

Office of Human Resources
Mariaelena Vidal, Human Resources Officer

**SUBJECT: ESTABLISH AND CLASSIFY, CHANGE OF TITLE AND PAY GRADE OF
MANAGERIAL EXEMPT PERSONNEL (MEP) AND DADE COUNTY
SCHOOL ADMINISTRATORS' ASSOCIATION (DCSAA) POSITIONS -**

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**APPOINTMENTS AND LATERAL ASSIGNMENTS OF MANAGERIAL
EXEMPT, PROFESSIONAL AND TECHNICAL PERSONNEL FOR 2006-
2007**

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 DCSAA positions:

School Facilities

Director, Building Operations, DCSAA pay grade 46, Building Operations

The Director, assists in the daily administrative operations of the Building Operations Department through coordination of maintenance, custodial services, parking facilities and grounds operations for the District offices.

Project Manager II, Environmental, DCSAA pay grade 43, Environmental Program Management, Facilities Operations

The Project Manager II, leads, manages and performs a broad range of activities and staff associated with environmental issues.

Analyst III, A/E Selection, Negotiations and Design Management, DCSAA pay grade 43, A/E Selection, Negotiations and Design Management

The Analyst III, coordinates, negotiates, and executes contracts and report the selection of Professional Consultant Services for M-DCPS Capital Construction Program in accordance with applicable Florida State Statutes, Department of Education Administrative Rules, School Board Rules, and sound business practices.

Change of Title and Pay Grade for the following MEP position:

Media Relation Supervisor, MEP pay grade 20, Public Relations to Media Relations
Director, MEP pay grade 21, Public Relations

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SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Tracey D. Crews	Interim Elementary Principal, Carrie P. Meek/Westview Elementary School	P1	Elementary Principal, Carrie P. Meek/Westview Elementary School (Effective 8/4/2006)	P1
Deborah Darbonne	Interim Elementary Principal, Miami Park Elementary School	P1	Elementary Principal, Miami Park Elementary School (Effective 8/4/2006)	P1
Penny Pucó	Interim Elementary Principal, Pine Lake Elementary School	P1	Elementary Principal, Pine Lake Elementary School (Effective 8/1/2006)	P1
Chely C. Rajoy-Tarpin	Interim Adult Principal, English Center	P1	Adult Principal, English Center (Effective 8/1/2006)	P1
Yolanda L. Valls	Elementary Assistant Principal, Earlington Heights Elementary School	AP	Temporary Elementary Principal, Mae Walters Elementary School (Effective 7/14/2006)	P1
Miguel Torres	Senior Assistant Principal, South Miami Senior High School	AP	Interim Senior High Principal, Education Alternative Outreach (Effective 7/14/2006)	P3
Gloria F. Evans	Retired Principal	P1	Principal Adult Education, Miami Dorsey Skill Center	P1
Maria E. Llerena	Regional Administrative Director, Regional Center II	24	Elementary Principal, Sylvania Heights Elementary School (Career redirection at the request of the incumbent) (Effective 7/20/2006)	P1

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SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Cheri A. Davis	Elementary Assistant Principal, Fairlawn Elementary School	AP	Temporary Elementary Principal, Liberty City Elementary School (Effective 7/25/2006)	P1
David H. Brooks	Senior Assistant Principal, Coral Reef Senior High School	AP	Interim Opportunity School Principal, Corporate Academy South (Effective 7/26/2006)	P2
Kathleen John-Louissaint	Elementary Assistant Principal, Sunset Elementary School	AP	Interim Elementary Principal, Morningside Elementary School (Effective 7/26/2006)	P1
Thomas C. Fisher II	Supervisor Regional Center, Region Center IV	21	Interim Senior High Principal, MAST Academy	P3
Yubeda Miah	Elementary Assistant Principal, Naranja Elementary School	AP	Interim Elementary Principal, Tropical Elementary School	P1
Moraima Almeida-Perez	Elementary Assistant Principal, Kenwood Elementary School	AP	Interim Elementary Principal, Dr. Carlos J. Finlay Elementary School	P1
Scott A. Weiner	Senior Assistant Principal, Miami Coral Park Senior High School	AP	Interim Middle School Principal, Kinloch Park Middle School (Effective 7/26/2006)	P2
Deborah A. Wilson	Elementary Assistant Principal, Benjamin Franklin Elementary School	AP	Interim Elementary Principal, Comstock Elementary School (Effective 7/25/2006)	P1

