

Office of Human Resources
Mariaelena Vidal, Human Resources Officer

**SUBJECT: JOB DESCRIPTIONS UPDATE FOR MANAGERIAL EXEMPT
PERSONNEL (MEP) AND/OR PROFESSIONAL AND TECHNICAL
POSITIONS**

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

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

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

1. Approve changes to minimum qualifications for the following MEP and/or DCSAA positions:
 - a. Treasurer, MEP pay grade 25, Office of Treasury Management
 - b. Assistant Treasurer, MEP pay grade 24, Office of Treasury Management
 - c. District Director, Strategic Planning, MEP pay grade 23, Office of Strategic Planning
 - d. Executive Director, Strategic Planning, MEP pay grade 22, Office of Strategic Planning
 - e. Media Relations Specialist, DCSAA pay grade 36, Office of Public Information
2. Approve changes to minimum qualifications and title change for the following MEP and/or DCSAA positions:
 - a. Director, Treasury Operations, DCSAA pay grade 45, Office of Treasury Management
3. Approve title changes for the following MEP and/or DCSAA positions:
 - a. Administrative Director, Attendance Services, MEP pay grade 24, School Operations
 - b. Executive Director, Advanced Academics, MEP pay grade 22, Division of Advanced Academic Programs
 - c. Instructional Supervisor, School Operations/ABC, MEP pay grade 21, School Operations
 - d. Coordinator II, Business Development Construction, DCSAA pay grade 41, M/WBE and Related Services

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|------------------------|---------------------------------------------------------------------------------------------|
| 1. | JOB TITLE: | Executive Director, Secondary-Advanced Academics & Gifted Advanced Academics |
| 2. | DEPARTMENT: | Division of Advanced Academic Programs |
| 3. | IMMEDIATE SUPERVISOR: | Administrative Director, DAAP |
| 4. | PAY GRADE: | 22 |
| 5. | JOB CODE: | 0274 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | August 31, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item H-2, January 14, 2004 |
| 9. | TITLE CHANGE: | Board Item D-24, September 13, 2006 |
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OCCUPATIONAL SUMMARY

Responsible for providing leadership and supervision in the development, implementation and evaluation of the District's advanced academic programs, inclusive of Gifted K-12, Academic Excellence Program (AEP), Teaching Enrichment Activities to Minorities (TEAM), Dual Enrollment (DE), Honors, Advanced, Advanced Placement (AP), Cambridge, International Baccalaureate (IB), and Partnership in Academic Communities (PAC).

EXAMPLE OF DUTIES

1. Provides leadership and direction in initiating, planning, and implementing advanced academic programs, innovative curriculum and organizational practices.
2. Makes recommendations, based on national and state policies and initiatives, regarding the development of District-wide policy related to advanced academic.
3. Coordinates activities, which directly impact advanced academic programs. Such activities include, but not limited to, the implementation, monitoring, and evaluation of State Statute, State Board Rule, Unitary Status Court Order, and School Board Rule related to gifted and advanced level programs, identifying instructional requirements, selecting instructional materials, coordinating staff development, assisting with budget preparation, negotiating and monitoring contracts/contracted services, developing specifications for capital improvements, and fulfilling other functions as needed.

