

Rudolph F. Crew, Ed.D., Superintendent of Schools

**SUBJECT: REQUEST FOR APPROVAL OF SUPERINTENDENT'S
REORGANIZATION AND RESTRUCTURING OF SELECTED DISTRICT
OFFICES**

- 1. APPROVE THE PROPOSED REORGANIZATION AND RESTRUCTURING OF SELECTED DISTRICT OFFICES**
- 2. DELETE MANAGERIAL EXEMPT PERSONNEL (MEP) AND CONTRACT POSITIONS**
- 3. ESTABLISH AND CLASSIFY MANAGERIAL EXEMPT PERSONNEL (MEP) POSITIONS**
- 4. APPROVE CHANGE OF TITLES AND/OR PAY GRADE**
- 5. APPOINT AND ASSIGN MANAGERIAL EXEMPT PERSONNEL (MEP)**
- 6. APPROVE LATERAL TRANSFERS OF MANAGERIAL EXEMPT PERSONNEL (MEP)**
- 7. RECEIVE ORGANIZATIONAL CHARTS**
- 8. AUTHORIZE THE SUPERINTENDENT TO MAKE MINOR PERSONNEL ADJUSTMENTS IN THE REORGANIZATION, IF NECESSARY, AND REPORT IN WRITING TO THE BOARD**

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

Authorization of the Board is requested to approve the Superintendent's reorganization and restructuring of selected District offices. By law, it is within the Superintendent's authority to structure a reorganization involving personnel and offices within the District and then to submit this reorganization and restructuring to the Board. This item is being submitted for School Board approval pursuant to Florida Statutes 1001.49 and 1012.27 and School Board Rule 6Gx13- 2C-1.03.

School Board Rule 6Gx13- 4A-1.16, permit the Superintendent discretion in making recommendations to the Board for direct appointment of Managerial Exempt Personnel (MEP) when proposing changes in the administrative organization.

The Superintendent's purpose in developing and recommending this reorganization and restructuring Agenda Item is to promote the strategic initiatives of the District, reduce costs, and increase overall efficiency. The proposed reorganization will enable the District to effectively and efficiently implement the Board-approved strategic objectives and initiatives including eliminating low performing schools, revamping gifted education, improving student health and safety, redesigning alternative education and redesigning recruiting and evaluation processes.

As part of the zero-based budget process and because of the need to ensure that we have the resources needed to implement Board priorities, staff conducted an in-depth analysis of their departments to ensure alignment of resources to strategic initiatives. This analysis resulted in the proposed reorganization as well as a net reduction of 90 non-school site positions, for a net savings to the District of approximately \$5 million. This \$5 million savings continues the District's trend of reducing non-school site positions and payroll expenses. As you recall, an additional 500 non-instructional positions, for a net savings of \$19 million, were eliminated at the 2005-06 mid-year budget resolution (Agenda Item E-13, February 2006 School Board meeting).

RECOMMENDED: That effective September 13, 2006, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida:

1. Approve the proposed reorganization and restructuring of selected district offices;
2. Delete the following Administrative and Contract positions:
 - a. Special Counsel to the Office of the Superintendent, Contract, Office of the Superintendent
 - b. Assistant to Special Counsel to the Office of the Superintendent, MEP pay grade 22, Office of the Superintendent
3. Establish and classify the following administrative positions (all positions are established through the conversion of existing positions):
 - a. Assistant Superintendent, Special Projects, MEP pay grade 25, Office of the Superintendent
 - b. Marketing Officer, MEP pay grade 24, Office of Intergovernmental Affairs and Grants Administration
 - c. Administrative Director, Recruitment, MEP pay grade 24, Office of Human Resources, Recruiting, and Performance Management
 - d. Employment and Staffing Officer, MEP pay grade 24, Office of Human Resources, Recruiting, and Performance Management
 - e. Administrative Director, ABC and Athletics, MEP pay grade 24, School Operations
 - f. District Director, Physical Education and Health Literacy, MEP pay grade 23, Student Services
 - g. District Director, Comprehensive Health Services, MEP pay grade 23, Student Services
 - h. District Director, Employment Standards, MEP pay grade 23, Office of Human Resources, Recruiting, and Performance Management

- i. District Director, Non-Instructional Recruitment, MEP pay grade 23, Office of Human Resources, Recruiting, and Performance Management
 - j. District Director, Investigations and Diversity Compliance, Office of the Superintendent
 - k. Executive Director, Performance Management, MEP pay grade 22, Office of Human Resources, Recruiting and Performance Management
 - l. Executive Director, Professional Development, MEP pay grade 22, Professional Development
 - m. Director, School Social Work Program, MEP pay grade 21, Student Services
 - n. Knowledge Management Officer, MEP pay grade 20, Office of the Superintendent
4. Approve change of titles, minimum qualifications and/or pay grades for the following administrative positions:
- a. Deputy Superintendent Curriculum, Instruction, and School Improvement Zone, MEP pay grade 28, to Deputy Superintendent Curriculum and Instruction, MEP pay grade 28, Office of Curriculum and Instruction
 - b. Associate Superintendent, Intergovernmental Affairs and Grants Administration, MEP pay grade 26 to Associate Superintendent, Intergovernmental Affairs, Grants Administration, and Community Services, MEP pay grade 27, Office of Intergovernmental Affairs, Grants Administration, and Community Services
 - c. Chief of Staff, MEP pay grade 26 to Chief of Staff, MEP pay grade 27, Office of the Superintendent
 - d. Chief Communications Officer, MEP pay grade 26, to Chief Communications Officer, MEP pay grade 25, Office of Public Information
 - e. Design Officer, MEP pay grade 25, to Senior Design and Construction Officer, MEP pay grade 25, Office of School Facilities
 - f. Human Resources Officer, MEP pay grade 24, to Officer of Human Resources, Recruiting, and Performance Management, MEP pay grade 24, Office of Human Resources, Recruiting, and Performance Management
 - g. District Director, Staff Recruitment, MEP pay grade 23, to District Director, Instructional Recruitment, MEP pay grade 23, Office of Human Resources, Recruiting, and Performance Management

5. Appoint and assign MEP personnel:
 - a. **Alberto M. Carvalho**, Associate Superintendent Intergovernmental Affairs and Grants Administration, MEP pay grade 26, Office of Intergovernmental Affairs and Grants Administration, to Associate Superintendent Intergovernmental Affairs, Grants Administration, and Community Services, MEP pay grade 27, Office of Intergovernmental Affairs, Grants Administration, and Community Services
 - b. **Carolyn Spaht**, Chief of Staff, MEP pay grade 26, Office of the Superintendent to Chief of Staff, MEP pay grade 27, Office of the Superintendent
 - c. **Felipe M. Noguera**, Chief Communications Officer, MEP pay grade 26, Public Information, to Chief Communications Officer, MEP pay grade 25, Public Information
 - d. **Kathleen P. Caballero**, Regional Administrative Director, MEP pay grade 24, Regional Center II to Assistant Superintendent School Operations, MEP pay grade 25, School Operations
 - e. **Consuelo V. Dominguez**, Senior High Principal, MEP pay grade P3, MAST Academy to Administrative Director, School Operations, MEP pay grade 24, School Operations
 - f. **Jayne D. Greenberg**, Executive Director Life Skills, MEP pay grade 22, Life Skills and Special Programs to District Director, Physical Education and Health Literacy, MEP pay grade 23, Student Services
 - g. **Ronda A. Vangates**, Assistant Special Counsel to the Superintendent, MEP pay grade 22, Office of the Superintendent, to District Director, Investigations and Diversity Compliance, MEP pay grade 23, Office of the Superintendent
 - h. **Wilma Steiner**, Instructional Supervisor Comprehensive Health Program, MEP pay grade 21, Student Services, to District Director, Comprehensive Health Services, MEP pay grade 23, Student Services
 - i. **Daniel R. Ore**, School Social Worker, Student Services, to Director, School Social Work Program, MEP pay grade 21, Student Services
 - j. **Carline M. Faustin**, Media Relations Officer and Translations, DCSAA pay grade 44, Public Relations, to Director Community Outreach, MEP pay grade 21, Public Relations

6. Approve the following lateral transfers of MEP personnel:
 - a. **Antoinette G. Dunbar**, Deputy Superintendent Curriculum, Instructional and School Improvement, MEP pay grade 28, Curriculum, Instruction, and School Improvement to Deputy Superintendent Curriculum and Instruction, MEP pay grade 28, Office of Curriculum and Instruction

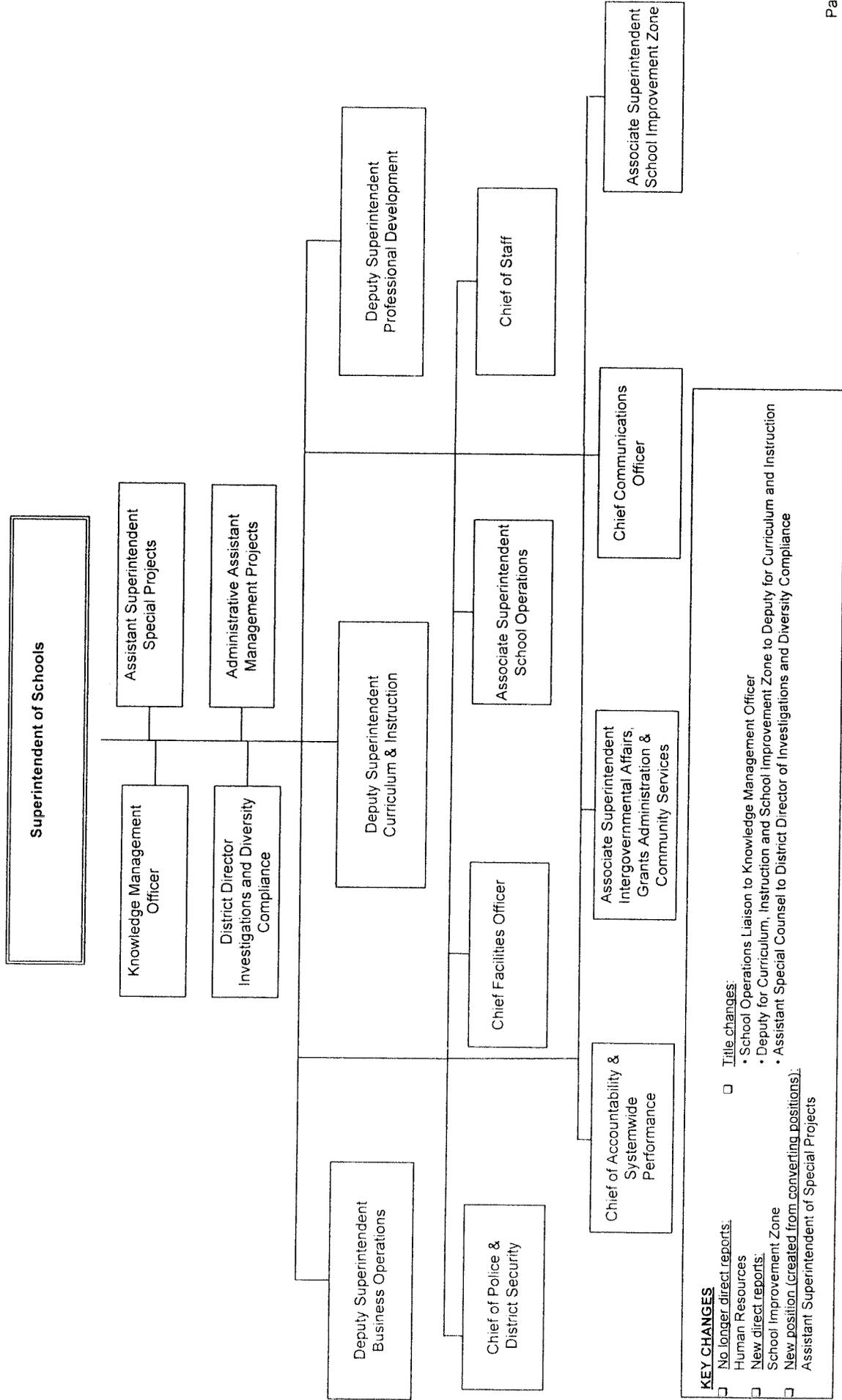
- b. **Kamela K. Patton**, Assistant Superintendent, School Operations, MEP pay grade 25, School Operations to Assistant Superintendent, Special Projects, MEP pay grade 25, Office of the Superintendent
- c. **Mariaelena Vidal**, Human Resources Officer, MEP pay grade 24, Office of Human Resources to Employment and Staffing Officer, MEP pay grade 24, Office of Human Resources, Recruiting, and Performance Management
- d. **Lesly Prudent**, District Director Non-Instructional Staffing, MEP pay grade 23, Non-Instructional Staffing to District Director of Non-Instructional Recruitment, MEP pay grade 23, Office of Human Resources, Recruiting, and Performance Management
- e. **Cindy Soell**, District Director Staff Recruitment, MEP pay grade 23, Staff Recruitment to District Director Instructional Recruitment, MEP pay grade 23, Office of Human Resources, Recruiting, and Performance Management
- f. **Isabel M. Siblesz**, Administrator on Special Assignment MEP pay grade 23, Office of Human Resources to District Director, Employment Standards, MEP pay grade 23, Office of Human Resources, Recruiting, and Performance Management
- g. **Denise M. Gudwin**, Executive Director Non-Instructional Training, MEP pay grade 22, Training and Development to Executive Director, Professional Development, MEP pay grade 22, Professional Development
- h. **Claudia O. Sandoval**, Administrative Assistant, MEP pay grade 20, Office of the Superintendent, to Knowledge Management Officer, MEP pay grade 20, Office of the Superintendent

7. Receive the Organizational Charts

8. Authorize the Superintendent to make minor personnel adjustments in the reorganization, if necessary, and report in writing to the Board.

