

Office of Human Resources
Mariaelena Vidal, Human Resources Officer

**SUBJECT: ESTABLISH AND CLASSIFY MANAGERIAL EXEMPT PERSONNEL (MEP)
AND DADE COUNTY SCHOOL ADMINISTRATORS' ASSOCIATION
(DCSAA) POSITIONS**

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

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

Authorization of the Board is requested to establish and classify new administrative position classifications in accordance with School Board Rule 6Gx13-4D-1.022, Manual of Procedures for Managerial Exempt Personnel (MEP), and the labor contract with the Dade County School Administrators' Association (DCSAA). The administrative assignment recommendations are made in accordance with Board Rules 6Gx13- 4A-1.16, 6Gx13 -4A-1.161, and the Miami-Dade County Public Schools/Dade County School Administrators' Association labor contract.

Considerations for reassignments of managerial exempt, professional and technical personnel were predicated upon an intensive review of information by appropriate administrators.

The recommended managerial exempt, professional and technical personnel appointments reflect the honoring of requests for lateral reassignments, where possible. Assignments of personnel and appointments of managerial exempt, professional and technical staff may be a result of the Board-approved advertisement and selection process, or by a direct appointment of an individual who has demonstrated the specific qualifications and background applicable to the position.

State Statutes and subsequent changes in Board rules governing Administrative/Professional and Technical Staffing require that all first year principalship appointments be "Interim" appointments.

In order to fill school-site allocations and other allocations vacated by promotion, leave, retirement, and other attritional factors, it is recommended that the following personnel assignments be authorized by the School Board. Revisions, additions and /or deletions may be made to the recommended personnel assignments, as necessary, to assure efficient school system operations, and if such modifications are made, a revised Board item will be submitted prior to the Board meeting.

D-21

Establish and classify the following DCSAA positions:

School Operations

Executive Director, School Operations, MEP pay grade 22

The Executive Director assists in the opening/ending of school year procedures. Responds to and resolves parent, community, and employee concerns districtwide. Manages general administration activities and functions within School Operations.

Instructional Supervisor, School Operations/Business, MEP pay grade 21

The Instructional Supervisor is responsible for assisting the Administrative Director, School Operations, in the areas of Business/Personnel and Curriculum. Provides assistance to the Administrative Director, School Operations, in implementing District policy as it relates to their specific area of responsibility, collecting, analyzing and interpreting data for the various organizational functions of School Operations.

Instructional Supervisor, School Operations, MEP pay grade 21

The Instructional Supervisor is responsible for assisting the Administrative Director, School Operations, in the areas of Advocacy, Professional Development and Business Operations. Provides assistance to the Administrative Director, School Operations, in implementing District policy as it relates to their specific area of responsibility for the various organizational functions of School Operations.

SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Gloria M. Arazoza	Interim Elementary Principal, Florida City Elementary School	P1	Elementary Principal, Florida City Elementary School (Effective 9/8/2006)	P1
Regina P. Lowe-Smith	Interim Middle Principal, Brownsville Middle School	P2	Middle Principal, Brownsville Middle School (Effective 9/14/2006)	P2
Alicia Hidalgo	Interim Middle Principal, Campbell Drive Middle School	P2	Middle Principal, Campbell Drive Middle School (Effective 9/14/2006)	P2
Lisa R. Robertson	Interim Middle Principal, South Miami Community Middle School	P2	Middle Principal, South Miami Community Middle School (Effective 9/14/2006)	P2
David K. Moore	Interim Senior High Principal, Miami Edison Senior High School	P3	Senior High Principal, Miami Edison Senior High School (Effective 9/14/2006)	P3
Cecilia C. Sanchez	Elementary Assistant Principal, Ethel Koger Beckham Elementary School	AP	Temporary Elementary Principal, Gloria Floyd Elementary School (Effective 8/8/2006)	P1
Lilia A. Dobao	Elementary Assistant Principal, Jane S. Roberts K-8 Center	AP	Temporary Elementary Principal, Zora Neale Hurston Elementary School (Effective 8/8/2006)	P1
Jacques Y. Bentolilla	Senior Assistant Principal, Southwest Miami Senior High School	AP	Interim Middle Principal, West Miami Middle School (Effective 8/7/2006)	P2

SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Eric Torres	Elementary Assistant Principal, Howard Drive Elementary School	AP	Temporary Middle Principal, Southwood Middle School (Effective 8/8/06)	P2
Gilberto D. Bonce	Middle School Principal, West Miami Middle School	P2	Senior High Principal, South Miami Senior High School (Effective 8/4/2006)	P3
Alba M. Misas	Elementary Assistant Principal, David Fairchild Elementary School	AP	Interim Elementary Principal, Royal Green Elementary School (Effective 8/10/2006)	P1
Yubeda Miah	Elementary Assistant Principal, Naranja Elementary School	AP	Interim Elementary Principal, Tropical Elementary School (Effective 8/16/2006)	P1
Frederic E. Conde	Temporary Elementary Principal, West Homestead Elementary School	P1	Interim Elementary Principal, West Homestead Elementary School (Effective 8/18/2006)	P1
Moraima Almeida-Perez	Elementary Assistant Principal, Kenwood Elementary School	P1	Interim Elementary Principal, Kenwood Elementary School (Effective 8/25/2006)	P1

SCHOOL-SITE LATERAL ADMINISTRATIVE RE-ASSIGNMENTS
PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Craig V. Speziale	Senior High Principal, South Miami Senior High School	P3	Senior High Principal, Miami Jackson Senior High School (Effective 8/4/2006)	P3

SCHOOL SITE ADMINISTRATIVE ASSIGNMENTS
ASSISTANT PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Fredrelette Pickett	Reading Coach, The 5000 Role Model Academy of Excellence	--	Senior Assistant Principal, Miami Central Senior High School (Effective 8/4/2006)	AP
Stanley Thompkins	Teacher, Miami Southridge Senior High School	--	Senior Assistant Principal, John A. Ferguson Senior High School (Effective 8/7/2006)	AP
Felix Harris	Teacher, John A. Ferguson Senior High School	--	Senior Assistant Principal, Southwest Senior High School (Effective 8/7/2006)	AP
Alina I. Gonzalez	Teacher, Wesley Matthews Elementary School	--	Temporary Elementary Assistant Principal, Gulfstream Elementary School (Effective 8/10/2006)	AP
Monica E. Maza	Temporary Elementary Assistant Principal, Caribbean Elementary School	AP	Elementary Assistant Principal, Caribbean Elementary School	AP
Peter B. Gutierrez	Teacher. Pine Villa Elementary School	--	Elementary Assistant Principal, Air Base Elementary School (Effective 8/10/2006)	AP
Bridget L. McKinney	Teacher, Miami Carol City Senior High School	--	Temporary Senior Assistant Principal, Miami Lakes Educational Center (Effective 8/11/2006)	AP

SCHOOL SITE ADMINISTRATIVE ASSIGNMENTS
ASSISTANT PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Constance Nesbitt-Tilghman	Teacher, Attucks Middle School Hollywood, FL	--	Senior Assistant Principal, Miami Central Senior High School (Effective 8/21/2006)	AP
Barbara J. Leveille-Brown	Reading Coach, Regional Center VI	--	Elementary Assistant Principal, West Homestead Elementary School (Effective 8/16/2006)	AP
Kyle S. Rabin	Curriculum Support Specialist, Regional Center I	--	Temporary Elementary Assistant Principal, Brentwood Elementary School (Effective 8/16/2006)	AP
Courtney C. Collier	Teacher, Hammocks Middle School	--	Middle Assistant Principal, Miami Edison Middle School (Effective 8/18/2006)	AP
Zaida C. Diaz	Counselor, Palm Lakes Elementary School	--	Community School Assistant Principal, South Miami Community Middle School (Effective 8/25/2006)	AP
David E. Loughlin	Former Assistant Principal, A. Philip Randolph Campus High School Harlem, N.Y.	--	Senior Assistant Principal, South Miami Senior High School (Effective 8/3/2006)	AP