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SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Alejandro Perez	Elementary Principal, Comstock Elementary School	P1	K-8 Center Principal, Coral Way K-8 Center (Effective 7/24/2006)	P2
Rafael A. Villalobos	Middle School Principal, Hammocks Middle School	P2	Senior High Principal, Miami Springs Senior High School (Effective 7/26/2006)	P3

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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>
Israel Katz	Opportunity School Principal, Corporate Academy South	P2	Middle School Principal, Hammock Middle School (Effective 7/26/2006)	P2

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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>
Kevin N. Williams	Teacher, Norwood Elementary School	--	Temporary Elementary Assistant Principal, North Miami Elementary School	AP
Raymond J. Sands	Assistant Principal, Hollywood Hills Senior High School, Hollywood, FL	--	Vice Principal, Miami Central Senior High School	VP
Robert J. Baker	Principal, The Hilldale School, Daly City, CA	--	Elementary Assistant Principal, Oak Grove Elementary School	AP
Stephen D. Benigno	Assistant Principal, Coal Mountain Elementary School, Cummings, GA	--	Middle Assistant Principal, North Miami Middle School	AP

SCHOOL SITE ADMINISTRATIVE ASSIGNMENTS
ASSISTANT PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Barbara M. Garcia	Reading Coach, Maya Angelou Elementary School	--	Temporary Elementary Assistant Principal, Ada Merritt Elementary School	AP
Albert Mancebo	Assistant Principal returning from Leave	--	Middle Assistant Principal, Riviera Middle School (Effective 7/19/2006)	AP
Rosbin E. Ivery	Executive Director returning from Leave	--	Middle Assistant Principal, Riviera Middle School (Effective 7/6/2006)	AP
Rita J. Mallett	Temporary Elementary Assistant Principal, Ruth K. Broad/ Bay Harbor Elementary School	AP	Elementary Assistant Principal, Ruth K. Broad/ Bay Harbor Elementary School	AP
Kevin E. Lawrence	Teacher, Parkway Middle School	--	Middle Assistant Principal, Horace Mann Middle School	AP
Dorothy De Posada	Teacher, North Dade Middle School	--	Middle Assistant Principal, Horace Mann Middle School	AP
Magda Loureiro	Teacher, John I. Smith Elementary School	--	Temporary Elementary Assistant Principal, Earlington Heights Elementary School (Effective 7/25/2006)	AP
Mary T. Keets-Jay	Assistant Principal, Howard County Public Schools, Columbia, MD	--	Middle Assistant Principal, Jose de Diego Middle School	AP

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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>
Eduardo Fernandez	Teacher, Comstock Elementary School	--	Elementary Assistant Principal, Paul Laurence Dunbar Elementary School	AP
Susana Mauri	Middle Assistant Principal, Miami Edison Middle School	AP	Vice Principal, Booker T. Washington Senior High School (Effective 7/26/2006)	VP
Isis Piloto	Teacher, North Dade Center for Modern Languages	--	Elementary Assistant Principal, John I. Smith Elementary School	AP
Yolanda L. Ellis	Teacher, Kelsey L. Pharr Elementary School	--	Elementary Assistant Principal, Holmes Elementary School (Effective 7/26/2006)	AP
Kimula O. Green	Teacher, Poinciana Park Elementary School	--	Elementary Assistant Principal, Olinda Elementary School (Effective 7/26/2006)	AP
Barbara J. Leveille-Brown	Reading Coach, Regional Center VI	--	Elementary Assistant Principal, West Homestead Elementary School	AP