| SALARY RANGE | |
|---------------------|-------------------|
| 28 | 119,158 - 199,388 |
| 27 | 110,392 - 180,398 |
| 26 | 106,396 - 165,903 |
| 25 | 102,998 - 140,481 |
| 24 | 98,400 - 131,258 |
| 23 | 81,792 - 125,938 |
| 22 | 72,842 - 121,052 |
| 21 | 67,291 - 113,716 |
| 20 | 62,167 - 104,362 |

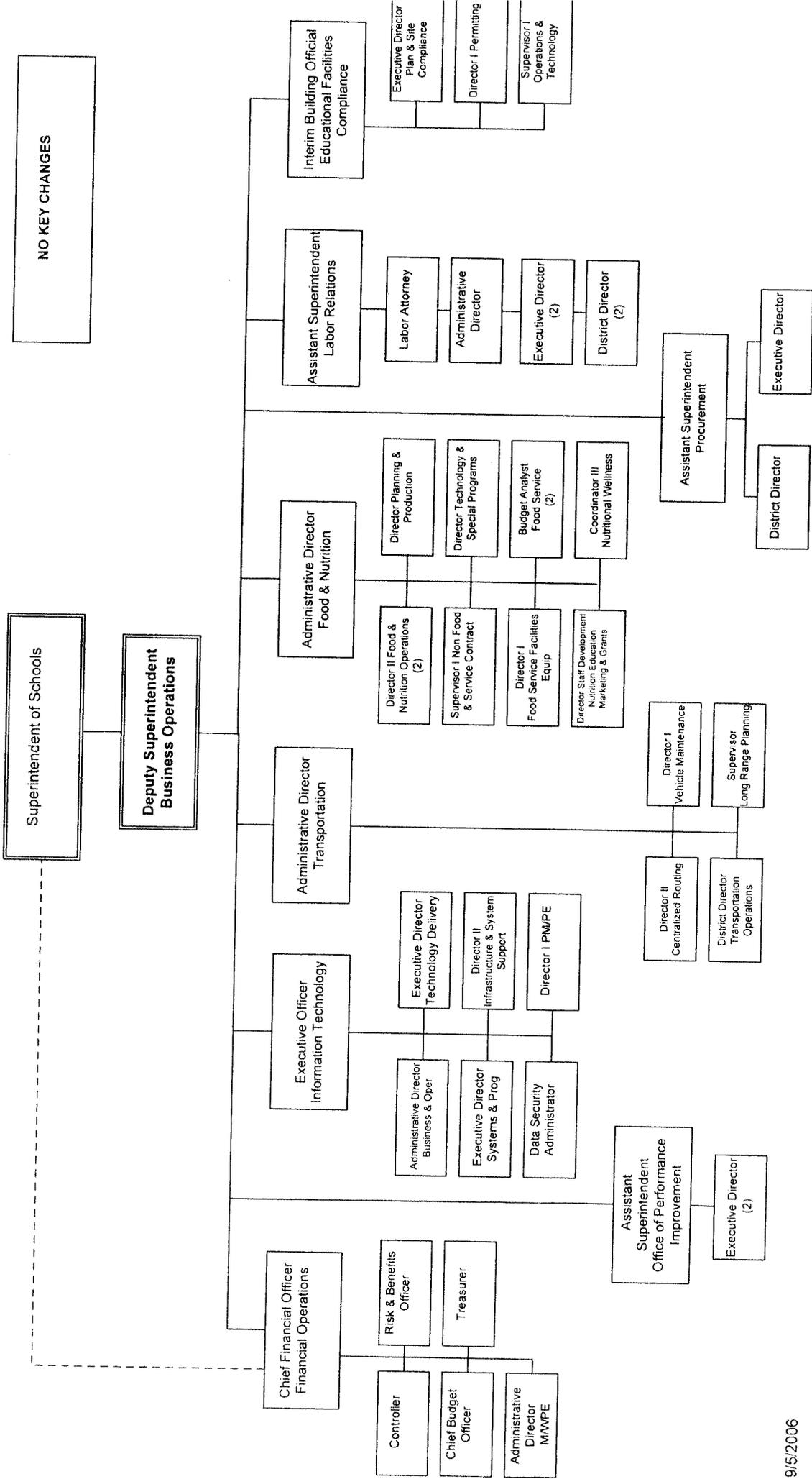
Direct Reports to the Superintendent of Schools



KEY CHANGES

- No longer direct reports:
 - Human Resources
 - New direct reports:
 - School Improvement Zone
- New position (created from converting positions):
 - Assistant Superintendent of Special Projects
- Title changes:
 - School Operations Liaison to Knowledge Management Officer
 - Deputy for Curriculum, Instruction and School Improvement Zone to Deputy for Curriculum and Instruction
 - Assistant Special Counsel to District Director of Investigations and Diversity Compliance

Business Operations



Department of Curriculum and Instruction

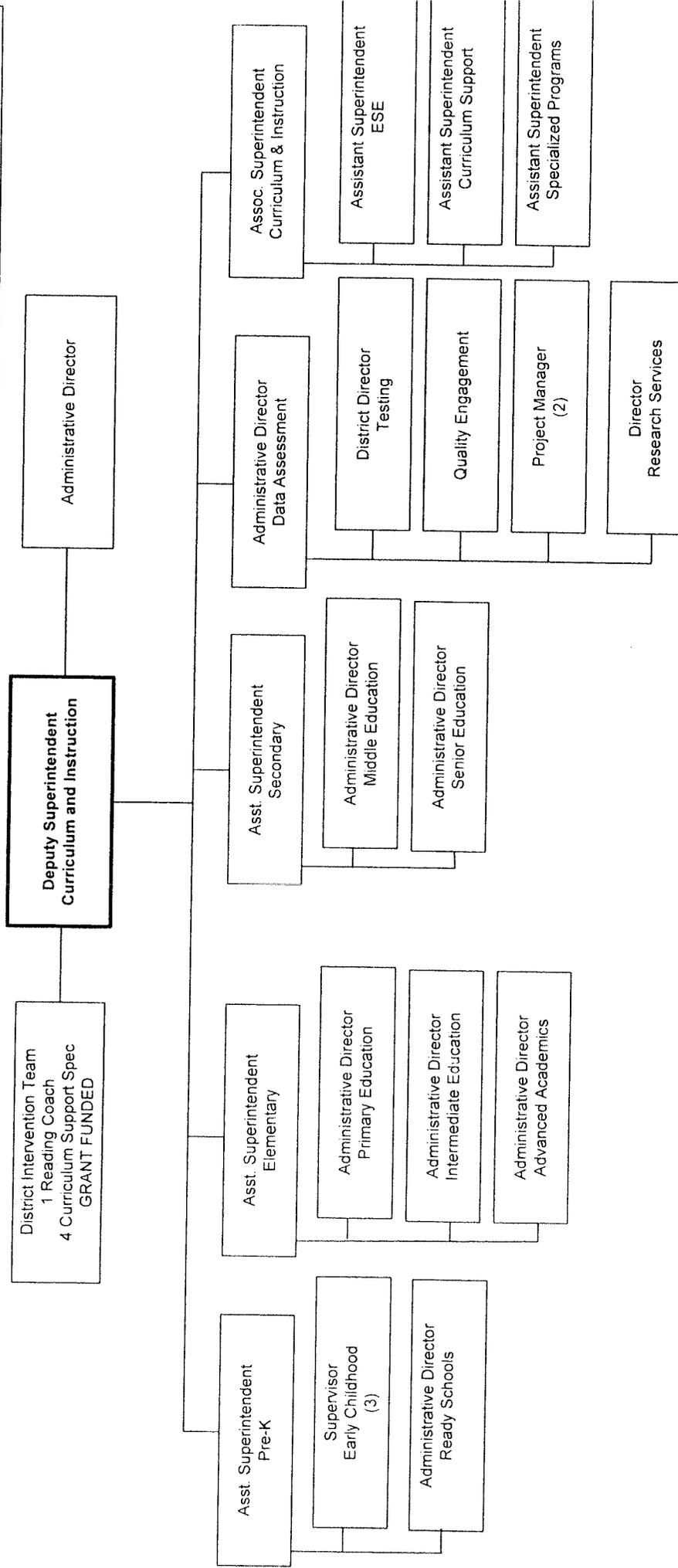
KEY CHANGES

- No longer direct reports:

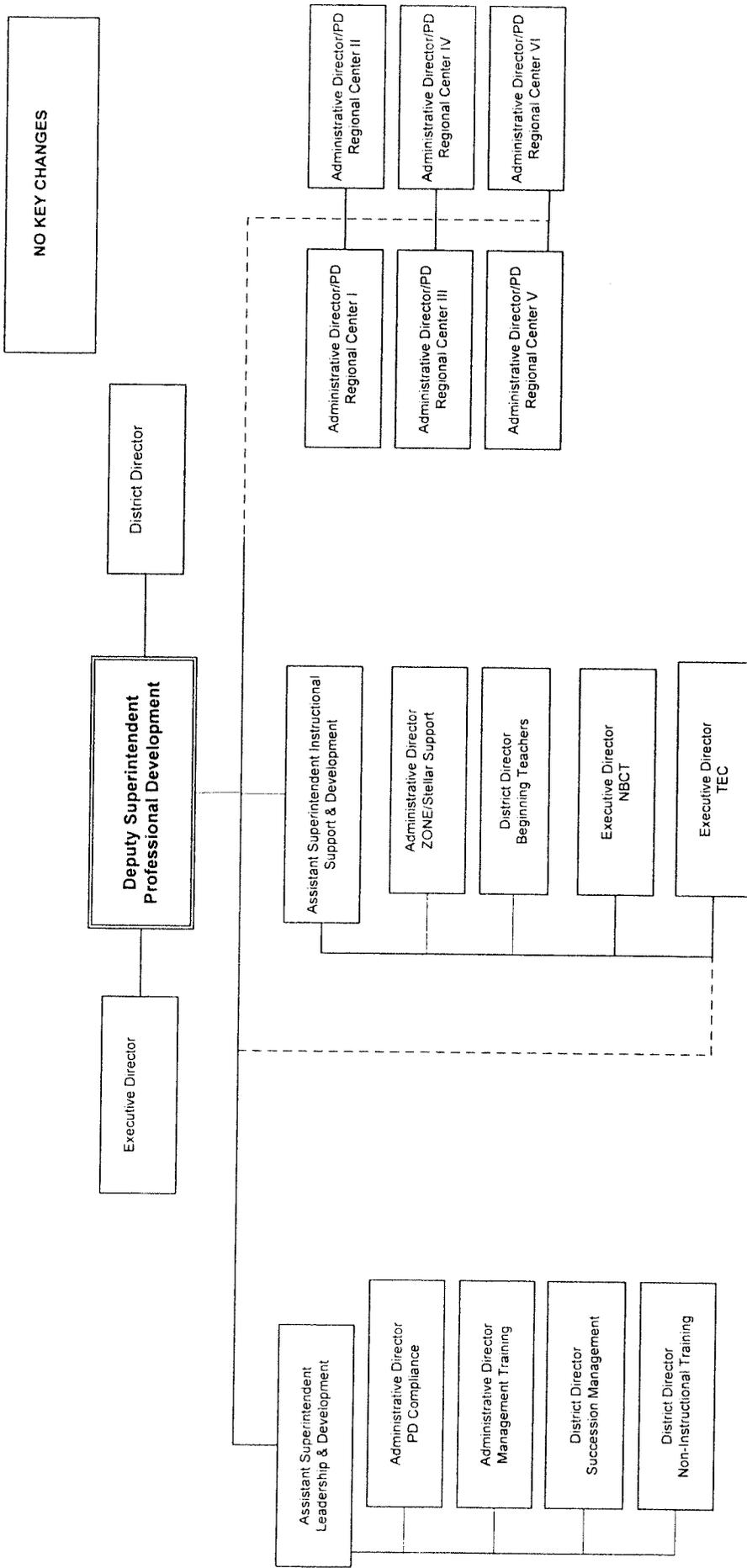
 - School Improvement Zone

- Moved Offices:

 - Advanced Academics from Specialized Programs to Assistant Superintendent (Elementary)
 - Alternative Outreach from this Department to School Operations
 - Research Services from Accountability & Systemwide Performance to this Department (Data Assessment)