SCHOOL-SITE ADMINISTRATIVE LATERAL RE-ASSIGNMENTS
ASSISTANT PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Rolando Pedraza-Cruz	Elementary Assistant Principal, Myrtle Grove Elementary School	AP	Senior Assistant Principal, Miami Norland Senior High School (Effective 8/9/2006)	AP
Leslie J. Longfield	Senior Assistant Principal, Miami Norland Senior High School	AP	Elementary Assistant Principal, Myrtle Grove Elementary School (Effective 8/9/2006)	AP
Cathay S. Abreu	Vice Principal, William H. Turner Technical Adult Center	VP	Vice Principal, William H. Turner Technical Arts Senior High School	VP
Francisco E. Garnica	Assistant Principal, Boston Public Schools	--	Senior Assistant Principal, Dr. Michael M. Krop Senior High School	AP
Rita Maria C. Puente Ruiz	Elementary Assistant Principal, West Homestead Elementary School	AP	Elementary Assistant Principal, Naranja Elementary School (Effective 8/16/2006)	AP
Lucy Varona	Elementary Assistant Principal, Orchard Villa Elementary School	AP	Elementary Assistant Principal, David Fairchild Elementary School	AP

NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Viola E. Irons	Elementary Principal, Tropical Elementary School	P1	Administrative Director Business, School Improvement Zone (Effective 8/16/2006)	24
Barbara Nunez	Senior Assistant Principal, John A. Ferguson Senior High School	AP	Executive Director Curriculum, Elementary Education (Effective 8/7/2006)	22
Carmen B. Fuentes	Elementary Assistant Principal, Air Base Elementary School	AP	District Supervisor Title I School Improvement Zone (Effective 8/2/2006)	21
Catherine M. Orlando	Instructional Support Specialist, Exceptional Student Education	20	Instructional Supervisor ESE, Exceptional Student Education	21

NON-SCHOOL-SITE LATERAL ADMINISTRATIVE RE-ASSIGNMENTS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Tarek Chebbi	Director Performance Development, Office of Performance Development	21	Director General Education, Office of Educational Evaluation (Effective 8/17/2006)	21
Caryl D. Grant	Supervisor Regional Center, Regional Center II	21	District Director Curriculum, Secondary Education (Effective 8/31/2006)	23
Sharon Johnson	Assistant Principal, Jan Mann Opportunity Center	AP	District Supervisor Instructional Support, School Improvement Zone (Effective 8/31/2006)	21

NON-SCHOOL-SITE LATERAL ADMINISTRATIVE RE-ASSIGNMENTS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Monserrat Paradelo Morrison	Instructional Support Specialist, Elementary Education	20	District Supervisor Instructional Support, Elementary Education (Effective 8/31/2006)	21
Ludy Lopez	District Supervisor Grants Administration, Intergovernmental Affairs and Grants Administration	45	District Supervisor Instructional Support, Secondary Education (Effective 8/31/2006)	21

NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
PROFESSIONAL AND TECHNICAL

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Lani A. Dunthorn	Supervisor Educational Planning, Assessment and Data Analysis	20	Executive Director Assessment, Assessment and Data Analysis	47
Sopirinye R. Longjohn	Coordinator Construction, Facilities Operations, Maintenance	40	Project Manager II, Capital Improvement Project	43
Norbert C. Madison	Coordinator Construction, Capital Improvement Project	40	Project Manager II, Capital Improvement Project	43
Rolando Pardo	Coordinator Construction, Capital Improvement Project	40	Project Manager II, Capital Improvement Project	43
Ana T. Rico	Coordinator Construction, Capital Improvement Project	40	Project Manager II, Capital Improvement Project	43
Sammy N. Williams	Coordinator Construction, Capital Improvement Project	40	Project Manager II, Capital Improvement Project	43

NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
PROFESSIONAL AND TECHNICAL

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Nils Bellido de Luna	Coordinator Construction, Capital Improvement Project	40	Project Manager II, Capital Improvement Project	43
Christine E. Camacho	Coordinator Construction, Capital Task Force	40	Project Manager II, Facilities Operations, Maintenance	43
Ivan J. Gonzalez	Coordinator III Roofing, Facilities Operations, Maintenance	42	Project Manager II, Facilities Operations, Maintenance	43
Felicia W. Mallory	Curriculum Support Specialist, Assessment and Data Analysis	--	Staff Specialist Assessment, Assessment and Data Analysis	42
John F. Mills	Trade Support Foreperson, Facilities Operations, Maintenance	--	Coordinator II Operations and Training, Facilities Operations, Maintenance	41
James K. Paynter, Jr.	Trade Support Foreperson, Capital Task Force	--	Coordinator I Facilities Operations, Capital Task Force	40
Heidi Carlo	Coordinator I, Materials Acquisition, Maintenance Materials Management	40	Supervisor I Furniture, Fixtures and Equipment (Interim) Furniture and Fixture Procurement (Effective 8/28/2006)	43