4. Maintains, interprets, and analyzes student statistical data for advanced academic programs in the District to ensure educational accountability and compliance with the District's Post-Unitary Plan, the No Child Left Behind Act of 2001, and other applicable laws.
5. Conducts on-site visits and reviews records of advanced academic programs in schools to ensure fidelity implementation of curricular programs, instructional practices, civil rights, and fiscal compliance pursuant to applicable laws and contractual agreements.
6. Oversees and provides administrative leadership in the identification, development and implementation of state and federally funded grants to help build capacity of advanced academic programs.
7. Oversees all phases of District-level advanced academic operations including, but not limited to, grants, contracts, budgets, curriculum, and program implementation.
8. Coordinates the operation of various District-level advisory and review committees to ensure staff and community input in the development of District advanced academic programs.
9. Coordinates processes with appropriate schools, Regional Centers, and District offices to ensure that schools identify potentially advanced students with emphasis on identifying underrepresented students.
10. Assists schools in efforts related to improving student achievement and raising expectations of students and staff by directing in-service activities.
11. Verifies Florida Education Finance Program calculations to ensure appropriate funding of charter gifted programs.
12. Coordinates parent/guardian and stakeholder notification processes for various advanced academic initiatives.
13. Provides, disseminates, and interprets information concerning advanced academic programs to students, parents, school District personnel, civic and professional groups, businesses, and governmental and public agencies.
14. Supervises and evaluates selected administrators, coordinators, curriculum support specialists and secretaries assigned to the administrative unit.

15. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job.
16. Performs other duties related to the general administrative responsibilities as assigned by the immediate supervisor.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: mobility, sitting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors and requires in-and out-of-county travel.

MINIMUM QUALIFICATION REQUIREMENTS

1. Master's degree in education or related field with Florida certification in administration/supervision and/or educational leadership. Gifted endorsed preferred.
2. Minimum of five (5) years teaching experience within advanced academic and gifted programs.
3. Minimum of three (3) years administrative or supervisory experience including the coordination of District or school-level advisory committee(s).
4. Experience and/or knowledge of the general education area.
5. Experience in the Florida Education Finance Program and school-based budget calculations.
6. 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: | Treasurer |
| 2. | DEPARTMENT: | Office of Treasury Management |
| 3. | IMMEDIATE SUPERVISOR: | Chief Financial Officer |
| 4. | PAY GRADE: | 25 |
| 5. | JOB CODE: | 0365 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | August 21, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-3, August 25, 1999 |
| 9. | MINIMUM QUAL. CHANGE: | Board Item D-24, September 13, 2006 |
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OCCUPATIONAL SUMMARY

The Treasurer reports directly to the Chief Financial Officer, as the chief treasury officer, and serves as principal advisory to the Chief Financial Officer in the financial areas of cash management, investment management, funds receipt and disbursement, and capital debt management.

EXAMPLE OF DUTIES

1. Provides overall direction, through intermediate supervisory staff, to a group of employees engaged in the receipting, disbursing, investing, coding, and depositing of all School Board funds.
2. Reviews market conditions and the investment of excess funds of the school system according to Board Rule. Recommends Rule changes to be incorporated through the Treasury Advisory Committee action according to developments in law and circumstances.
3. Reviews projections for cash flow and analyses, submitting monthly statements to management and School Board. Prepares annual budget for District-wide interest revenue and debt service expenditures, including computation of debt service tax levy approved by voters.
4. Analyzes legislation and program requirements and recommends changes in same.
5. Reviews and prepares, as needed, required financial reports, Board agenda items, and analyses of revenues, debt and investments.

6. Implements and manages the District Debt Programs, which include the issuances of General Obligation Bonds, Certificates of Participation, Revenue and Tax Anticipation Notes, Master Equipment Lease(s) Derivative/Swap, and alternative forms of financing. Includes but is not limited to, cash flow projections, legal documents related to closing, agenda items, and resolutions. Works with bond counsel and financial advisor to coordinate the successful sale of debt.
7. Interprets statutory requirements and Board regulations as required.
8. Directs the management of the Early Retirement Program portfolio, which includes equities and fixed income securities.
9. Plans the issuance of specific series of general obligation bonds or certificates of participation, including the performance of necessary cash flow analyses, fiscal impact on the District and alternative financing if appropriate.
10. Serves as staff liaison to the Board's Financial Advisor, Bond Counsel, underwriters, and rating agencies for issuance of debt.
11. Coordinates staff assignments for the completion of official statements or offering circulars for District debt.
12. Reviews and/or develops capital finance plans and alternative financing arrangements, such as private lease-purchase, interim financing, and pooled certificates of participation, and recommends implementation of such arrangements as warranted.
13. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job.
14. 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 primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Master's degree in ~~business-related field.~~ Finance, Accounting or Business Administration and/or Certified Public Accountant designation. ~~certification is preferred.~~
2. ~~Six (6)~~ Eight (8) years of progressive experience in Finance, Accounting or Treasury Management. ~~administrative experience in the field of finance, including supervision of an intermediate-sized staff.~~