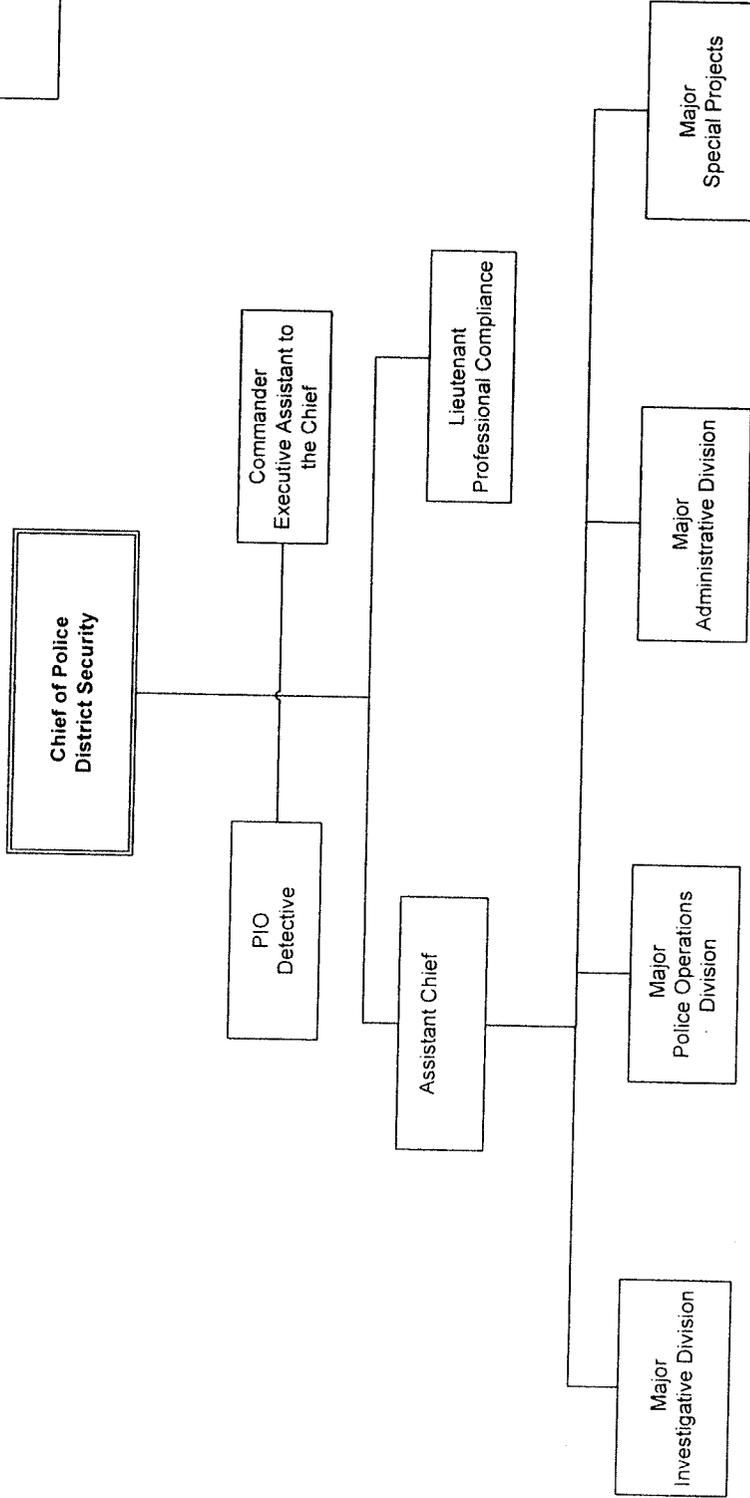


Professional Development



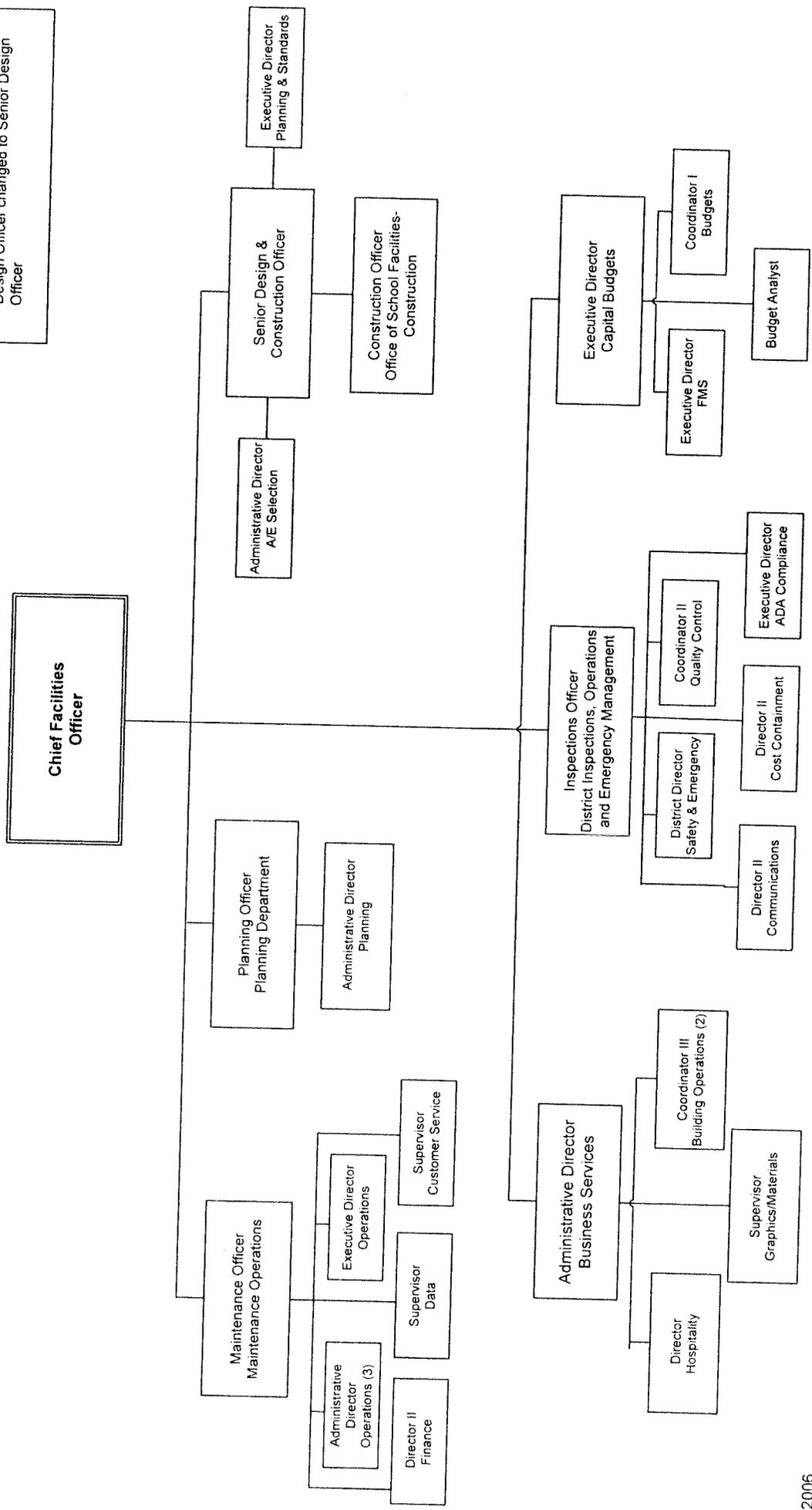
Miami-Dade School Police

NO KEY CHANGES



School Facilities

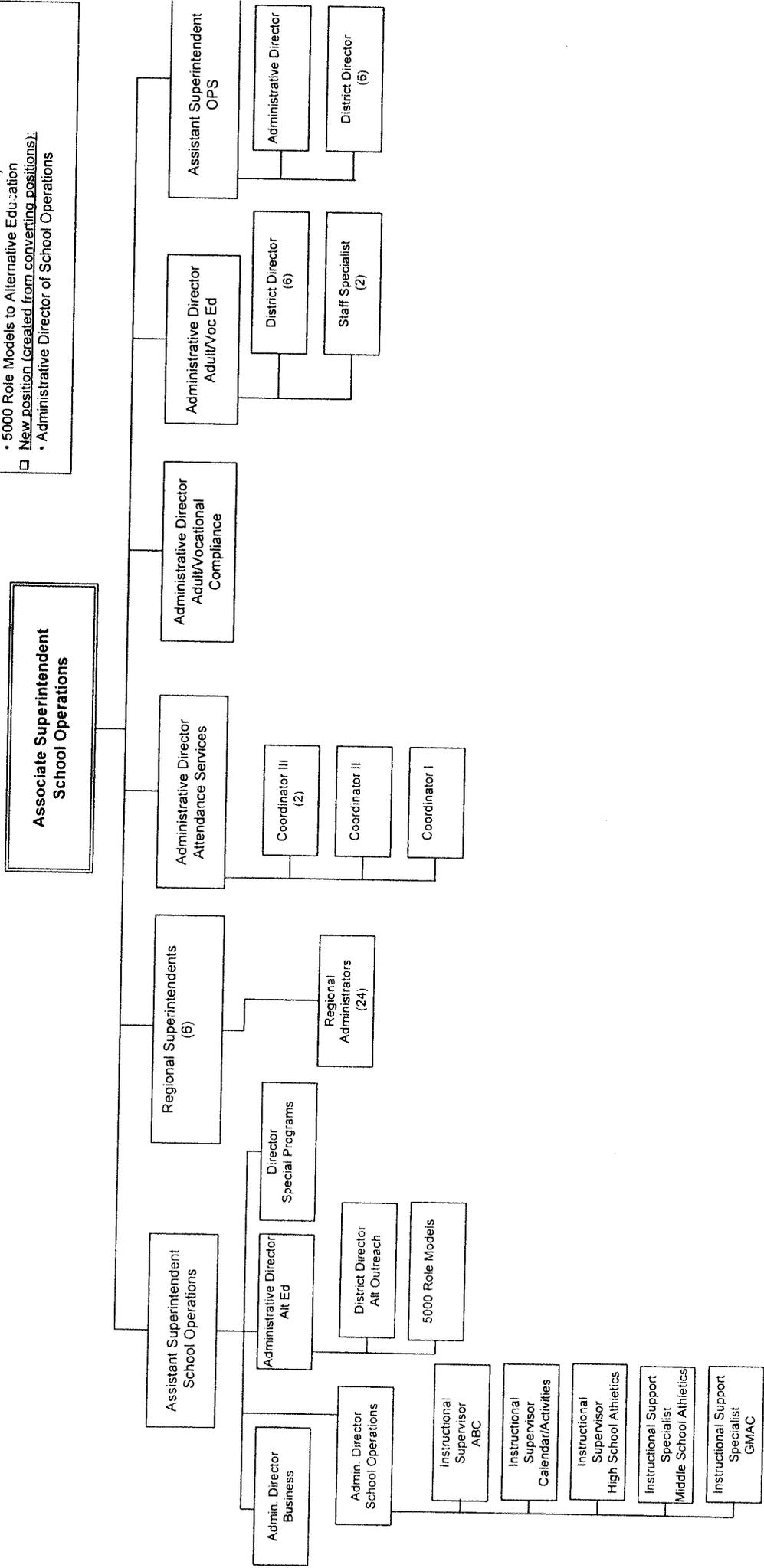
KEY CHANGES
 Title Changes
 Design Officer changed to Senior Design Officer



School Operations

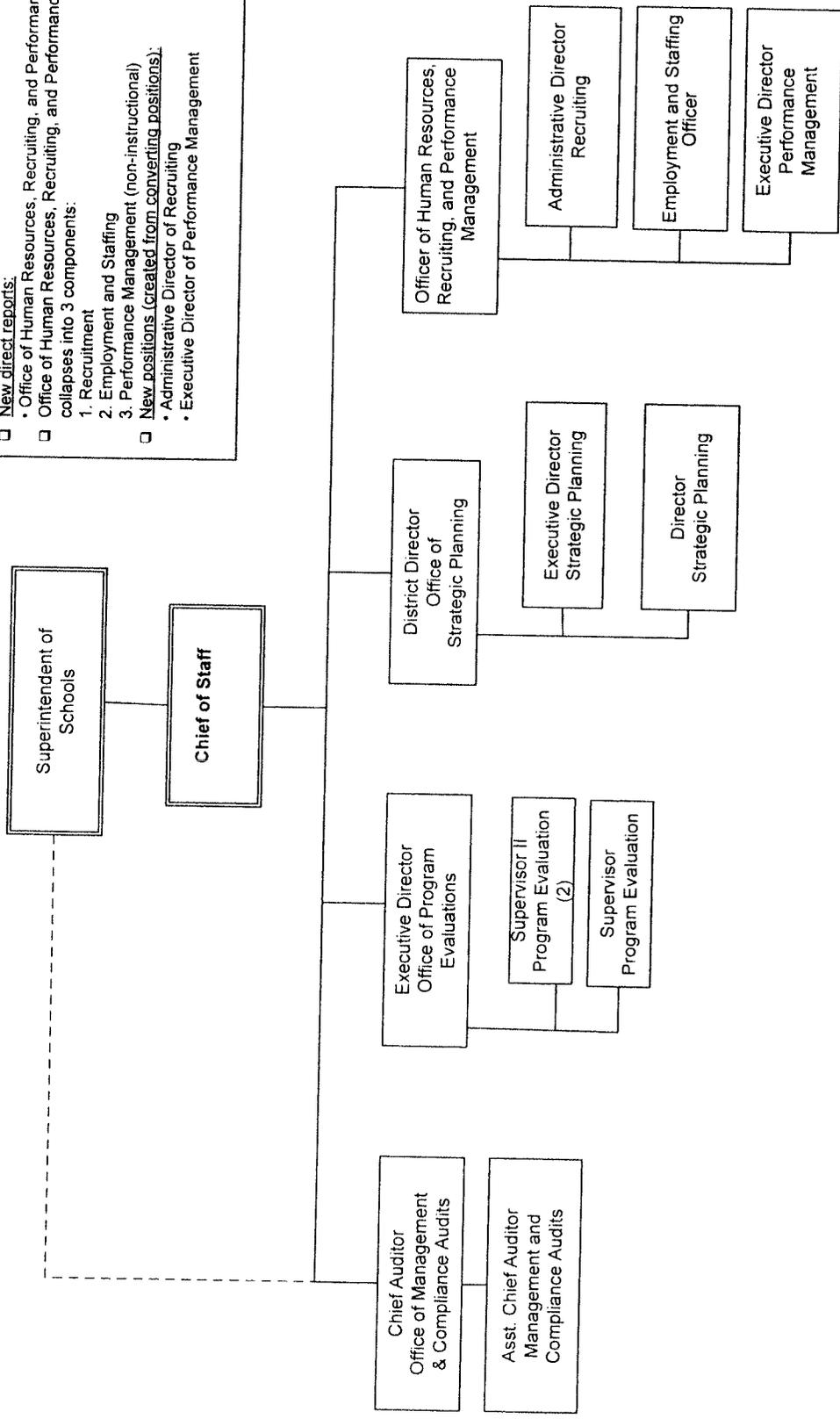
KEY CHANGES

- Moved offices:
 - Alternative Outreach from Department of Curriculum & Instruction to this Department (Alternative Education)
 - 5000 Role Models to Alternative Education
- New position (created from converting positions):
 - Administrative Director of School Operations