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

1. Establish and classify the following DCSAA positions:
 - a. Executive Director, School Operations, MEP pay grade 22, School Operations
 - b. Instructional Supervisor, School Operations/Business, MEP pay grade 21, School Operations, and
 - c. Instructional Supervisor, School Operations, MEP pay grade 21, School Operations
2. approve the recommendations as set forth above for appointments and lateral transfers to be effective September 14, 2006 or as soon thereafter as can be facilitated, with the exception of the effective dates as noted throughout the item.

MV:mtp

SALARY RANGE

24	98,400 - 131,258	47	68,806 - 119,183
P3	94,400 - 125,938	43	56,602 - 98,053
P2	86,000 - 123,495	42	53,915 - 93,398
P1	82,000 - 121,052	41	51,349 - 88,952
VP	70,284 - 113,716	40	48,897 - 84,710
22	72,842 - 121,052		
21	67,291 - 113,716		
AP	61,200 - 96,188		

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

1.	JOB TITLE:	Executive Director, School Operations
2.	DEPARTMENT:	School Operations
3.	IMMEDIATE SUPERVISOR:	Assistant Superintendent, School Operations
4.	PAY GRADE:	22
5.	JOB CODE:	TBA
6.	BARGAINING UNIT:	6
7.	DATE OF LAST REVISION:	July 25, 2006
8.	POSITION AUTHORIZED:	Board Item D-21, September 13, 2006

OCCUPATIONAL SUMMARY

Assists in the opening/ending of school year procedures. Responds to and resolves parent, community, and employee concerns districtwide. Manages general administration activities and functions within School Operations.

EXAMPLE OF DUTIES:

1. Manages general administration activities and functions within School Operations.
2. Assists the Administrative Director in the development of the School Operations District Strategic Plan.
3. Processes travel requests for the entire school District.
4. Validates and processes all fee waivers for facility usage agreements throughout the school District (with the exception of grants).
5. Participates in defining operational needs and resolves operational issues during summer services programs.
6. Distributes and assists with the Principal Transition Checklist.

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Job Code TBA - Executive Director, School Operations

7. Assists the Administrative Director in the development and distribution of the Opening/Ending of School Year Procedures.
8. Responds to all Public Information Requests related to School Operations.
9. Responds to and resolves parent, community, and employee concerns or complaints for the entire district.
10. Reviews and revises incident responses.
11. Assists the Administrative Director in coordinating the Money Matters Support Program.
12. Conducts a needs assessment to define requirements for School Operations as needed.
13. Perform duties related to the general administrative responsibility as delegated by the Assistant Superintendent, School Operation.
14. Perform other duties comparable to the above, as the above duties describe only the typical, primary features of the job.

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 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, regional center, District and/or equivalent.
4. Demonstrated ability to communicate effectively in both oral and written forms.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

- | | | |
|----|------------------------|--|
| 1. | JOB TITLE: | Instructional Supervisor, School Operations/
Business |
| 2. | DEPARTMENT: | School Operations |
| 3. | IMMEDIATE SUPERVISOR: | Administrative Director-School Operations |
| 4. | PAY GRADE: | 21 |
| 5. | JOB CODE: | TBA |
| 6. | BARGAINING UNIT: | 6 |
| 7. | POSITION REVIEWED: | August 24, 2006 |
| 8. | DATE OF LAST REVISION: | August 9, 2006 |
| 9. | POSITION AUTHORIZED: | Board Item D-21, September 13, 2006 |
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OCCUPATIONAL SUMMARY

Responsible for assisting the Administrative Director, School Operations, in the areas of Business/Personnel and Curriculum. Provides assistance to the Administrative Director, School Operations, in implementing District policy as it relates to their specific area of responsibility, collecting, analyzing and interpreting data for the various organizational functions of School Operations.