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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>
Madelyn Sierra-Hernandez	Elementary Assistant Principal, Caribbean Elementary School	AP	Elementary Assistant Principal, Dr. E.L. Whigham Elementary School	AP

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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>
Adam L. Kosnitzky	Elementary Assistant Principal, Biscayne Gardens Elementary School	AP	Elementary Assistant Principal, Parkway Elementary School	AP
Meisha R. Jackson	Elementary Assistant Principal, Parkway Elementary School	AP	Elementary Assistant Principal, Biscayne Gardens Elementary School	AP
Rachel B. Autler	Elementary Assistant Principal, Holmes Elementary School	AP	Elementary Assistant Principal, Hialeah Gardens Elementary School (Effective 7/13/2006)	AP
Leslie J. Longfield	Senior Assistant Principal, Miami Central Senior High School	AP	Elementary Assistant Principal, Myrtle Grove Elementary School (Effective 7/25/2006)	AP
Shelton L. Rivers	Elementary Assistant Principal, Citrus Grove Elementary School	AP	Middle Assistant Principal, G. W. Carver Middle School	AP
Gregory O. Higgs	Middle Assistant Principal, Parkway Middle School	AP	Senior Assistant Principal, Miami Northwestern Senior High School	AP
Lourdes G. Camji	Middle Assistant Principal, Riviera Middle School	AP	Elementary Assistant Principal, Cypress Elementary School (Effective 7/20/2006)	AP
Mercedes Losada	Middle Assistant Principal, Riviera Middle School	AP	Senior Assistant Principal, John A. Ferguson Senior High School	AP

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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>
Maria V. Tercilla	Elementary Assistant Principal, Ethel F. Beckford/ Richmond Elementary School	AP	Elementary Assistant Principal, Village Green Elementary School	AP
Elieser B. Siles	Middle Assistant Principal, Ponce de Leon Middle School	AP	Middle Assistant Principal, Glades Middle School	AP
Nelson F. Garcia	Senior Assistant Principal, Academy for Community Education (ACE)	AP	Assistant Principal, Lindsey Hopkins Education Center	AP
Carol K. Bowman	Elementary Assistant Principal, Paul Laurence Dunbar Elementary School	AP	Senior Assistant Principal, Academy for Community Education (ACE)	AP
Madelin M. Castillo	Elementary Assistant Principal, Golden Glades Elementary School	AP	Elementary Assistant Principal, Brentwood Elementary School (Effective 7/20/2006)	AP
Juanita Vazquez-Hernandez	Elementary Assistant Principal, Brentwood Elementary School	AP	Elementary Assistant Principal, Ben Sheppard Elementary School (Effective 7/20/2006)	AP
Sharon Johnson	Senior Assistant Principal, Miami Carol City Senior High School	AP	Assistant Principal, Jan Mann Opportunity Center (Effective 7/20/2006)	AP
Herbert M. Penton	Middle Assistant Principal, Lamar Louise Curry Middle School	AP	Senior Assistant Principal, G. Holmes Braddock Senior High School	AP
Marvel Miranda	Senior Assistant Principal, G. Holmes Braddock Senior High School	AP	Middle Assistant Principal, Lamar Louise Curry Middle School	AP

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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>
Rita Maria Puente-Ruiz	Elementary Assistant Principal, West Homestead Elementary School	AP	Elementary Assistant Principal, Naranja Elementary School	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>
Glenys Vincent	Administrative Secretary, Training and Development	--	Marketing and Developing Officer, 5000 Role Model (Effective 7/13/2006)	20
Sylvia M. Mijuskovic	Executive Director, Performance Improvement School Quality Improvement	22	Administrative Director, Accountability and Systemwide Performance	24
Linda D. Brown	District Director, Community Services Office of Community Services	23	Administrative Director Legislative Relations, Office of Community Services	24
Sharrie R. Dean	Executive Director Title I, Title I Project Administration	22	District Director Community Services, Title I Project Administration	23
Diana A. Venturini	Director Community Services, Office of Community Services	45	Director Community Outreach, Office of Community Services	21
Paul J. Greenfield	Administrator on Special Assignment, Office of Human Resources	23	Regional Administrative Director, Regional Center II	24
Lourdes P. Gimenez	Elementary Principal, Dr. Carlos J. Finlay Elementary School	P1	Regional Administrative Director, Regional Center II	24