3. Five (5) years of progressively responsible supervisory experience.
4. Demonstrated ability to communicate effectively in both written and oral forms.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|------------------------|------------------------------------------|
| 1. | JOB TITLE: | Assistant Treasurer |
| 2. | DEPARTMENT: | Office of Treasury Management |
| 3. | IMMEDIATE SUPERVISOR: | Treasurer, Office of Treasury Management |
| 4. | PAY GRADE: | 24 |
| 5. | JOB CODE: | 0179 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | August 21, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-3, August 25, 1999 |
| 9. | MINIMUM QUAL. CHANGE: | Board Item D-24, September 13, 2006 |
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OCCUPATIONAL SUMMARY

Directs the treasury functions of the Office and the District's capital debt servicing, as well as assists the Treasurer in all other capital debt management functions.

EXAMPLE OF DUTIES

1. Directs a moderate size group of employees engaged in the investment of surplus cash, receipting, disbursing, and recording of transactions and ensures these functions comply with School Board policies.
2. Directs banking services, including the structuring of services for the District, maintaining banking and financial institution relationships, and the monitoring and compliance with School Board policies.
3. Monitors market conditions and directs the investment of excess Board funds in compliance with Board policies.
4. Manages the District's capital debt servicing as Paying Agent for the Board's general obligation bonds, certificates of participation, tax anticipation notes or any other debt obligations of the District and coordination with the Board's Trustees.
5. Directs the reimbursement of the acquisition expenditures on all certificates of participation.

6. Assists the Treasurer in the preparation of necessary cash flow and millage rate projections for capital debt management.
7. Assists the Treasurer in the developing of strategy, preparation of documents and reports for the planning and issuance of debt and any other related activities, including arbitrage compliance.
8. Directs control procedures, actual system operation, and reporting practices to ensure that adequate treasury and debt management controls are present, maintained, and utilized and that the systems are operating efficiently and are based on generally accepted accounting practices.
9. Directs and participates in study, design, implementation and development of revisions of forms, systems, procedures, reports, controls, and methods to promote more efficient and effective operations of the District's treasury and debt servicing while maintaining relationships with external system vendors.
10. Prepares required external reports, including projections and performance results, analyses of cash flow, revenues and investments.
11. Maintains liaison with data processing, accounting, auditing, and budget departments and confers with key administrative officials and other administrative staff on treasury and debt management functions.
12. Assists Treasurer in preparing and monitoring Office budget and purchasing products and services, including request for proposal analyses.
13. Provides general support to the Treasurer as needed, including acting as Office head in the absence of the Treasurer.
14. Performs 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 in ~~Business Administration~~, Finance, Accounting or Business Administration and/or Certified Public Accountant designation. ~~related discipline and/or a Certified Public Accountant in the State of Florida~~
2. ~~Five (5)~~ Six (6) years of progressive experience in ~~business administration, Finance, or Accounting~~ or Treasury Management.