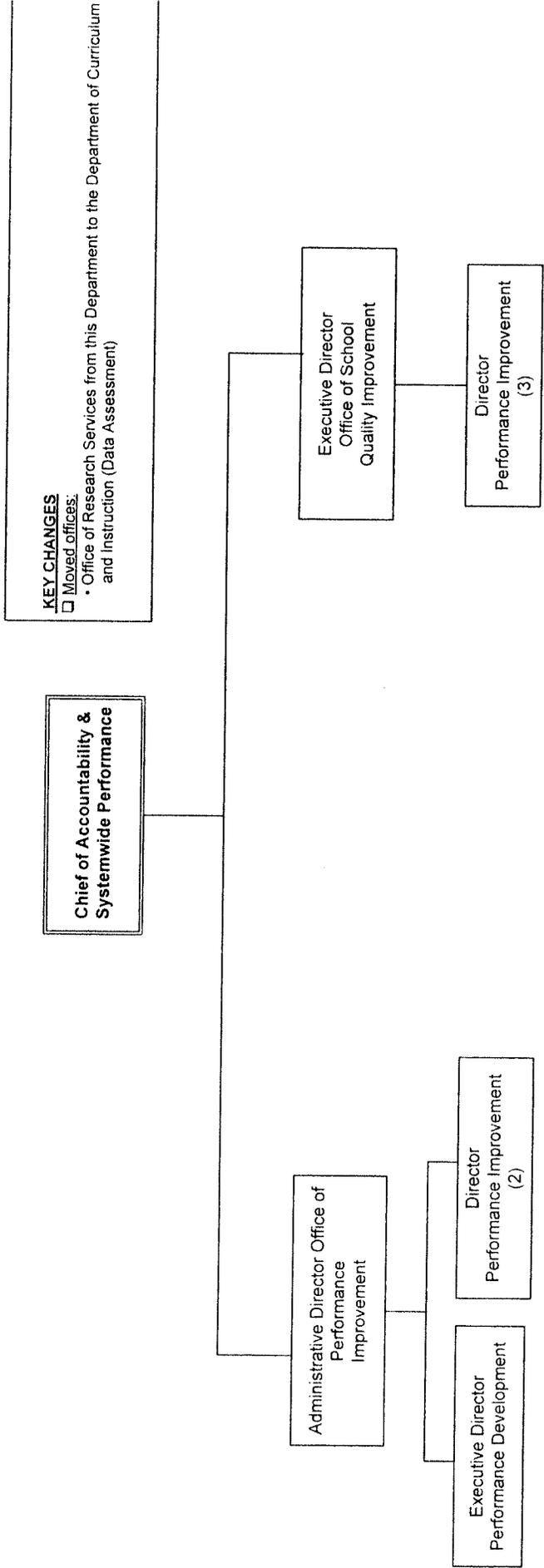


Chief of Staff

- KEY CHANGES**
- New direct reports:
 - Office of Human Resources, Recruiting, and Performance Management
 - Office of Human Resources, Recruiting, and Performance Management collapses into 3 components:
 1. Recruitment
 2. Employment and Staffing
 3. Performance Management (non-instructional)
 - New positions (created from converting positions):
 - Administrative Director of Recruiting
 - Executive Director of Performance Management



Accountability & Systemwide Performance

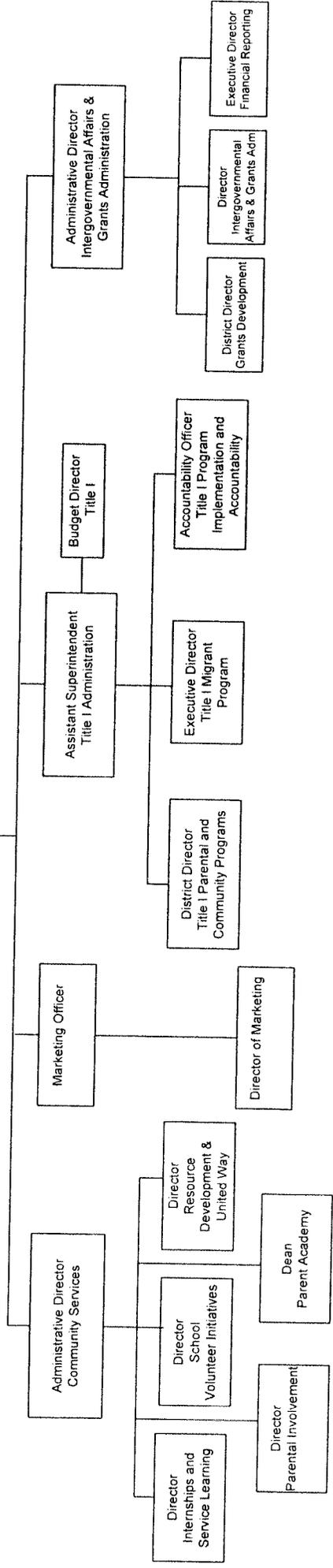


Intergovernmental Affairs, Grants Administration & Community Services

KEY CHANGES

- Moved offices:
 - Marketing Office from Department of Communications to this Department
 - New position (created from converting positions):
 - Marketing Officer

Associate Superintendent
Office of Intergovernmental
Affairs, Grants Administration
& Community Services

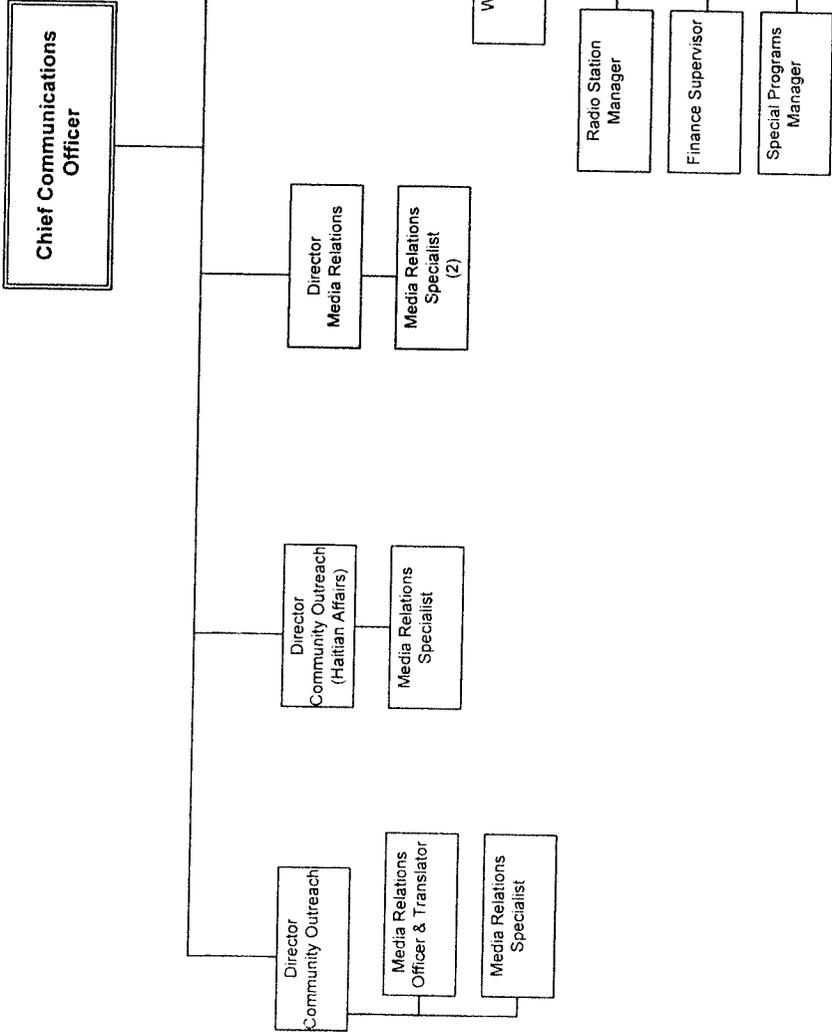


Communications

KEY CHANGES

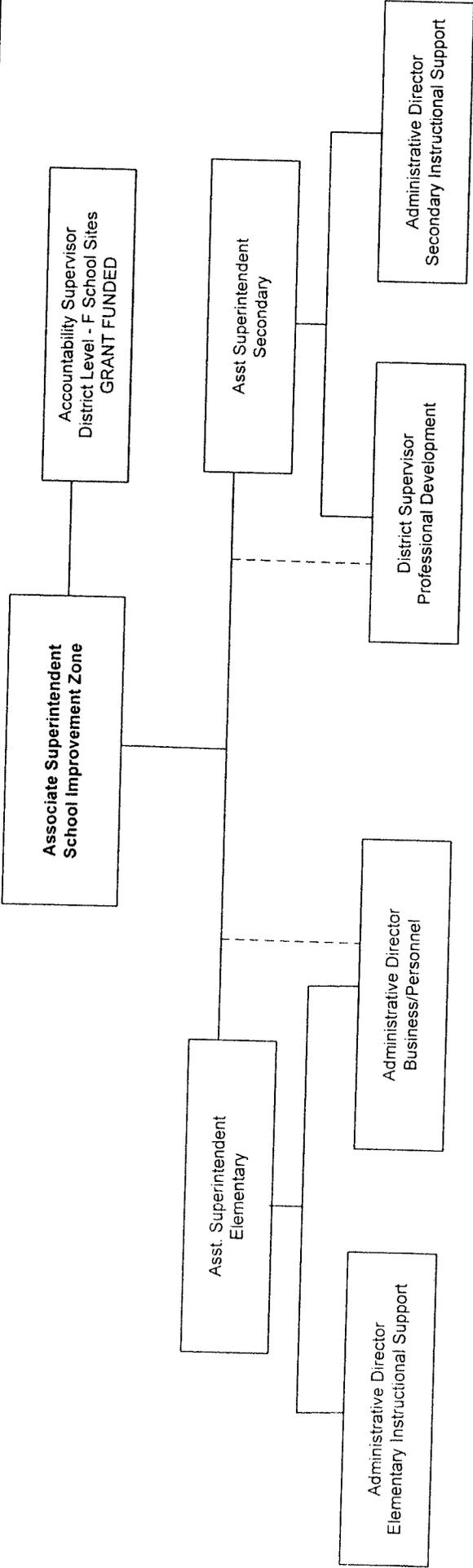
☐ Moved Offices.

- Created Community Outreach Office focusing on Haitian Affairs
- Marketing Office from this Department to Intergovernmental Affairs, Grants Administration & Community Services



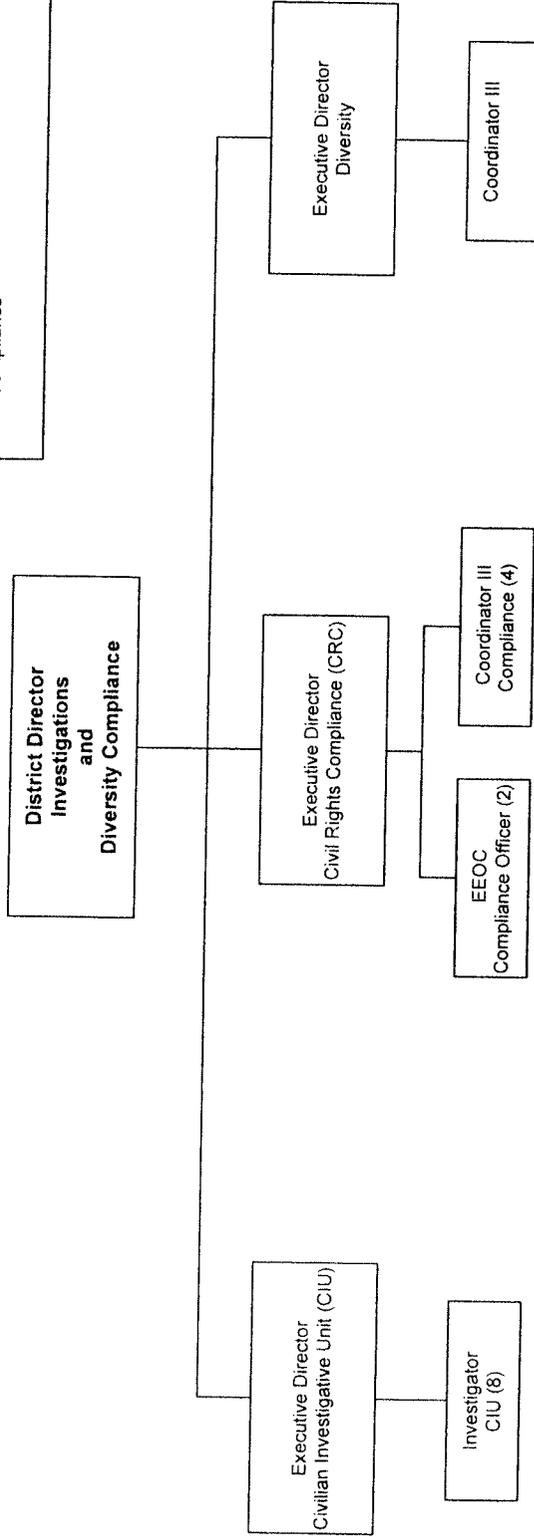
School Improvement Zone

KEY CHANGES
 New positions (created from converting positions):
 • Administrative Director of Elementary Instructional Support
 • Administrative Director of Secondary Instructional Support



Civilian Investigations

KEY CHANGES
□ Title changes:
* Assistant Special Counsel to District Director of Investigations and Diversity Compliance



D R A F T

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

- | | | |
|----|------------------------|--|
| 1. | JOB TITLE: | Assistant Superintendent, Special Projects |
| 2. | DEPARTMENT: | Office of the Superintendent of Schools |
| 3. | IMMEDIATE SUPERVISOR: | Superintendent of Schools |
| 4. | PAY GRADE: | 25 |
| 5. | JOB CODE: | TBA |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | June 29, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-6, September 13, 2006 |
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OCCUPATIONAL SUMMARY

Provides leadership and direction for specific projects by planning, implementing, and developing support materials. The responsibilities include reviewing national research, providing organizational guidance, and working with other departments. The Assistant Superintendent assists in the planning and implementation of various projects overseen by the Superintendent of Schools.