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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>
Vivian M. Santiesteban Pardo	Middle School Principal, Kinloch Park Middle School	P2	Regional Administrative Director, Regional Center IV	24
Mary L. Snipes	Executive Director School Budget, Financial Operations/ Budget	22	Administrative Director Student Transfers, Attendance Services	24
John J. Schuster	Media Relations Supervisor, Public Information	20	Media Relations Director, Public Information	21

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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>
Ana M. Sanchez	EEEE Compliance Officer, Office of Civil Rights Compliance	43	Investigator CIU, Civilian Investigative Unit (Career redirection at the request of the incumbent)	42
Timothy M. Donnelly	Foreperson - Electricians Region Maintenance Center I	--	Coordinator III District Alarms, Central Inspections	42
Raul Cabrera	Building Code Inspector, Education Facilities Code Compliance	--	Safety Inspector Maintenance, Safety Environmental/ Hazards Management	36
Mayda L. Cabeza	Staff Specialist Assessment, Assessment and Data Analysis	42	Temporary Supervisor II, Assessment and Data Analysis (Effective 8/7/2006)	44
Eduardo E. Darde	Budget Analyst, Title I Project Administration	43	Budget Director, Title I Project Administration	45
Marylinda Ramos	Grant Writer, Intergovernmental Affairs and Grants Administration	42	Senior Grant Writer, Intergovernmental Affairs and Grants Administration	44

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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>
Concepcion Beltran	Budget Analyst, Intergovernmental Affairs and Grants Administration	--	Coordinator II Operating Budget, Intergovernmental Affairs and Grants Administration	41
Phillip M. Williams	Budget Analyst, Intergovernmental Affairs and Grants Administration	--	Coordinator II Operating Budget, Intergovernmental Affairs and Grants Administration	41
Linda A. Vereen	Buyer Support Specialist, Procurement Management Services	--	Administrative Assistant Procurement, Procurement Management Services	36
Romane M. Lynn	Administrative Secretary, Personnel Support Programs	--	Retirement Analyst, Leave/Retirement and Unemployment Compensation	40

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RECOMMENDED: That effective August 2, 2006, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida:

1. Establish and classify the following DCSAA positions:
 - a. Director, Building Operations, DCSAA pay grade 46, Building Operations
 - b. Project Manager II, Environmental, DCSAA pay grade 43, Environmental Program Management, Facilities Operations
 - c. Analyst III, A/E Selection, Negotiations and Design Management, DCSAA pay grade 43, A/E Selection, Negotiations and Design Management

Change of Title and Pay Grade for the following MEP position:

Media Relations Supervisor, MEP pay grade 20, Public Relations, to
Media Relations Director, MEP pay grade 21, Public Relations

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2. approve the recommendations as set forth above for appointments and lateral transfers to be effective August 3, 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

24	98,400 - 131,258	45	62,408 - 108,105
23	81,792 - 125,938	44	59,437 - 102,962
P3	94,400 - 125,938	42	53,915 - 93,398
P1	82,000 - 121,052	41	51,349 - 88,952
VP	70,284 - 113,716	40	48,897 - 84,710
21	67,291 - 113,716	36	40,225 - 69,684
20	62,167 - 104,362		
AP	61,200 - 96,188		

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | Director, Building Operations |
| 2. | DEPARTMENT: | Building Operations |
| 3. | IMMEDIATE SUPERVISOR: | Administrative Director – Business Services |
| 4. | PAY GRADE: | 46 |
| 5. | JOB CODE: | TBA |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | June 22, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item D-21, August 2, 2006 |
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OCCUPATIONAL SUMMARY

Assists in the daily administrative operations of the Building Operations Department through coordination of maintenance, custodial services, parking facilities and grounds operations for the District offices.