OR

~~The equivalent in training or experience with three (3) years of previous experience in financial or treasury management.~~

3. Four (4) years of progressively responsible supervisory experience.
34. Demonstrated ability to communicate effectively in both oral and written forms.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|-----|------------------------|---------------------------------------|
| 1. | JOB TITLE: | District Director, Strategic Planning |
| 2. | DEPARTMENT: | Office of Strategic Planning |
| 3. | IMMEDIATE SUPERVISOR: | Chief of Staff |
| 4. | PAY GRADE: | 23 |
| 5. | JOB CODE: | 0853 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | July 26, 2005 |
| 8. | POSITION AUTHORIZED: | Board Item K-2, December 15, 2004 |
| 9. | JOB TITLE CHANGE: | Board Item D-23, August 17, 2005 |
| 10. | MINIMUM QUAL. CHANGE: | Board Item D-24, September 13, 2006 |
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OCCUPATIONAL SUMMARY

Provides leadership in the definition, development, deployment, and monitoring of the District's strategic planning program. Assists the Superintendent and Cabinet in setting the strategic direction of the District and in identifying and implementing course corrections throughout its implementation. Facilitates the development of strategic initiatives and monitors and reports on progress against strategic goals. Supports District and Regional Center offices in the alignment of operational plans to the Strategic Plan. Facilitates the creation of a strategy-focused organization and performance-focused culture at Miami-Dade County Public Schools (M-DCPS).

EXAMPLE OF DUTIES

1. Oversees the strategic planning process and identifies resources, policies, and procedures needed to implement planning at the District level with offices and stakeholders.
2. Selects personnel and coordinates, supervises, and assesses the work of assigned personnel.
3. Provides leadership and direction in the development and implementation of training programs and in the delivery of technical assistance that supports the understanding and application of strategy throughout the District.
4. Provides leadership and direction in the alignment of District and school-site strategic planning efforts to the Strategic Plan.
5. Provides leadership in the development, dissemination, and implementation of tools that support strategic initiatives.

6. Analyzes District-wide data to monitor progress against strategic initiatives, identify gaps in performance and make recommendations on course-corrections.
7. Serves as a liaison between the Office of Strategic Planning and other District offices, businesses, relevant state offices, schools and the community regarding strategic planning.
8. Keeps up-to-date on local, state, and national rules, regulations, and legislation; provides assistance on their interpretation; and projects their possible impact on strategic planning initiatives.
9. Oversees the production, development, and distribution of reports, memoranda, presentations, letters, agendas, and other materials.
10. Supervises the writing of Board agenda items, including backup information.
11. Supervises and facilitates strategic planning focus group meetings with internal and external stakeholder groups to gather input on strategic performance.
12. Performs other duties comparable to the above, as the above duties describe only the typical, primary functions of the job.
13. Performs other duties related to general administrative responsibilities as assigned by the immediate supervisor.

PHYSICAL REQUIREMENTS

This 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. Masters Degree or higher in education (with leadership certification), business/public administration ~~with certification in administration, supervision, management, business, computer science, educational evaluation, research methodology, planning, or related field.~~
2. Minimum of five (5) years of administrative/leadership experience, with increasing levels of responsibility including direct supervision of employees.
3. Experience in areas such as strategic planning, ~~research methodology, performance measures, and/or applied statistics~~ organizational development, and/or performance or quality management.
4. Demonstrate Ability to communicate effectively orally and in writing as evidenced by clarity and conciseness of oral presentations and submitted written materials and in a clear and concise manner.

5. Experience Ability to working both independently and as well as cooperatively and constructively with all levels of school and District staff and internal and external with stakeholders in a multi-disciplinary setting.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|------------------------|----------------------------------------|
| 1. | JOB TITLE: | Executive Director, Strategic Planning |
| 2. | DEPARTMENT: | Office of Strategic Planning |
| 3. | IMMEDIATE SUPERVISOR: | District Director |
| 4. | PAY GRADE: | 22 |
| 5. | JOB CODE: | 0782 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | August 3, 2005 |
| 8. | POSITION AUTHORIZED: | Board Item E-2, February 14, 2001 |
| 9. | POSITION REVIEWED: | August 17, 2006 |
| 9. | MINIMUM QUAL. CHANGE: | Board Item D-24, September 13, 2006 |

OCCUPATIONAL SUMMARY

Leads the development of the District's Strategic Plan and provides direction and support to District offices and school sites in its application. Provides technical support in the development and alignment of operational plans to the Strategic Plan. Leads the collection and interpretation of information to promote data-driven decision making and monitors and reports on progress against strategic goals. Facilitates the creation of a strategy-focused organization and performance-focused culture at Miami-Dade County Public Schools (M-DCPS).