EXAMPLE OF DUTIES

1. Assists the Superintendent of Schools in planning, evaluating and monitoring educational initiatives.
2. Makes recommendations and serves as a resource to improve community relations.
3. Provides assistance to schools, students, parents, educators, and concerned citizens in mediating solutions to issues.
4. Communicates, coordinates and supports district-wide or local initiatives.
5. Represents the Superintendent of Schools and serves as liaison at school related and civic functions, meetings, and with members of the Greater Miami Chamber of Commerce.
6. Serves as liaison between Miami-Dade County Public Schools and other school systems/national organizations.

7. Serves as a liaison to local, state, regional, and national professional organizations for leadership development.
8. Analyzes data, makes recommendations, and takes the lead for special projects.
9. Provides information and makes presentations concerning assigned projects.
10. Supervises the development, administration, and implementation of assigned programs.
11. Represents the Superintendent at school related, civic functions, meetings, and activities.
12. Performs other duties comparable to the above, as the above duties describe only typical, primary features of the job.
13. Performs other duties related to general administrative responsibilities as assigned by the Superintendent of Schools.

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. Master's degree in Education with certification in educational leadership.
2. Minimum of seven (7) years of administrative experience with increasing responsibilities.
3. Knowledge of delivery of educational services in a large, complex, urban school system.
4. 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

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|----|------------------------|---|
| 1. | JOB TITLE: | Marketing Officer |
| 2. | DEPARTMENT: | Office of Intergovernmental Affairs |
| 3. | IMMEDIATE SUPERVISOR: | Associate Superintendent for Intergovernmental Affairs, Grants and Community Services |
| 4. | PAY GRADE: | 24 |
| 5. | JOB CODE: | TBA |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | July 26, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-6, September 13, 2006 |
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OCCUPATIONAL SUMMARY

Responsible for developing strategy to market Miami-Dade County Public Schools' initiatives and programs and for managing skillful execution of communications tactics that project the success and value of the District to the public.

EXAMPLE OF DUTIES

1. Devises marketing strategies to create favorable public opinion of Miami-Dade County Public Schools, its schools, and its initiatives.
2. Identifies market segments and audiences to whom information about Miami-Dade County Public Schools, its schools, and its initiatives must be delivered and selects most effective means for delivering that information.
3. Leads the District's marketing communications activities including advertising and special events.
4. Serves as marketing consultant to District initiatives, programs, offices and individual schools.
5. Benchmarks the District's marketing communications activities against best practice examples.
6. Supervises assigned professional and technical staff.

7. Directs the research, development, implementation, operation, and ongoing evaluation of a comprehensive Districtwide M-DCPS marketing program.
8. Performs other duties related to general administrative responsibilities as assigned by the immediate supervisor.

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 indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in journalism, communication, education, business or related field.
2. Minimum seven (7) years of experience in marketing, journalism, radio and/or television broadcasting, public relations or related field.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|------------------------|---|
| 1. | JOB TITLE: | Administrative Director, Recruitment |
| 2. | DEPARTMENT: | Staff Recruitment |
| 3. | IMMEDIATE SUPERVISOR: | Officer of Human Resources, Recruiting and Performance Management |
| 4. | PAY GRADE: | 24 |
| 5. | JOB CODE: | TBA |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | August 2, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-6, September 13, 2006 |
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OCCUPATIONAL SUMMARY

Directs the operations of the District's Staff Recruitment Program, including the supervision of specialized recruitment teams; the design and administration of mail, telephone, website and advertising campaigns; the coordination of recruitment travel; and the processing and tracking of recruits.

EXAMPLE OF DUTIES

1. Manages the District's Staff Recruitment Program, in order to provide proof of highly qualified culturally diverse applicants to fill instructional and non-instructional positions in all areas.
2. Administers specialized recruitment programs and coordinates such programs with the appropriate college, university or other organizations providing specified training opportunities.
3. Coordinates and supervises activities of specialized recruitment teams in order to recruit a culturally diverse pool of applicants for all positions.
4. Manages recruitment budget including travel, advertising, materials, equipment, and professional/technical expenditures.
5. Supervises recruitment staff.
6. Supervises the processing and tracking of recruited applicants.

7. Maintains contact with region/school site management personnel, subject area supervisors, principals, and non-instructional supervisors to anticipate staffing needs.
8. Performs other duties related to general administrative responsibilities as assigned.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: sitting, mobility, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. Work is performed primarily indoors. Periodic travel is required.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Human Resources, Business Administration, Education or related field.
2. Minimum of seven (7) years experience as a recruiter and/or administrator, including at least two (5) years with administrative/supervisory responsibilities in an urban school District or other large organization.
3. Demonstrated ability to communicate effectively as evidenced by clarity and conciseness of oral presentations and submitted documents.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|------------------------|--|
| 1. | JOB TITLE: | Employment and Staffing Officer |
| 2. | DEPARTMENT: | Office of Human Resources, Recruiting and Performance Management |
| 3. | IMMEDIATE SUPERVISOR: | Officer of Human Resources |
| 4. | PAY GRADE: | 24 |
| 5. | JOB CODE: | TBA |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | August 2, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-6, September 13, 2006 |
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OCCUPATIONAL SUMMARY

Directs the operations of Employment and Staffing and facilitates interactions between this department and worksite administrators throughout the school District.

EXAMPLE OF DUTIES

1. Supervises the Directors/Executive/District Directors for Administrative, Professional, and Technical Staffing; Instructional Staffing; Certification; Non-Instructional Staffing; Personnel Support Programs and Operations and Network Services.
2. Directs the flow of information related to employment, placement, certification, layoffs, and reduction-in-force.
3. Collects, analyzes data; disseminates information related to the interaction of the Budget and Data Processing Departments to determine staffing needs.
4. Monitors the hiring process for instructional and non-instructional personnel.
5. Monitors budgeted positions through an on-going review of the Table of Authorized positions.
6. Serves as liaison between the Regions and School Improvement Zone, and Office of Human Resources.
7. Monitors and reports on the status of out-of-field teaching assignments and requirements in accordance with State Board Rule of Education and the Miami-Dade County Public Schools (M-DCPS) United Teachers of Dade (UTD) Labor Contracts.

8. Works cooperatively with M-DCPS Police, Labor Relations, and the Office of Professional Standards (OPS) in relation to clearing restricted personnel.
9. Performs exit interviews in conformance with State requirements and effective personnel practices.
10. Monitors the assignment of surplus personnel, personnel who have returned from leave, personnel released by Worker's Compensation, etc.
11. Plans, initiates and/or implements workshops for appropriate personnel to inform employees of current personnel related information pertaining to his/her areas of responsibility.
12. Prepares and submits School Board agenda items related to job responsibilities, programs and activities.
13. Ensures compliance with legal requirements related to hiring and certification.
14. Establishes and maintains high level contacts with universities, organizations and officials within the field of education and the community to enhance District staffing capabilities.
15. Performs other comparable duties, as the above describe only the typical, primary features of the job.
16. Performs other duties related to general administrative responsibilities as assigned by the immediate supervisor.

PHYSICAL REQUIREMENTS

This is light work which requires the following physical activities: sitting, mobility, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. Work is performed primarily indoors.

MINIMUM QUALIFICATIONS REQUIREMENTS

1. Bachelor's degree in Human Resources, Public Administration or a related field.
2. Minimum of seven (7) years of increasingly responsible administrative experience.
3. Minimum of five (5) years experience in personnel management functions in large organizations.
4. Demonstrated ability to communicate effectively in both oral and written forms.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|------------------------|---|
| 1. | JOB TITLE: | Administrative Director, ABC & Athletics |
| 2. | DEPARTMENT: | School Operations |
| 3. | IMMEDIATE SUPERVISOR: | Assistant Superintendent, School Operations |
| 4. | PAY GRADE: | 24 |
| 5. | JOB CODE: | TBA |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | July 24, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-6, September 13, 2006 |
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OCCUPATIONAL SUMMARY

Provides District coordination of tasks related to the operation and conduct of the interscholastic athletics and activities programs, directs the overall management of the Board-owned stadium facilities; coordinates and monitors all District Southern Association of Colleges and Schools (SACS) accreditation activities; and develops the District-wide K-12, Adult/Vocational Education, School Improvement Zone, and Juvenile Justice Education school calendars. Coordinates activities of the Attendance Boundary Committee (ABC); ensures that appropriate procedures are adhered to by school and regional personnel and prepares recommendations for attendance zone assignments for students.

EXAMPLE OF DUTIES

1. Responds to concerns by supervisors, Board Members, regional center superintendents and directors, principals, athletic directors, activities directors, District administrators, the Chief of Sports Medicine, community agencies, service organizations, and interested citizens concerning all facets of the extracurricular programs.
2. Processes contracts with leased sites and coordinates the graduation exercises for Miami-Dade County Public Schools senior high schools.
3. Serves as chairman of the Miami-Dade County Public Schools Field Trip Committee; processes requests for out-of-county/state field trips for students in Miami-Dade County Public Schools.

4. Develops and distributes the Scheduled Fee Letter to schools for the collection of instructional fees in Miami-Dade County Public Schools.
5. Develops bids and collaborates with awarded vendors for the purchase and delivery of diplomas and graduation caps and gowns.
6. Responds to inquiries regarding District-wide contests.
7. Negotiates with outside agencies for use of athletic facilities for the District's interscholastic athletic program.
8. Chairs monthly meetings of: Athletic Directors, Athletic Trainers, Activities Directors, and the Athletic Advisory Committee.
9. Supervises and/or monitors all Southern Association of Colleges and Schools (SACS) activities, including vocational and technical schools. Prepares contract documents and processes payments for SACS' Visiting Committees.
10. Administers the District's Sports Medicine Program, including developing program bid specifications, and processes appropriate contracts; plans and schedules pre-participation physical examinations of all athletes.
11. Attends and makes presentations at the Greater Miami Athletic Conferences (GMAC) and the GMAC Executive Committee meetings.
12. Reviews and evaluates senior high schools' compliance with Title IX guidelines and monitors expenditures of the Title IX Tax Funds.
13. Plans and provides in-service workshops for athletic personnel and employees involved in the extracurricular activities program.
14. Monitors the District's high school Athletic Equalization Fund and senior high schools' purchases of athletic equipment and supplies through the Department of Procurement's competitive bid process.
15. Develops and/or revises Board rules, as necessary, to ensure District-wide uniformity of procedures as they relate to school athletics and activities.
16. Prepares District-wide summary reports of game attendance, sports budgets, athletic equipment inventory, game conduct reports and scholarship recipients.
17. Directs and coordinates the overall management and organization of all functions of the Board-owned athletic stadium facilities.

18. Monitors the school's compliance with the Equal Access Act and Federal laws governing religious activities in the public schools.
19. Enforces the Superintendent's Mandatory Rules on behavior at athletic events and levies fines against schools, when appropriate.
20. Coordinates the District's Scholar Athletes Awards Luncheon.
21. Monitors the senior high schools compliance with student athletic eligibility requirements.
22. Reviews with appropriate staff and approves the distribution of materials to schools by outside organizations.
23. Coordinates and administers the School Uniform Program as implemented by School Board Rule 6Gx13-5C-1.031.
24. Coordinates and monitors the administration of The Dade County Foundation for Interscholastic Sports, Inc.
25. Coordinates and supervises Extra Curricular Salary Supplement compliance.
26. Provides and coordinates transportation for District-wide athletic activities and supervises the After-School Activity Bus Program.
27. Coordinates District involvement of special events with outside agencies.
28. Implements School Board rules, administrative directives, and policies that relate to the Attendance Boundary Committee (ABC) and provides related information to District and region offices, schools, and various parent and community groups in order to facilitate the effective implementation of the ABC process.
29. Trains staff and citizens involved in the implementation of the Attendance Boundary Committee process.
30. Coordinates development of school profiles that are utilized in the ABC process.
31. Works with foundations and corporations to secure funds for new and innovative programs in all areas of responsibilities.
32. Performs other duties comparable to the above, or as assigned by immediate supervisor.

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 primarily performed indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Master's degree with certification in elementary and/or secondary, as well as, administration and/or supervision.
2. Minimum of three (3) years teaching experience.
3. Minimum of three (3) years administrative experience at school site, region, District and/or equivalent.
4. Demonstrated ability to communicate effectively in both oral and written forms.
5. Demonstrated ability to deal tactfully and effectively with others.

D R A F T

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|------------------------|---|
| 1. | JOB TITLE: | District Director, Physical Education and Health Literacy |
| 2. | DEPARTMENT: | Division of Student Services |
| 3. | IMMEDIATE SUPERVISOR: | Administrative Director, Division of Student Services |
| 4. | PAY GRADE: | 23 |
| 5. | JOB CODE: | TBA |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | June 29, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-6, September 13, 2006 |
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OCCUPATIONAL SUMMARY

Responsible for monitoring and coordinating the curriculum, budget, personnel and day-to-day operations and special projects of the Physical Education, Health, Driver Education, Safety Education, HIV/AIDS Education, Adapted Physical Education, Sports Program for Students with Disabilities, and Learn to Swim Program. The District Director will assist the Administrative Director in managing the curriculum programs and events sponsored by the Office of Student Services. The District Director will work collaboratively with district support staff and school site personnel, including principals, assistant principals, and teachers to improve education.

EXAMPLE OF DUTIES

1. Develops and reviews curriculum materials and programs consistent with the National, State and Local Standards for the Physical Education, Health, Driver Education, Safety Education, HIV/AIDS Education, Adapted Physical Education, Sports Program for Students with Disabilities, and Learn to Swim Program disciplines.
2. Supports the design and delivery of professional development for all teachers to enhance the professional levels of subject specific proficiency in the Physical Education, Health, Driver Education, Safety Education, HIV/AIDS Education, Adapted Physical Education, Sports Program for Students with Disabilities, and Learn to Swim Program disciplines.
3. Oversees the development and implementation of partnerships with community based organizations, colleges, and universities to foster innovative programs for the Physical Education, Health, Driver Education, Safety Education, HIV/AIDS Education, Adapted Physical Education, Sports Program for Students with Disabilities, and Learn to Swim Program disciplines.