EXAMPLE OF DUTIES

1. Manages the operating budget for the Building Operations Department. Supervises and coordinates custodial services throughout the District office complexes.
2. Implements and updates custodial allocation plans, procedures and coordinates required training through Plant Operations. Ensures personnel are provided training and are familiar with their responsibilities related to their assignments.
3. Ensures physical facilities are ready for meetings, events and daily business. Develops and implements appropriate documentation and referrals of building maintenance incidents occurring within the scope of assignments.
4. Provides day-to-day supervision of custodial, maintenance personnel, and support staff, including but not limited to head custodian(s), lead person(s) and zone mechanic(s). Conducts interviews, assigns areas of responsibilities, evaluates performance, and recommends employment, promotions, and dismissal.
5. Coordinates fire drills, in cooperation with security services, for the assigned District office complex. Conducts satisfaction surveys to enhance the services provided to occupants within the office complex.
6. Maintains functionality of the District office complex during emergencies and ensures visitor's access for all publicly held meetings.

7. Ensures corrective action is taken for safety violations within the SBAB complex, as defined by the Department of Safety or other official inspection entity, and coordinates necessary assistance from Maintenance Operations.
8. Evaluates personnel according to established policies, procedures and appropriate labor agreements. Counsels and recommends disciplinary action, when necessary.
9. Directs and supervises Building Operations personnel for maintenance, cleaning and upkeep of SBAB and annex complexes.
10. Supervises the receiving of goods and equipment for work locations within the SBAB complex through the Building Operations Unit.
11. Schedules shuttle vans and/or transportation for personnel, guests, dignitaries, etc., for meetings/functions within the District.
12. Directs grounds personnel regarding landscaping of District Office building complex.
13. 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 Business Administration, Public Administration or a related field of study, with seven (7) years experience in management and supervision of personnel responsible for maintenance of a large office facility.
2. Thorough knowledge of Miami-Dade County Public Schools operations including administrative procedures, district rules, regulations and district policies is preferred.
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

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| 1. | JOB TITLE: | Project Manager II, Environmental |
| 2. | DEPARTMENT: | Environmental Program Management, Facilities
Operations |
| 3. | IMMEDIATE SUPERVISOR: | Senior Environmental Program Manager |
| 4. | PAY GRADE: | 43 |
| 5. | JOB CODE: | TBA |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | June 13, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item D-21, August 2, 2006 |
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OCCUPATIONAL SUMMARY

Leads, manages and performs a broad range of activities and staff associated with environmental issues including pre-design, design, pre-construction, construction, operations and maintenance of environmental infrastructures for air, water, fuel, sewage, permits, systems, IAQ, mold, asbestos, environmental assessments, closeout, occupancy and warranty enforcement for multiple building, renovation and modernization projects.

EXAMPLE OF DUTIES

1. Provides leadership, management skills and experience to ensure that each project and environmental related activity is successful in terms of quality, schedule and budget.
2. Manages compliance efforts and prepares designs, contract conditions and specifications for environmental construction and maintenance projects.
3. Proactively participates in the development of project budgets and schedules and participates/coordinates in pre-design project analysis process and leads design review process.
4. Coordinates and manages field activities and contracts required to coordinate pre-design tasks, such as supplemental surveys and geotechnical and environmental testing of sites.
5. Reviews design documents for compliance with District and environmental regulations and guidelines and provides feedback to appropriate staff.