EXAMPLE OF DUTIES

1. Coordinates planning processes, models, and activities and identifies resources, policies and procedures needed to implement these as they relate to the District's strategic planning efforts.
2. Assists in the selection of personnel and coordinates and supervises the work of assigned personnel.
3. Supervises and facilitates the creation and implementation of professional development opportunities, training, and technical assistance to leadership teams, schools, and District business offices at all levels.
4. Facilitates the alignment of District documents and activities with the implementation of the District Strategic Plan.

5. Ensures the continuous development, dissemination, and use of data for decision making through the creation enhancement, and maintenance of online applications and resource tools.
6. Analyzes data, reports, progress points and achievements from work units across the District to monitor progress, identify performance gaps and make recommendations for follow-up activities and realignment of efforts based on District initiatives.
7. Serves as a liaison between the Office of Strategic Planning and other District offices, businesses, relevant state offices, schools and the community regarding strategic planning.
8. Keeps up-to-date on local, state and national rules, regulations, and legislation; provides assistance on their interpretation; and develop environmental scans as related to strategic planning initiatives.
9. Coordinate the production, development, and distribution of reports, memorandums, letters, agendas, and other materials.
10. Supervises and/or writes Board agenda items, including backup information
11. Collaborates with District, community, and private sector entities to gather input and continuously provide strategic plan updates.
12. Performs other duties comparable to the above, as the above duties describe only the typical, primary functions of the job.
13. Performs other duties related to the general administrative responsibilities as assigned by the immediate supervisor.

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. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in education, ~~business, supervision, performance improvement, management, computer science, educational evaluation, research methodology,~~ business/public administration, strategic planning or related field. Master's degree preferred.
2. Minimum of ~~two (2) years~~ three (3) years of administrative/leadership experience, with increasing levels of responsibility including direct supervision of employees.

3. Experience in areas such as ~~performance improvement, research methodology, quality management, performance measures, computer applications, applied statistics, and/or strategic planning, organizational development, and/or performance or quality management.~~
4. Demonstrated Ability to communicate effectively orally and in writing as evidenced by clarity and conciseness of oral presentations and submitted written materials and in a clear and concise manner.
5. Experience Ability to working both independently and as well as cooperatively and constructively with all levels of school and District staff and internal and external with stakeholders in a multi-disciplinary setting.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|-----|------------------------|-------------------------------------|
| 1. | JOB TITLE: | Media Relations Specialist |
| 2. | DEPARTMENT: | Public Information |
| 3. | IMMEDIATE SUPERVISOR: | Media Relations Coordinator |
| 4. | PAY GRADE: | 36 |
| 5. | JOB CODE: | 0150 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | May 31, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-3, July 10, 2002 |
| 9. | POSITION REVIEWED: | May 30, 2006 |
| 10. | MINIMUM QUAL. CHANGE: | Board Item D-24, September 13, 2006 |
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OCCUPATIONAL SUMMARY

Responsible for assisting in the development, implementation and operation of comprehensive programs to market and provide information to various audiences about Miami-Dade County Public Schools (M-DCPS). Position requires a high degree of communication, organization, marketing, public relations, desktop publishing, and online skills.

EXAMPLE OF DUTIES

1. Supports the development and implementation of M-DCPS news, public information, and marketing programs as well as specific promotional and informational projects, as required.
2. Coordinates the production of school District publications, including newsletters, reports, brochures, advertisements, posters; writes and/or edits copies for a variety of communication vehicles including news releases, speeches, scripts, advertising/internet copies, public service announcements, video presentations, correspondence and memoranda.
3. Develops and maintains the Office of Public Information website; promotes M-DCPS through appropriate web links.
4. Coordinates the timely and efficient dissemination of news and other information through the online media and host radio programs.
5. Assists in the planning and execution of press conferences and informational campaigns; maintains contact with electronic print and online media public service and program directors, editors and reporters, as well as corporate partners.

