DADE COUNTY PUBLIC SCHOOLS

#### JOB DESCRIPTION

##### IDENTIFICATION INFORMATION

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|----|------------------------|--------------------------------------|
| 1. | JOB TITLE:             | Director, District Security          |
| 2. | DEPARTMENT:            | Miami-Dade Schools Police Department |
| 3. | IMMEDIATE SUPERVISOR:  | Chief of Police                      |
| 4. | PAY GRADE:             | 45                                   |
| 5. | JOB CODE:              | TBA                                  |
| 6. | BARGAINING UNIT:       | 8                                    |
| 7. | DATE OF LAST REVISION: | April 17, 2006                       |
| 8. | POSITION AUTHORIZED:   | Board Item D-21, June 14, 2006       |
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##### OCCUPATIONAL SUMMARY

Assists in the daily administrative operations of the Miami-Dade Schools Police Department through coordination of security for the District office complexes and parking facilities.

##### EXAMPLE OF DUTIES

1. Oversees security services throughout the District office complexes.
2. Implements and updates security plans, procedures and coordinates required drills and exercises. Ensures all security personnel are provided training and are familiar with the physical plant characteristics related to their assignments.
3. Ensures security plans and details are in place for meetings, events and daily business. Develops and implements appropriate documentation and referrals of incidents occurring within the scope of assignments.
4. Provides day-to-day supervision for security personnel, support staff, security foreperson(s), leadperson(s) and senior foreperson(s), including interviewing, training, evaluating, and recommending employment promotions and actions.
5. Remains on call 24 hours a day to respond to emergencies.
6. Coordinates all security services drills for the assigned District office complexes. Initiates after action reports and satisfaction surveys to enhance the security services provided to the District.

7. Maintains functionality of District office complexes visitor access and tracking system.
8. Identifies and provides correction of safety and other violations as defined by the Department of Safety or official inspection entity.
9. Responsible for counseling, evaluating and disciplining subordinate personnel according to established policies and appropriate labor agreements.
10. Performs other duties related to general administrative responsibilities as assigned.

### **PHYSICAL REQUIREMENTS**

This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, hearing and visual acuity.

### **MINIMUM QUALIFICATION REQUIREMENTS**

1. Bachelor's degree in Criminal Justice, Management, Educational Administration, Supervision, Public Administration, Business Administration or a related field of study, with two years experience in management & supervision of law enforcement or security personnel.

or

Associates of Arts Degree in Criminal Justice, Management, Educational Administration, Supervision, Public Administration, Business Administration or related field of study, with a minimum five (5) years experience in management & supervision of law enforcement or security personnel. Office complex and building operations experience is preferred.

2. Thorough knowledge of Miami-Dade County Public Schools operations including administrative procedures, District rules, regulations and District policies.
3. Demonstrated ability to communicate effectively in both oral and written forms.
4. Computer Proficiency Skills.
5. 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, Transportation Systems & Programs |
| 2. DEPARTMENT:            | Transportation                                     |
| 3. IMMEDIATE SUPERVISOR:  | Director II, Transportation Routing                |
| 4. PAY GRADE:             | 42   |
| 5. JOB CODE:              | TBA  |
| 6. BARGAINING UNIT:       | 8  |
| 7. DATE OF LAST REVISION: | March 31, 2006                                     |
| 8. POSITION AUTHORIZED:   | Board Item D-21, June 14, 2006                     |
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#### OCCUPATIONAL SUMMARY

Provides technical assistance, supervises, and performs maintenance and upkeep for the Department's information systems. Serves as liaison regarding software issues utilized by the Department. Describes procedural and operational requirements, defines data processing support requirements, and provides technical direction to Departmental staff on matters pertaining to information systems. Interfaces with District personnel, the Division of Information Technology Services (ITS) and staff at the Florida Department of Education concerning information requirements and reports.

#### EXAMPLE OF DUTIES

1. Develops and maintains data collection, storage, retrieval, and processing systems; including software from Education Logistics (Edulog) used for routing of school buses, and/or Transman (TMT) used by Vehicle Maintenance. Monitors status of Transportation information systems and makes sure any and all problems or concerns are promptly resolved. Coordinates with ITS and vendors regarding software programs used by the Department, as needed, to resolve issues that cannot be fixed at the departmental level.
2. Organizes information from Edulog and/or TMT into accessible work files using Microsoft Excel, Microsoft Access, and/or FileMaker Pro. Coordinates and prepares reports for District administration and the Florida Department of Education.
3. Develops methods for implementing improvements for the Department's information systems. Defines system logic, software, methodology, and equipment requirements for new and existing applications.
4. Prepares project schedules, reviews progress, and reports status to management. Prepares and analyzes test data and results, and analyzes program performance during testing. Prepares material for presentations and provides systems recommendations to Department administrators and ITS advisory committees.

5. Prepares operation instructions for software systems. Trains various staff members on the operation and utilization of software systems used by the Department. Responsible for continuing education in new software and hardware developments for implementing changes and upgrades as required.
6. Subject to call 24 hours, 7 days a week, to cover software failure on production programs or new applications behind schedule.
7. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job.
8. Performs other duties as assigned by immediate supervisor.

### **PHYSICAL REQUIREMENTS**

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

### **MINIMUM QUALIFICATION REQUIREMENTS**

1. Bachelor's degree in Computer Science, Business Administration, or related field.
2. Specific knowledge of and experience working with Edulog software or Transman software preferred.
3. Five (5) years experience as an information systems project supervisor, manager or equivalent

OR

Five (5) years experience managing information systems for a transportation department in a large school district or equivalent large-scale fleet operation, or any equivalent combination thereof.

4. Demonstrated ability to communicate effectively in both oral and written forms.