Job Code TBA – Project Manager II, Environmental

6. Initiates, coordinates and directs work for environmental-related operations, maintenance activities, and consulting services to support projects.-
7. Ensures staff adherence with established policies, guidelines, procedures, and collective bargaining agreements.
8. Manages and ensures supervision of subordinate staff, including those working on modified/alternate schedules.
9. Reviews and approves the work product and signs and seals documents as appropriate.
10. Monitors project budgets and schedules and consults with designers and contractors regarding changes needed to maintain compliance with approved budgets and schedules.
11. Coordinates all aspects of project activities with Regional Center administrators, school principals and central office department personnel. Serves as project contact and liaison for school principals and communities in all matters related to project design and construction. Ensures that project information is provided to municipal authorities and regulatory agencies.
12. Directs and prepares environmental and capital related bid documents, consulting contracts, bid advertisements, bid analyses, submittals and recommendations for contract awards.
13. Coordinates/conducts pre-bid meetings, pre-construction meetings and periodic construction meetings. For projects on existing school sites, ensures that all contractors are familiar with requirements related to worker conduct, student safety and protection of property specific to school sites.
14. Receives, monitors and approves construction schedules, schedules-of-values and other project performance data. Processes contractor pay applications and provides recommendations for approval/rejection based upon approved schedule of values in relation to progress of work.
15. Conducts frequent site visits to review quality and progress of work. Communicates findings, as appropriate. Coordinates quality assurance, code, environmental, safety-to-life and other mandated inspections and resolves deficiencies.
16. Orders and reviews recovery schedules required of contractors when job milestone dates are missed. Communicates with appropriate staff when schedule modifications are approved.

Job Code TBA – Project Manager II, Environmental

17. Resolves scheduling conflicts, claims and disputes and where unable to resolve, refers to appropriate supervisory personnel to ensure resolution.
18. Develops written and electronic project management reports, board agenda items, project tracking documentation, change order documentation and other reports and documents as needed.
19. Manages occupancy of completed and accepted buildings.
20. Manages project closeout activities to ensure the prompt completion of punch list items and a smooth transition from the construction phase to the warranty and maintenance phase.
21. Provides support and assistance in resolving warranty and inspection issues.
22. Analyzes and documents performance/nonperformance of designers, contractors and consultants and provides feedback using the District's performance evaluation system. Proactively provides information for pre-qualification process.
23. Performs other duties comparable to the above and related to general administrative responsibilities assigned by the supervising administrator, as the above duties describe only the typical, primary features of the job.

PHYSICAL REQUIREMENTS

Work requires climbing, balancing, bending, stooping, standing, sitting, grasping, walking, lifting, finger dexterity, talking, hearing and visual acuity. The worker is exposed to heat, noise, vibrations, electrical equipment, construction terrain and atmospheric conditions. The work is performed indoors and outdoors and requires frequent in-county travel using District or personal vehicle.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Geology; Mechanical, Civil, or Environmental Engineering; or related field.
2. Five (5) years experience as a supervisor with a design or regulatory entity or as a project/contract manager with a professional design consulting firm.
3. Florida licensed professional Engineer, Architect, or Florida licensed professional Geologist preferred.
4. Knowledge of federal, state and local laws, codes, ordinances and rules pertaining to the design, construction, occupancy, maintenance and environmental related issues of educational and ancillary facilities.

5. Ability to supervise personnel and/or processes.
6. Experience designing or managing IAQ and mold and mildew mitigation projects in humid climate areas preferred.
7. Skilled in the use of computerized maintenance management systems and scheduling software.
8. Reliable transportation and possession of a valid driver's license.
9. 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: | Analyst III, A/E Selection, Negotiations and Design Management |
| 2. | DEPARTMENT: | A/E Selection, Negotiations and Design Management |
| 3. | IMMEDIATE SUPERVISOR: | Administrative Director |
| 4. | PAY GRADE: | 43 |
| 5. | JOB CODE: | TBA |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | June 30, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item D-21, August 2, 2006 |
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OCCUPATIONAL SUMMARY

Coordinates, negotiates, executes contracts, and reports the selection of Professional Consultant Services for Miami-Dade County Public Schools Capital Construction Program in accordance with applicable Florida State Statutes, Department of Education Administrative Rules, School Board Rules, and sound business practices.