6. Manages marketing campaigns, from research and planning execution and post-assessment.
7. Performs related tasks as required or 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 Communications, Marketing, Journalism, or related field.
2. Minimum of three (3) years experience as a professional in public relations, advertising, marketing, journalism, radio and/or television or related field.
3. Extensive experience as a writer, editor and/or designer of print, broadcast and online media, to include experience in marketing and advertising. Experience in planning and implementing promotional events and substantial experience with the Internet.
4. Candidate must provide portfolio of work for review during the selection process.
5. Bilingual in English/Haitian Creole or English/Spanish preferred.
6. Demonstrated ability to communicate effectively both in oral and written forms.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

1. JOB TITLE: Director, Treasury Operations /~~Finance Systems~~
 2. DEPARTMENT: Office of Treasury Management
 3. IMMEDIATE SUPERVISOR: Assistant Treasurer
 4. PAY GRADE: 45
 5. JOB CODE: 0477
 6. BARGAINING UNIT: 8
 7. DATE OF LAST REVISION: August 10, 2006
 8. POSITION AUTHORIZED: Board Item A-3, July 14, 1999
 9. MIN. QUAL. & TITLE CHANGE: Board Item D-24, September 13, 2006
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OCCUPATIONAL SUMMARY

Directs staff in the day-to-day investment and cash management operation of the Office and assists the Assistant Treasurer in assessing, implementing, and maintaining products, services, technologies, and systems that are available and appropriate for the District's treasury operations.

EXAMPLE OF DUTIES

1. Directs staff in establishing the daily cash position for all District accounts.
2. Responsible for the opening and closing of all District accounts and that the execution of funds movement transfers are done safely and efficiently and in compliance with Board policies and other state and federal regulations.
3. Directs staff in the day-to-day operation of all banking systems and assures that these systems are operating in compliance with the District's policies and treasury goals.
4. Performs or supervises the verification of the banks account analysis statements and monitors compliance with the Banking Services Agreement and assures accurate and timely payments to the District's banks.
5. Directs staff in the accurate updating and maintenance of the District's Pooled Cash Portfolio cash flow and investment limitation system.

6. Assists the Assistant Treasurer in the investment of the District's excess short-term funds in compliance with Board policies and other state and federal regulations.
7. Directs staff in the maintenance of District's investment subsidiary system to assure that all investments and interest earnings are accounted for completely and accurately.
8. Directs staff in the recording of all cash and investment transactions and the updating and maintenance of the subsidiary fund accounting and apportionment system interface with the general ledger.
9. Performs or reviews all reconciliation of treasury systems to the general ledger.
10. Prepares the monthly Portfolio Statistics Report and other Performance Measurement Reports as needed.
11. Assists the Assistant Treasurer in the study, design, implementation and development of treasury products, services, technologies, and systems to promote more efficient and effective operations of the District's treasury systems while maintaining relationships with external system vendors.
12. Assists the Assistant Treasurer in the preparation of required external reports, including projections and performance results, analyses of cash flow, revenues and investments.
13. Interfaces with school personnel, data processing, accounting, and budget departments on the day-to-day treasury functions.
14. Interfaces with the District's external and internal auditors to assure compliance with audit request and recommendations, as well as the District's banks and financial institutions audit confirmations and requests.
15. Provides general support to the Treasurer and the Assistant Treasurer as needed, including acting as Assistant Treasurer in the Absence of the Assistant Treasurer.
16. Performs 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~~ Bachelor's degree in ~~Business Administration,~~ Finance, Accounting, or Business Administration, related discipline, Master's degree, and/or a Certified Public Accountant designation or Certified Treasury Professional designation preferred.
2. ~~Five (5)~~ Four (4) years of experience in ~~business administration,~~ Finance, or Accounting, Treasury Management or Business Administration.