4. Monitors the development of innovative strategies, techniques, and resources to support teacher and student achievement in the Physical Education, Health, Driver Education, Safety Education, HIV/AIDS Education, Adapted Physical Education, Sports Program for Students with Disabilities, and Learn to Swim Program disciplines.
5. Supports the implementation and monitoring of the District-wide School Health and Wellness Plan.
6. Monitors the exploration, development, and submittal of proposals for funding to foundation, state, and national agencies to help secure funds to develop innovative programs.
7. Develops monthly budget reports and advises the Administrative Director of necessary budget adjustments and actions in the Physical Education, Health, Driver Education, Safety Education, HIV/AIDS Education, Adapted Physical Education, Sports Program for Students with Disabilities, and Learn to Swim Program disciplines.
8. Prepares and supervises the preparation of records, reports, and reviews assigned to the area of responsibilities.
9. Works collaboratively with school site administrators/regional centers/district personnel, various bureaus, and other central office administrators.
10. Provides assistance to the district, regional centers, and school sites in the selection of equipment and materials to support the Physical Education, Health, Driver Education, Safety Education, HIV/AIDS Education, Adapted Physical Education, Sports Program for Students with Disabilities, and Learn to Swim Program disciplines.
11. Provides assistance to the District, regional centers, and school sites in design and planning of the construction and renovation of the Physical Education, Health, Driver Education, Safety Education, HIV/AIDS Education, Adapted Physical Education, Sports Program for Students with Disabilities, and Learn to Swim Program disciplines.
12. Provides assistance in the recruitment and selection of qualified personnel for teaching in the Physical Education, Health, Driver Education, Safety Education, HIV/AIDS Education, Adapted Physical Education, Sports Program for Students with Disabilities, and Learn to Swim Program disciplines.
13. Develops information materials and makes presentations concerning instructional program curriculum to administrative and instructional personnel, civic and professional groups, and community agencies.
14. Conducts formal observations and evaluations of Educational Specialists, Supervisors, and Clerical Support Personnel assigned to the subject areas.
15. Supervises the development, administration, and implementation of special programs and events relative to the subject areas.

16. Performs other duties related to the general administrative responsibilities as required or assigned by the immediate supervisor.

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. Master's degree in physical education with certification in educational leadership or administration and supervision.
2. Minimum of five (5) years of experience managing curriculum, complex budgets, and supervising professional personnel.
3. Documented experience working with school site programs in curriculum and instruction.
4. Minimum of five (5) years of successful teaching experience.
5. Demonstrated ability to communicate effectively in both oral and written forms.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|------------------------|---|
| 1. | JOB TITLE: | District Director, Comprehensive School Health Programs |
| 2. | DEPARTMENT: | Comprehensive School Health Programs |
| 3. | IMMEDIATE SUPERVISOR: | Administrative Director, Student Services |
| 4. | PAY GRADE: | 23 |
| 5. | JOB CODE: | TBA |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | July 24, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-6, September 13, 2006 |
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OCCUPATIONAL SUMMARY

Provides leadership and support for school health services and school social workers in the form of planning, coordination, supervision and policy recommendations. The district director also provides liaison, curriculum review and program development on a districtwide basis.

EXAMPLE OF DUTIES

1. Explains and interprets specialized matters pertinent to school health services for school, regional and district administrators and the public.
2. Assists principals and other administrators to ensure compliance with District and state requirements in delivery of school health services.
3. Develops, plans, and assists in the implementation of staff development related to school health initiatives.
4. Prepares and manages the budget of comprehensive health services.
5. Supports the implementation of the district wide School Health and Wellness Plan.
6. Executes the School Health Connect project by serving as a liaison to the Children's Trust and other community agencies to ensure that school health services will be available in every M-DCPS site.
7. Provides school staff training in Administration of Medication, Immunization and Health Requirements, and Emergency Care Providers.

8. Maintains liaison with District, regional and school personnel in the area of school health services.
9. Plans, develops, implements and monitors special health services in cooperation with District, regional and school personnel.
10. Directs the activities of 19 health technicians assigned to this office in the area of health screening.
11. Assists the Administrative Director with the preparation and supervision of the District budget for health services.
12. Serves as liaison and school representative in various capacities on countywide health related agencies, such as American Heart Association, American Cancer Society, School Health Society, Dental Society, American Lung Association, Dr. Bruce Heiken Fund, Miami-Children's Services Council, and the Miami-Dade County Medical Advisory Committee.
13. Serves as liaison and school representative with the Miami-Dade County Department of Health regarding all health matters including communicable disease control, school nurses, immunization, and medication health record review.
14. Develops and maintains reports regarding districtwide information relative to health services.
15. Prepares schedules for all schools for vision and hearing screening and all middle schools for scoliosis screening.
16. Develops RFP's and coordinates with agencies/organizations contracted to perform health services, (Easter Seals, American Heart, eye examinations).
17. Performs other duties related to general administrative responsibilities as assigned by the Administrative Director.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: sitting, mobility, finger dexterity, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Master's degree in elementary and/or secondary education with certification in administration and/or supervision and health education and/or related subject area, or masters in nursing or related field.

Job Code TBA – District Director, Comprehensive School Health Programs

2. Minimum of three (3) years teaching experience in the appropriate program and area of certification or three (3) years experience in School Health Nursing.
3. Minimum of two (2) years of department chairperson or other leadership experience preferred.
4. Familiarity with major issues in school health and knowledge of State Laws and School District Rules pertaining to school health services.
5. Acceptable evaluations for the past three (3) years.
6. Demonstrated ability to deal tactfully and effectively with others.
7. Demonstrated ability to communicate effectively in both oral and written forms.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|------------------------|--|
| 1. | JOB TITLE: | District Director, Employment Standards |
| 2. | DEPARTMENT: | Office of Human Resources, Recruiting and Performance Management |
| 3. | IMMEDIATE SUPERVISOR: | Employment and Staffing Officer |
| 4. | PAY GRADE: | 23 |
| 5. | JOB CODE: | TBA |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | July 24, 2006 |
| 8. | POSITION AUTHORIZED | Board Item A-6, September 13, 2006 |
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OCCUPATIONAL SUMMARY

Directs the Office of Employment Standards to include implementation of the Jessica Lunsford Act, 1012.465, Florida Statutes, as amended by the 2005 Florida State Legislature, to include the fingerprinting and Level 2 screening of all non-instructional District employees and contracted personnel who are permitted access on school grounds when students are present, who have direct contact with students, or who have access to or control of funds. Implement the re-fingerprinting of all District employees and school volunteers who were fingerprinted prior to July 1, 2004, and recommends appropriate disposition action(s) in accordance with State law, School Board rules, and pertinent labor contract provisions. Implements administrative, quality assurance services, and work process improvements to achieve Human Resources Department objectives.

EXAMPLE OF DUTIES

1. Monitors the custodianship of identified employee personnel records and resolves compliance with public records laws.
2. In compliance with the Jessica Lunsford Act and in consultation with the School Board Attorney, determines which contracted personnel are subject to the requirements for Level 2 fingerprinting.
3. Reviews all criminal history records in compliance with the Jessica Lunsford Act and implements School Board-approved Employment Standards regarding dispositions for contracted personnel. Communicates dispositions to appropriate District office(s).

4. Reviews all criminal history records for all re-fingerprinted District employees and makes recommendations in accordance with School Board-approved Employment Standards. Refers case files to the Office of Professional Standards, as appropriate.
5. In conjunction with Miami-Dade County Public Schools Police, the Fingerprinting office and Information Technology Services, ensures all fingerprinting results, as communicated through the Florida Department of Law Enforcement and the Federal Bureau of Investigation, are maintained.
6. Serves as the District representative for communicating the requirements of the Jessica Lunsford Act and other fingerprinting requirements to School Board employees, school volunteers and contractors.
7. Develops and maintains an accurate and secure database for all case dispositions.
8. Generates reports as needed by the Office of Human Resources and/or other District offices.
9. Performs other comparable duties, as the above describe only the typical, primary features of the job.
10. Performs other duties related to the general administrative responsibilities as assigned by the immediate supervisor.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: sitting, mobility, finger dexterity, talking, hearing, and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Human Resources, Public Administration or a related field.
2. Minimum of five (5) years increasingly responsible administrative experience.
3. Demonstrated ability to communicate effectively in both oral and written forms.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|------------------------|--|
| 1. | JOB TITLE: | District Director, Non-Instructional Recruitment |
| 2. | DEPARTMENT: | Staff Recruitment |
| 3. | IMMEDIATE SUPERVISOR: | Administrative Director, Recruiting |
| 4. | PAY GRADE: | 23 |
| 5. | JOB CODE: | TBA |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | August 2, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-6, September 13, 2006 |
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OCCUPATIONAL SUMMARY

Directs the operations of the District's Non-Instructional Staff Recruitment Program, including the design and administration of mail, telephone, website and advertising campaigns; the coordination of recruitment travel; and the processing and tracking of recruits.

EXAMPLE OF DUTIES

1. Manages the District's Non-Instructional Staff Recruitment Program, in order to provide proof of highly qualified culturally diverse applicants to fill non-instructional positions in all areas.
2. Administers specialized recruitment programs and coordinates such programs with the appropriate college, university or other organizations providing specified training opportunities.
3. Coordinates and supervises activities in order to recruit a culturally diverse pool of applicants for all non-instructional positions.
4. Supervises the processing and tracking of recruited applicants.
5. Reviews and interprets transcripts to determine the areas of eligibility for licensure for non-instructional applicants, if applicable.
6. Maintains an ongoing liaison with appropriate unions.
7. Monitors banks of applicants through the Applicant Tracking System.
8. Monitors budgeted positions through review of the Table of Authorized Positions.

9. Maintains contact with appropriate management personnel to anticipate staffing needs.
10. Performs other duties related to general administrative responsibilities as assigned.

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 Personnel Management, Human Resources, Business Administration, Education or related field.
2. Minimum of five (5) years experience as a recruiter, teacher and/or administrator, including at least two (2) years with administrative/supervisory responsibilities in an urban school District or other large organization at the school site or District level.
3. Demonstrated ability to communicate effectively as evidenced by clarity and conciseness of oral presentations and submitted documents.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|------------------------|--|
| 1. | JOB TITLE: | District Director, Investigations and Diversity Compliance |
| 2. | DEPARTMENT: | District Investigations and Diversity Compliance |
| 3. | IMMEDIATE SUPERVISOR: | Superintendent of Schools |
| 4. | PAY GRADE: | 23 |
| 5. | JOB CODE: | TBA |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | August 24, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-6, September 13, 2006 |
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OCCUPATIONAL SUMMARY

Monitors, supervises, and reviews District-initiated investigations regarding violations of Civil Rights, i.e., sexual harassment, retaliation, discrimination, and serious, non-criminal allegations that may violate State Board of Education and/or School Board Rules, processes and procedures. Assess the District's compliance and implementation of laws, rules, and practices designed to ensure diversity, equal access/opportunity.

EXAMPLE OF DUTIES

1. Manages the operations and supervises staff in the Civilian Investigative Unit (CIU) and Civil Rights Compliance Office (CRC) to ensure accountability and efficiency.
2. Designs, manages and directs suitable training programs for administrators, teachers, employees and CIU, CRC investigators, Miami-Dade Schools Police General Investigations Unit (GIU) investigators, Office of Professional Standards (OPS) staff, union stewards and association representatives.
3. Ensures that all investigations conducted by CIU and CRC are completed in a timely manner fully recognizing the Due Process rights of all employees.
4. Works cooperatively with the Assistant Superintendent of OPS, Board Attorney, union stewards, association representatives and other offices to ensure that investigations and training are comprehensive and effective.

5. Monitors and assess the District's compliance in the implementation of rules and practices as they relate to the School Board's and Superintendent's commitment to the court to maintain the District's Post-Unitary Status.
6. Directs and manages the development and execution of a yearly training calendar of activities for school sites, District offices, administrators, teachers, employees and other personnel in the form of workshops, conferences, and seminars on Board Rules and diversity compliance issues.
7. Performs other duties related to general administrative responsibilities as assigned by the Superintendent of Schools.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: mobility, 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 public administration, education-related field, or a law-related field.
2. Minimum of two (2) years of administrative experience in public administration, education, personnel, public relations, law-related field, or equivalent.
3. Evidence of experience in complaint investigation, conducting workshops and writing as demonstrated by submitted documentation, preferred.
4. Demonstrated ability to communicate effectively as evidenced by clarity and conciseness of oral presentations and written documents.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|------------------------|--|
| 1. | JOB TITLE: | Executive Director, Performance Management |
| 2. | DEPARTMENT: | Office of Human Resources, Recruiting and Performance Management |
| 3. | IMMEDIATE SUPERVISOR: | Officer of Human Resources |
| 4. | PAY GRADE: | 22 |
| 5. | JOB CODE: | TBA |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | July 26, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-6, September 13, 2006 |
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OCCUPATIONAL SUMMARY

Provides leadership in the implementation of the District's Performance Management initiatives. Assists Officer of Human Resources, Recruiting and Performance Management in coordinating and scheduling performance management activities Districtwide. Facilitates the use of performance management strategies and techniques among administrative personnel and assists in developing a common culture of excellence throughout District and regional offices.

EXAMPLE OF DUTIES

1. Supports the immediate supervisor in coordinating and planning performance management activities and in identifying resources, policies and procedures needed to implement these resources as they relate to the District's Performance Management efforts in District and regional offices.
2. Facilitates the coordination of professional development opportunities, training, and technical assistance to leadership teams, District business offices at all levels, to improve quality performance outcomes.
3. 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 actions.
4. 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 management initiatives.