EXAMPLE OF DUTIES

1. Supervises and coordinates the selection process of Architects, Engineers, and other professional consultants in accordance with School Board policies and procedures and Florida State Statutes.
2. Assists in the preparation and management of professional services, adhering to School Board policy and procedures.
3. Manages and coordinates the review and evaluation process of all proposals received in response to the District's Request for Qualifications/Proposals for professional services.
4. Recommends short-list of qualified firms with supporting documentation based on School Board policy and procedures.
5. Coordinates and schedules interviewing of short-listed firms.
6. Reviews project scope, schedules and budgets as part of research to develop appropriate professional fee caps, terms and conditions.

7. Negotiates contracts for professional services following established procedures and guidelines.
8. Writes and modifies contracts for professional services following District policies and Florida State Statutes.
9. Prepares preliminary and final recommendations for approval, as well as negotiated terms and conditions, to the School Board for commissioning of design and construction of professional firms, and related services.
10. Represents the District in developing a closer relationship with the design and construction industry.
11. Participates in the development and maintenance of a Professional Selection Procedures Manual.
12. Performs all other duties related to general administrative responsibilities as assigned by the Administrative Director.

PHYSICAL REQUIREMENTS

This is sedentary work requires the following physical activities: reaching, sitting, mobility, lifting, finger dexterity, grasping, talking, hearing and visual acuity.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Architecture, Engineering, Construction Management or rated field from an accredited institution and five (5) years experience as project manager with a professional design consulting firm or public agency or supervisor with a construction entity.

OR

Minimum of ten (10) years in design, construction management or negotiating contracts for large public agencies, including at least one (1) year experience in educational facilities and a high school diploma or equivalent (GED, college, technical or trade school, foreign equivalency, etc.)

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

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

1.	JOB TITLE:	Media Relations Supervisor Director
2.	DEPARTMENT:	Office of Public Relations
3.	IMMEDIATE SUPERVISOR:	Chief Communications Officer
4.	PAY GRADE:	20 21
5.	JOB CODE:	0149
6.	BARGAINING UNIT:	6
7.	DATE OF LAST REVISION:	July 21, 2006
8.	POSITION AUTHORIZED:	Board Item H-4, June 16, 2004
9.	CHANGE OF TITLE/PAY GRADE:	Board Item D-21, August 2, 2006

OCCUPATIONAL SUMMARY

This is a position responsible for implementing media strategy in accordance with established media policies and local, state and federal laws, using public relations and marketing techniques. It requires interaction with Executive Staff, School Board members and their assistants, the media, and outside agencies and organizations.

EXAMPLE OF DUTIES

1. Directs news media relations activities at the District level. Communicates directly with newspaper, radio, and television reporters and editors to disseminate school District information. Serves as District spokesperson, as needed. Arranges media interviews with key personnel, School Board members and the Superintendent to provide in-depth information about the District.
2. Directs research to answer requests from media, including confidential employment matters and police investigations. Works with District staff to formulate findings into responses that can be shared with the media.
3. Directs staff in liaison activities between school principals or department heads and the media in times of crisis to provide up-to-date information. Directs outgoing messages on telephone crisis hotlines. Advises principals of District media policy and strategies for dealing with reporters.
4. Directs development of and conducts workshops for media representatives to provide comprehensive information on major critical school District programs.
5. Directs the work of other office personnel, including translation staff, supervisors, coordinators, and executive assistants, as needed, to provide information to the media.

6. Promotes school District programs, initiatives, personnel and students by encouraging media placement of positive stories.
7. Cultivates relationships with media and editorial staff to assist the school District in its marketing efforts.
8. Directs the research, writing and editing of press releases, speeches, Opinion/Editorial (OP/ED) pieces, letters, District emails and other communications as needed.
9. Approves all photo and films shoots on school District properties.
10. Directs newspaper clipping services and radio and television news recording services.
11. Performs other duties and projects as requested.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: sitting, mobility, 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 journalism, communications, public relations, at least five (5) years of work related experience in journalism or public relations.
2. Presentation of an acceptable professional portfolio of publications, published articles and photographs, along with broadcast tapes.