EXAMPLE OF DUTIES

1. Compiles and interprets data for the various functions within School Operations.
2. Assist Administrative Director in collection, compilation, and creating data analysis for School Operations Scorecard metrics.
3. Assist Administrative Director in collecting and interpreting all referrals, incident reports, contract, affiliating agreements, fee waivers, travel requests, and customer service data.
4. Assists Administrative Director in facilitating and coordinating School Operational procedures and School Board rules and policies as it pertains to the Naming of Facilities process.
5. Assists the Administrative Director in supervising the assignment of employees on alternative assignment.
6. Assists in developing plans for maintaining the effective operation of all school facilities within the Regional Center offices.

7. Analyzes statistical data provided by Information Technology Services (ITS), (subgroups, student achievement, audit exceptions, attendance, school climate surveys, advanced academics) that comprise the principals' scorecard.
8. Assists in monitoring the effectiveness and efficiency of all instructional programs and resources to ensure improvement of student performance.
9. Review, research documentation, give rating and provide feedback for feasibility of information presented.
10. Performs duties related to the general administrative responsibilities as delegated by the Administrative Director.
11. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job.

PHYSICAL REQUIREMENTS

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

MINIMUM QUALIFICATION REQUIREMENTS

1. Master's degree in elementary or secondary education. Certification in educational leadership preferred, but not required.
2. Minimum of three (3) years teaching experience.
3. Minimum of two (2) years as a department chairperson or other leadership experience preferred.
4. Demonstrated ability to communicate effectively in both oral and written forms.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|------------------------|---|
| 1. | JOB TITLE: | Instructional Supervisor, School Operations |
| 2. | DEPARTMENT: | School Operations |
| 3. | IMMEDIATE SUPERVISOR: | Administrative Director-School Operations |
| 4. | PAY GRADE: | 21 |
| 5. | JOB CODE: | TBA |
| 6. | BARGAINING UNIT: | 6 |
| 7. | POSITION REVIEWED: | August 24, 2006 |
| 8. | DATE OF LAST REVISION: | August 9, 2006 |
| 9. | POSITION AUTHORIZED: | Board Item D-21, September 13, 2006 |
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OCCUPATIONAL SUMMARY

Responsible for assisting the Administrative Director, School Operations, in the areas of Advocacy, Professional Development and Business Operations. Provides assistance to the Administrative Director, School Operations, in implementing District policy as it relates to their specific area of responsibility for the various organizational functions of School Operations.

EXAMPLE OF DUTIES

1. Assist the Administrative Director in providing information about Miami-Dade County Public Schools' programs and services for students, which includes public information requests.
2. Provide assistance and monitors all schools' Critical/Non-Critical Incident Reports, and ensures the safety and security of students enrolled in schools within the authority of School Operations.
3. Circulates all incident reports by established process and procedures.
4. Provide assistance and support to schools, students, parents, educators and citizens in mediating solutions to issues between the students, home and the school while addressing individual educational needs of students in Miami-Dade County Public Schools (M-DCPS).
5. Assist the Administrative Director in supervising the assignment of employees on alternative assignments.
6. Assist the Administrative Director in providing support to schools and Regional Centers regarding facilities management.

7. Assist in developing plans for maintaining the effective operations of all schools within the Regional Center offices, i.e. review of master schedule.
8. Provide assistance to schools with initiatives related to student achievement.
9. Assist in monitoring the effectiveness and efficiency of all instructional programs and resources to ensure improvement of student performance.
10. Assist the Administrative Director in overseeing the management of grant funded programs and professional services contract agreements for all school sites.
11. Respond, maintain data, and provide status reports for all referrals, critical incident reports, and public information requests forwarded to the Administrative Director, Business.
12. Performs duties related to the general administrative responsibilities as delegated by the Administrative Director.
13. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job.

PHYSICAL REQUIREMENTS

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

MINIMUM QUALIFICATION REQUIREMENTS

1. Master's degree in elementary or secondary education, certification in administration and/or supervision, or educational leadership, or a documented approved plan to achieve such certification within two (2) years.
2. Minimum of three (3) years teaching experience.
3. Minimum of two (2) years as a department chairperson or other leadership experience preferred.
4. Demonstrated ability to communicate effectively in both oral and written forms.