5. Oversees the development and distribution of reports, memorandums, and other material that is applicable to performance management.
6. Collaborates with District, community, and private sector entities to progressively provide recognition for improvement efforts.
7. Performs other duties related to general administrative responsibilities as assigned by the immediate supervisor.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: mobility, bending, twisting, reaching, sitting, standing, finger dexterity, hearing and visual acuity.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree or higher in education or related field.
2. Minimum of five (5) years of administrative/leadership experience, with increasing levels of responsibility including direct supervision of employees.
3. Demonstrated ability to communicate effectively in both oral and written form.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|------------------------|---|
| 1. | JOB TITLE: | Executive Director, Professional Development |
| 2. | DEPARTMENT: | Office of Professional Development |
| 3. | IMMEDIATE SUPERVISOR: | Deputy Superintendent, Professional Development |
| 4. | PAY GRADE: | 22 |
| 5. | JOB CODE: | TBA |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | July 26, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-6, September 13, 2006 |
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OCCUPATIONAL SUMMARY

Directs administration, development, design, delivery, implementation, and monitoring of professional development programs for instructional personnel and administrators to enhance job performance, customer satisfaction and provide career advancement.

EXAMPLE OF DUTIES

1. Directs the implementation of the Professional Development monitoring plan for the district.
2. Directs the preparation, dissemination and interpretation of data from an annual needs assessment instrument to District, region, and school site personnel.
3. Directs special professional development projects and serves as project manager for assigned grant awards.
4. Assists the Deputy Superintendent with the design and development of new professional development programs and initiatives and the implementation of the Professional Development Initiatives in the district's strategic plan.
5. Evaluates current professional development activities to maintain state of the art program offering for professional and technical staff development.
6. Completes required District and state reports.
7. Develops and presents special presentations, using state-of-the-art technology, as requested.

8. Performs other duties comparable to the above and related to the general administrative responsibilities, as assigned.

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. Master's degree with certification in Educational Administration, Administration and Supervision, or Educational Leadership and a minimum of three (3) years administrative experience in personnel and/or school administration preferred,

OR

Bachelor's degree in Education, Business Administration or related area and a minimum of six (6) years administrative experience in personnel/and or school administration.

2. Minimum of three (3) years of teaching or instructional experience.
3. Evidence of involvement in staff development activities.
4. Demonstrated ability to communicate effectively in both oral and written form.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|------------------------|---------------------------------------|
| 1. | JOB TITLE: | Director, School Social Work Programs |
| 2. | DEPARTMENT: | Comprehensive School Health Programs |
| 3. | IMMEDIATE SUPERVISOR: | District Director |
| 4. | PAY GRADE: | 21 |
| 5. | JOB CODE: | TBA |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | July 24, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-6, September 13, 2006 |
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OCCUPATIONAL SUMMARY

Responsible for assisting in the coordination of the District's school social workers and provides leadership and support for the comprehensive school health programs and initiatives. The Director will provide support to Comprehensive School Health Programs through planning, coordination, supervision, and policy recommendations.

EXAMPLE OF DUTIES

1. Supports the implementation of the district-wide School Health and Wellness Plan.
2. Assists in the execution of the School Health Connect project by serving as a liaison to the Children's Trust and other community agencies to ensure that school health services will be available at every Miami-Dade County Public Schools site.
3. Develops and monitors compliance standards for School Social Work and the School Health Connect Initiative.
4. Organizes workshops, meetings and visitations related to School Social Work and School Health Connect programs and services.
5. Assists in the recruitment, training, placement and monitoring of all School Health Connect and school social work personnel.
6. Develops and provides professional development trainings related to school social work program objectives and goals.
7. Assists in the evaluation of school social work and Comprehensive School Health Programs and Personnel.

8. Meets regularly with District office, Regional Center and school administrators, instructional department chairpersons, community agency and governmental service providers, to improve communication about Comprehensive School Health Programs and school social work policies and initiatives.
9. Provides consultative services relative to school social work services to School Health Connect, District staff, Regional Center personnel, school level personnel, parents, community agencies, private schools, state/federal representatives and international visitors.
10. Initiates purchase requisitions and other fiscal functions.
11. Develops and prepares contracts for specific services to be provided.
12. Performs other duties related to general administrative responsibilities as assigned by the District Director.

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. Master's degree in social work, administration or supervision.
2. Minimum of three (3) years successful experience as a department head or other leadership experience.
3. Minimum of three (5) years experience in the area of school social work.
4. Experience in coordinating staff trainings and/or professional development activities.
5. Experience in program and staff evaluation utilizing empirical data related to student outcomes.
6. Experience in serving and coordinating services on community agency task force committees to deliver comprehensive school health programming to Miami-Dade County.
7. Valid Florida teaching certification in School Social Work, Educational Leadership, and/or School Administration or Supervision.
8. Demonstrated ability to communicate effectively in both oral and written forms.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|------------------------|---|
| 1. | JOB TITLE: | Knowledge Management Officer |
| 2. | DEPARTMENT: | Office of the Superintendent of Schools |
| 3. | IMMEDIATE SUPERVISOR: | Superintendent of Schools |
| 4. | PAY GRADE: | 20 |
| 5. | JOB CODE: | TBA |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | June 29, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-6, September 13, 2006 |
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OCCUPATIONAL SUMMARY

Responsible for building and sustaining a Knowledge Management System that promotes academic achievement. Oversees the functions of the Office of Superintendent of Schools.

EXAMPLE OF DUTIES

1. Enhances the application of knowledge, skill, and exemplary practices across functional areas to guide work in content areas.
2. Identifies, gathers, assembles, and analyzes information from a variety of sources to develop and advance best practices.
3. Connects practice, the field and senior leadership through meaningful dialogue, expertise, evaluation and development of best practices and tools.
4. Assists senior leadership in developing the expertise needed to enhance practice and results.
5. Builds and connects informal and formal networks to ensure best practices are being incorporated within the District.
6. Coordinates and follows-up on assignments with appropriate staff members to address pertinent issues as determined by the Superintendent, in order to improve operational effectiveness, and/or attain established objectives.

7. As directed by the Superintendent of Schools, provides status reports on critical issues to School Board Members and School Board Administrative Assistants.
8. Coordinates and directs personnel functions within the Office of Superintendent of Schools by assigning tasks and monitoring progress to ensure timely completion.
9. Manages special projects as directed by the Superintendent.
10. Composes and edits correspondence as necessary, reviews correspondence, memoranda, Board agenda items, contracts and requisitions prior to Superintendent's sign-off.
11. Assists the Superintendent in gathering pertinent information for School Board Meetings and Public Hearings.
12. Represents the Superintendent at both school related and civic functions.
13. Performs other duties comparable to the above, as the above duties describe only typical, primary features of the job.
14. Performs other duties as assigned by the Superintendent of Schools.

PHYSICAL REQUIREMENTS

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

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree required, Master's degree preferred.
2. Minimum of five (5) years of progressively responsible experience.
3. Demonstrated ability to communicate effectively as evidenced by clarity and conciseness of oral presentations and submitted documents.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|----------------------------|--|
| 1. | JOB TITLE: | Deputy Superintendent Curriculum, Instruction, and School Improvement Zone <u>Curriculum and Instruction</u> |
| 2. | DEPARTMENT: | Office of Curriculum and Instruction |
| 3. | IMMEDIATE SUPERVISOR: | Superintendent of Schools |
| 4. | PAY GRADE: | 28 |
| 5. | JOB CODE: | 0008 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | August 28, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-3, August 25, 1999 |
| 9. | MIN. QUAL. & TITLE CHANGE: | Board Item A-6, September 13, 2006 |
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OCCUPATIONAL SUMMARY

Reports directly to the Superintendent of Schools and is responsible for assisting the Superintendent in planning, organizing, managing and directing the overall operation of the school system.

EXAMPLE OF DUTIES

1. Assists the Superintendent of Schools in the system-wide planning and management of the school system by reviewing District-wide programs, operations, functions and services through visits and conferences with District and regional administrative staff.
2. Assists the Superintendent in providing administrative coordination and supervision of the work of all District offices and bureaus so as to reduce fragmentation, overlap and duplication of programs and services.
3. Assists, as assigned by the Superintendent and in cooperation with Labor Relations, in the process of collective bargaining with individual employee organizations.
4. Oversees the dissemination of public information requests for Curriculum and Instruction.
5. Publishes all documents relating to School Board Meetings for Curriculum and Instruction.

6. Directs special projects and activities as assigned and delegated by the Superintendent.
7. Plans, organizes and manages District curriculum services and operations to accomplish specified objectives.
8. Serves as liaison to select public groups as assigned by the Superintendent of Schools.
9. Manages the operation of the Board's program of general citizen advisory committees, directing the provision of support services and information.
10. Performs other duties related to general administrative responsibilities as assigned by the Superintendent of Schools.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: mobility, sitting, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Master's degree with certification in educational administration/supervision. ~~a major in Educational Administration, or other field related to the major duties of the position. A doctoral degree is preferred.~~
2. ~~A minimum of ten (10) years of progressively responsible experience in educational administration related to the major duties of the position. Teaching experience as well as experience as a school principal is preferred.~~ Minimum of five (5) years experience as a District office executive level administrator.
3. ~~Detailed knowledge and experience in the implementation of District-wide educational programs pertaining to K-12 and post secondary education.~~ Knowledge of operational procedures, organization, and budgeting of K-12 public school systems.
4. Demonstrated ability to ~~organize information and~~ communicate effectively, in both orally oral and in-writing written forms.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|-----|----------------------------|---|
| 1. | JOB TITLE: | Associate Superintendent, Intergovernmental Affairs, Grants Administration, <u>and Community Services</u> |
| 2. | DEPARTMENT: | Office of Intergovernmental Affairs, Grants Administration, and Community Services |
| 3. | IMMEDIATE SUPERVISOR: | Superintendent of Schools |
| 4. | PAY GRADE: | 26 27 |
| 5. | JOB CODE: | 0021 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | April 24, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-3, August 18, 2004 |
| 9. | POSITION REVIEWED: | April 21, 2006 |
| 10. | TITLE & PAY GRADE: CHANGE: | Board Item A-6, September 13, 2006 |
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OCCUPATIONAL SUMMARY

The Associate Superintendent reports directly to the Superintendent of Schools and is responsible for planning, organizing, managing, and directing the operation of the Office of Intergovernmental Affairs, Grants Administration, and Community Services. This position functions as liaison between the School Board, Federal, State, and local governments and corresponding agencies; community and public advocacy groups concerning the School Board's legislative priorities. Assists with policy development, program development, and program implementation. Secures supplemental and special funding to assist in supporting the educational programs and special projects of the Miami-Dade County Public Schools (M-DCPS); administers private, state and federally funded programs or grants; and monitors funded program operations. Additionally, this position provides input for pending federal/state/local legislation, rules, and regulations that impact the procurement of additional funds to meet the needs of the school system. Directs program assessment, school improvement, and parental involvement required under Title I regulations. This position is also responsible for the implementation of the Parent Academy parent education program, the Dade Partners Program focused on developing business and community support for District strategic initiatives and individual schools, and the management of the District's volunteer program.

EXAMPLE OF DUTIES

1. Assists with the development of policies for the school District.
2. Prepares response to inquiries from the Superintendent of Schools and School Board Members.

3. Responds to issues designated by the Superintendent of Schools from governmental agencies, citizens' groups, individuals, and the business community.
4. Represents the Superintendent of Schools at meetings with government agencies, professional organizations, advisory groups, and at conferences.
5. Performs administrative services and approves reports, records, proposals, studies, and investigations pertaining to this office.
6. Coordinates the development, preparation and presentation of the School Board's annual state and federal legislative programs.
7. Represents the School District at state and federal legislative hearings, and provides testimony when designated by the Superintendent of Schools.
8. Supervises the preparation of periodic legislative reports for the Superintendent, School Board, and coordinates the interpretation and analysis of proposed and new legislation for appropriate staff.
9. Supervises, monitors, and evaluates the performance of Board contracted state and federal lobbying firms.
10. Oversees the planning and implementation of programs under Title I, part A, C and D to ensure District and state standards are being met, and full compliance with the requirements under the No Child Left Behind Act of 2001.
11. Supervises the coordination and technical assistance for the development of grant proposals for funding through federal, state, local, and private sources, negotiates project funding levels, submits all required reports and monitors compliance with grant program and financial restrictions and requirements.
12. Maintains and supervises all relationships with state and federal agencies; monitors and recommends changes in pending state/federal legislation, rules, and regulations.
13. Serves on national organizations and committees as a representative of the school District, Superintendent, or the School Board.
14. Travels out-of-county regularly for assignments associated with state and federal legislative responsibilities.
15. Implements the District's Dade Partners Program to ensure community and business support for District strategic initiatives and school-site programs.
16. Implements, monitors and seeks to increase participation in the District's volunteer program.
17. Designs, implements, and ensures the quality and relevance of the Parent Academy parent education/involvement program.

18. Performs other duties as assigned by the Superintendent of Schools.

PHYSICAL REQUIREMENTS

This is work which requires the following physical activities: mobility, sitting, lifting, finger dexterity, grasping, talking, hearing and visual acuity. The work is performed primarily indoors. Frequent local, state and national travel is required.

MINIMUM QUALIFICATION REQUIREMENTS

1. Master's degree in education or related field with certification in administration and/or supervision, or educational leadership or school principal.
2. Minimum of eight (8) years combined school-based regional and/or District administrative experience.
3. Two (2) years of professional experience in intergovernmental affairs and two (2) years of professional experience in grants administration.
4. Ability to communicate effectively in both oral and written form.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | Chief of Staff |
| 2. | DEPARTMENT: | Office of the Superintendent |
| 3. | IMMEDIATE SUPERVISOR: | Superintendent of Schools |
| 4. | PAY GRADE: | 26 27 |
| 5. | JOB CODE: | 0030 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | July 6, 2004 |
| 8. | POSITION AUTHORIZED: | Board Item E-2, July 21, 1993 |
| 9. | MIN. QUAL. & PAY GRADE CHANGE: | Board Item A-6, September 13, 2006 |

OCCUPATIONAL SUMMARY

The Chief of Staff is directly responsible to the Superintendent and handles the business of the Office of the Superintendent. Coordinates and implements major projects that have significant district-wide impact on the goals of the district and involve coordination of other offices and divisions.

EXAMPLE OF DUTIES

1. Directs the administrative and support functions of the Office of the Superintendent; supervises all Human Resources functions.
2. Supervises the preparation of the agenda for School Board meetings and conducts Agenda Preparation meetings.
3. Supervises staff-follow up to agenda items raised by School Board members.
4. Coordinates and ensures prompt and accurate action to referrals from the Superintendent or Board.
5. Represents the Superintendent's office in matters involving local county government officials.
6. Represents the Superintendent at community and corporate activities as assigned.
7. Directs the preparation of materials for presentation by the Superintendent and other senior administrators.

8. Performs other such duties as assigned by the Superintendent.

PHYSICAL REQUIREMENTS

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

MINIMUM QUALIFICATION REQUIREMENTS

1. Master's degree in educational administration and supervision, public administration or other related discipline.
2. Ten (10) years experience as a senior-level administrator in a large school district, governmental agency, or business.
3. ~~Demonstrated experience in multiple areas within a school district or government agency.~~
4. Demonstrated ability to communicate effectively in both oral and written form.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|-----|------------------------|------------------------------------|
| 1. | JOB TITLE: | Chief Communications Officer |
| 2. | DEPARTMENT: | Office of Public Information |
| 3. | IMMEDIATE SUPERVISOR: | Superintendent of Schools |
| 4. | PAY GRADE: | 26 25 |
| 5. | JOB CODE: | 0200 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | August 2, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-1, February 13, 2002 |
| 9. | POSITION REVIEWED: | July 24, 2006 |
| 10. | CHANGE IN PAY GRADE: | Board Item A-6, September 13, 2006 |
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OCCUPATIONAL SUMMARY

The Chief Communications Officer directs the management of Media Relations and Media Programs/WLRN Radio-TV and the Office of Public Information.

EXAMPLE OF DUTIES

1. Administers and supervises the Office of Public Information and Media Relations including management, supervisory, and budgetary responsibilities for the functions of News Media Relations, Information Services, Community Outreach, Publications, Public Relations, Translation Services, and Public Information.
2. Plans and directs the integration of WLRN and its educational services with the school system to improve student achievement, parental involvement, and professional development.
3. Markets the station's services to the school system users and the community; integrates the station's technology with the educational mission of the District.
4. Works in collaboration with users such as the PTA, labor union, Regional Center Superintendents, and other offices such as Personnel Management, and Curriculum/Instruction to produce needed educational services and programs.
5. Plans and ensures support for the station in funding and staffing.
6. Plans and directs the development and communication of information designed to keep the public informed of Miami-Dade County Public Schools (M-DCPS) programs, accomplishments, and points of view.

7. Promotes goodwill through different publicity efforts such as speeches, interviews, and question/answer sessions; participates in public meetings and responds to questions and information from the public.
8. Counsels the Members of the School Board, the Superintendent of Schools, and senior staff, as well as school administrators, on the public relations impact of policies, procedures and programs, and assists in devising appropriate strategies.
9. Consults with administrators and School Board attorneys regarding effective means of informing the public and District personnel concerning matters of particular interest of a sensitive and/or confidential nature directly affecting the interest of school children and school employees.
10. Responds to media inquiries in a timely manner; provides information to reporters; arranges interviews with Board members and appropriate senior staff.
11. Directs the research, development, implementation, operation, and ongoing evaluation of a comprehensive District-wide M-DCPS marketing/informational program.
12. Performs other duties assigned and assists the Superintendent of Schools as required.

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 education, journalism, marketing, broadcast media, public relations, public administration, or a closely related field. Master's degree preferred.
2. Minimum of seven (7) years executive level experience in public relations or broadcast media including experience in the use of diverse media.
3. Demonstrated ability to deal effectively with a multilingual media community.
4. Demonstrated ability to communicate clearly and concisely, verbally and in writing, to groups, individuals and the media.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|-------------------------------|---|
| 1. JOB TITLE: | <u>Senior Design and Construction</u> Officer |
| 2. DEPARTMENT: | Office of School Facilities |
| 3. IMMEDIATE SUPERVISOR: | Chief Facilities Officer |
| 4. PAY GRADE: | 25 |
| 5. JOB CODE: | 0342 |
| 6. BARGAINING UNIT: | 6 |
| 7. DATE OF LAST REVISION: | August 31, 2006 |
| 8. POSITION AUTHORIZED: | Board Item A-5, October 20, 2004 |
| 9. MIN. QUAL. & TITLE CHANGE: | Board Item A-6, September 13, 2006 |
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OCCUPATIONAL SUMMARY

Provides leadership as the senior administrative officer for system-wide design and construction on all capital construction projects. Manages the design and construction processes as they relate to new construction, additions, renovations, remodeling, and ADA facilities compliance programs. Reports to and directly assists the Chief Facilities Officer in planning, organizing, and managing the design and construction functions of the school district's facilities program, with the ultimate goal of delivering quality schools within budget and on schedule, and achieving the lowest life cycle cost to the District.

EXAMPLE OF DUTIES

1. Directs the implementation of the design and construction phases of the Five-Year Capital Plan in a way that optimizes utilization of school District funds to meet stated facility needs.
2. Collaborates with peers in the planning, budgeting and programming of capital projects with the intent and ultimate goal of delivering quality projects cost-effectively and in a timely fashion.
3. Works within legislative guidelines to ensure that all contracting services, including architectural, engineering, and construction services, are strategically procured, sourced and evaluated in a way that will optimize capital projects' quality, performance, budget and schedule. This includes determining and implementing the most effective sourcing strategy for project delivery.

4. Leads and manages the public involvement process as it relates to the design and construction phases of the capital program to ensure projects stay on schedule.
5. Manages the operations and functions of the Design and Construction units to assure maximum performance and results, and recommends improvements to Chief Facilities Officer as appropriate.
6. Directs the assignment, training, supervision and evaluation of the design and construction staff, and ensures there is appropriate staffing at all levels as well as opportunities for skills development.
7. Develops the budget for the Design and Construction units and recommends ways to optimize staff resource allocation to the various capital projects.
8. Ensures the timely preparation of all Board agenda items required in connection with the design and construction functions of the capital program.
9. Represents the Chief Facilities Officer with governmental agencies and other external entities on matters pertaining to the implementation of the capital plan, specifically as it relates to the design and construction phases, or as may otherwise be directed by the Chief Facilities Officer.
10. Responsible for all reporting requirements applicable to the design and construction functions to committees, task forces and other entities, as may be required or requested by the Chief Facilities Officer.
11. Responsible for maintaining and fostering high ethical standards within the assigned units.
12. Performs other duties related to general administrative responsibilities and other duties comparable to the above, as may be required or requested by the Chief Facilities Officer.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, balancing, bending, stooping, standing, walking, lifting, finger dexterity, talking, hearing and visual acuity. The worker is occasionally exposed to heat, noise, vibrations, electrical equipment and atmospheric conditions. The work is performed indoors and outdoors, with frequent in-county travel.

MINIMUM QUALIFICATION REQUIREMENTS

4. ~~Bachelor's degree from college or university in architecture and ten (10) years experience in facilities design and construction, including four (4) years managing multiple design/construction projects with a large agency or corporation. Registration as a Registered Architect.~~
1. Bachelor's degree in Engineering accredited by the Accreditation Board for Engineering & Technology, Architecture degree accredited by the National Architectural Accrediting Board, or a Construction Management degree. Related Master's degree desirable but not required.
2. Fifteen (15) years experience in facilities design and construction including five years managing multiple design/construction projects with a large agency or corporation.
3. Registration as a Professional Engineer or Registered Architect desirable but not required.
4. Demonstrated ability to communicate effectively in both oral and written forms.
5. ~~A valid Florida driver's license.~~

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | <u>Human Resources Officer of Human Resources, Recruiting and Performance Management</u> |
| 2. | DEPARTMENT: | Office of Human Resources, Recruiting and Performance Management |
| 3. | IMMEDIATE SUPERVISOR: | Chief of Staff |
| 4. | PAY GRADE: | 24 |
| 5. | JOB CODE: | 0029 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | August 2, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-2, June 15, 2005 |
| 9. | POSITION REVIEWED: | July 24, 2006 |
| 10. | MINIMUM QUAL. & TITLE CHANGE: | Board Item A-6, September 13, 2006 |
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OCCUPATIONAL SUMMARY

Oversees the development, administration and monitoring of human resource policies, procedures and programs. Responsibilities include Strategic Plan accountability; organization; planning and development; recruitment; selection and placement; certification; staff orientation; and performance reviews.

EXAMPLE OF DUTIES

1. Oversees the staff, budget, and operations of the Human Resources Department and assists department Administrators on Human Resource issues.
2. Accountable for achievement of Human Resource Strategic Plan objectives.
3. Formulates and recommends Human Resources policies and procedures.
4. Reviews and recommends Human Resources practices necessary to establish a positive employment environment and relationships designed to promote a productive and effective employee population.
5. Reviews and approves all information submitted to Human Resources and provides for periodic audits to ensure compliance and accuracy.
6. Functions as primary contact with outside governmental agencies with respect to Human Resources compliance.

7. Establishes and directs a process of organizational planning that evaluates staffing needs and forecasting throughout Miami-Dade County Public Schools (M-DCPS).
8. Establishes recruiting and placement strategies, programs, and practices.
9. Fosters the effective communication of Human Resources programs and policies.
10. Conducts a continuing study of Human Resources "best practices" in support of an effective and efficient Human Resources organization.
11. Defines strategic direction for area of responsibility, and leads assigned staff in developing recommendations from strategic long-term goals.
12. Creates and manages budget for area of responsibility. Develops and monitors time and expense project budgets. Develops project plans, work breakdown, structures and schedules required to successfully complete projects on time and within budget constraints.
13. Manages assigned staff in the development, design, review, implementation and periodic evaluation of project plans and strategies to support the achievement of goals and objectives.
14. Provides appropriate supervision, mentoring, and professional growth and development opportunities to assigned staff. Such responsibilities include staff performance reviews and the development and implementation of professional growth plans to include keeping abreast of current developments, literature, and technical sources of information.
15. Ensures the provision of quality products and services. Leads staff in the design, development, implementation, monitoring, and documentation of quality and reliability improvement plans, policies and procedures. Confers with and advises subordinates on administrative improvement plans, policies and procedures, technical problems, priorities, and methods.
16. Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies, and the professional standards.
17. Performs other related duties as assigned.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: sitting, mobility, lifting, finger dexterity, grasping, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in Human Resources, Public Administration or a related field.
2. Minimum of seven years of supervisory/administrative/leadership experience, including human resources experience at the executive level in an urban school District or other large organization.
3. Knowledge of applicable federal and state laws and regulations.
4. ~~Effective verbal and written communication skills, including the ability to make persuasive presentations.~~ Demonstrated ability to communicate effectively in both oral and written forms.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | District Director, Staff <u>Instructional Recruitment</u> |
| 2. | DEPARTMENT: | Staff Recruitment |
| 3. | IMMEDIATE SUPERVISOR: | Administrative Director, Recruiting |
| 4. | PAY GRADE: | 23 |
| 5. | JOB CODE: | 0202 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | July 26, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-2, June 15, 2005 |
| 9. | MINIMUM QUAL. & TITLE CHANGE: | Board Item A-6, September 13, 2006 |
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OCCUPATIONAL SUMMARY

Directs the operations of the District's Instructional Staff Recruitment Program, including the supervision of specialized recruitment teams; the design and administration of mail, telephone, website and advertising campaigns; the coordination of recruitment travel; and the processing and tracking of recruits.

EXAMPLE OF DUTIES

1. Manages the District's Instructional Staff Recruitment Program, in order to provide proof of highly qualified culturally diverse applicants to fill instructional positions in all areas.
2. Administers specialized recruitment programs and coordinates such programs with the appropriate college, university or other organizations providing specified training opportunities.
3. Coordinates and supervises activities of specialized recruitment teams in order to recruit a culturally diverse pool of applicants for all instructional positions.
4. Supervises recruitment staff.
5. Supervises the processing and tracking of recruited applicants.

6. Supervises the Future Educators of America (FEA) activities with specific elementary, middle and senior high schools, and coordinates FEA functions with the United Teachers of Dade (UTD) and local colleges and universities.
7. Reviews and upgrades comprehensive and interpretive skills necessary to utilize the Florida Bureau of Educator Certification database in assisting applicants with their certification status and to keep abreast of certification changes.
8. Reviews and interprets transcripts to determine the areas of eligibility for certification for instructional applicants.
9. Determines eligibility for issuance of part-time adult, part-time vocational and temporary instructor (substitute) teacher certificates by the District, per State Board Rules.
10. Determines eligibility and activates the hiring process of temporary instructors (substitute) for the authorized temporary list.
11. Maintains an ongoing liaison with professors in the education departments of the local colleges and universities.
12. Monitors banks of applicants through the Applicant Tracking System.
13. Monitors budgeted positions through review of the Table of Authorized Positions.
14. Maintains contact with region/school site management personnel, subject area supervisors, principals, and non-instructional supervisors to anticipate staffing needs.
15. Assists in the coordination of the out-of-field teaching requirements in accordance with State Board Rule 6A-1.503 (Qualified Instructional Personnel).
16. Performs other duties related to general administrative responsibilities as assigned.

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. ~~Master's~~ Bachelor's degree in ~~Personnel Management,~~ Human Resources, Business Administration, Education or related field.

2. Minimum of five (5) years experience as a recruiter, teacher and/or administrator, including at least two (2) years with administrative/supervisory responsibilities in an urban school District or other large organization at the school site or District level.
- ~~3. Knowledge of personnel policies and procedures.~~
- ~~4. Ability to manage effectively a complex and dynamic program.~~
5. Demonstrated ability to communicate effectively as evidenced by clarity and conciseness of oral presentations and submitted documents.