OR

~~The equivalent in training or experience with three (3) years of previous experience in financial or treasury management.~~

3. Demonstrated ability to communicate effectively in both oral and written form.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

1. JOB TITLE: Administrative Director, ~~Student Transfers/~~Attendance Services
 2. DEPARTMENT: School Operations
 3. IMMEDIATE SUPERVISOR: Associate Superintendent, School Operations
 4. PAY GRADE: 24
 5. JOB CODE: 0638
 6. BARGAINING UNIT: 6
 7. DATE OF LAST REVISION: August 24, 2006
 8. POSITION AUTHORIZED: Board Item A-3, August 25, 1999
 9. TITLE CHANGE: Board Item D-24, September 13, 2006
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OCCUPATIONAL SUMMARY

Responsible for implementing and monitoring the Foreign Student Program, Home Education Program, School Attendance Boundaries, Secondary Truancy Program, student attendance policies and procedures, FTE, Student Transfers, State Drivers' License Program, School Voucher Program.

EXAMPLE OF DUTIES

1. Interprets, translates, and converts all coursework taken in foreign countries to the MDCPS grade equivalent.
2. Prepares monthly foreign born enrollment and charts to keep abreast of the admissions of foreign born students into the district.
3. Serves as liaison between MDCPS and Immigration and Naturalization Services, monitoring student visas, collecting tuition, and maintains database for Homeland Security.
4. Manages the Home Education Program, monitors enrollment and annual evaluations, coordinated FCAT and SAT Testing, coordinates School Social Worker Home visitations, provides assistance and technical support to schools and parents.
5. Creates maps and boundary descriptions in support of the Attendance Boundary Committee process.
6. Responds to inquiries regarding school assignment by utilizing the mapping system.

7. Collaborates with the Department of Transportation to resolve conflicts and individual addresses not established by Metro-Dade GIS Team.
8. Provides online access to school maps and boundary information to parents and school staff.
9. Collaborates with Regional Center Superintendents to review all attendance and truancy data and makes recommendations for increasing attendance and decreasing truancy.
10. Manages daily attendance functions for schools, including district wide incentive programs.
11. Oversees daily attendance for all Pre-K through 12 grade schools by enforcing attendance policies and procedures.
12. Leads in the implementation of regulatory requirements governing the Florida Education Finance Program (FEFP).
13. Annually updates student attendance procedures manual to disseminate policies and procedures as required by the Florida Department of Education. Provides training on attendance policies and procedures for school-site personnel to include registration and withdrawals, foreign records, and FTE.
14. Conducts school attendance data audits.
15. Maintains Integrated Student Information System (ISIS) data, updates and issues student records requested by state/federal courts, law enforcement agencies, Missing Children Clearinghouse, and institutions of higher learning.
16. Processes level 2 out-of-area transfers denied at Regional Centers, out-of-county, medical, and voucher transfers in support of parental choice and in coordination with Regional Centers and the District.
17. Manages secondary school truancy program including training and technical support, serving as liaison to relevant social service agencies and managing the State's Driver License Incentive program.
18. Manages compliance with the Florida Education Finance Program to ensure accurate state funding.
19. Conducts four Full Time Equivalent (FTE) surveys annually for 371 schools and 50 charter schools.
20. Serves as liaison to the State of Florida Auditor General's office during FTE audits and case investigations.

21. Processes students for enrollment in the Opportunity Scholarship Program (OSP) and John M. McKay voucher program.
22. Assists in preparation of school lists of eligible schools based on capacity for OSP and NCLB transfers.
23. Performs other duties as assigned by the Associate Superintendent, School Operations.

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, business, public administration, or related field.
2. Minimum of five (5) years experience in the area of educational administration.
3. Knowledge of delivery of educational services in a large, complex, urban school system.

D R A F T

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | Supervisor, School Operations Instructional Supervisor, School Operations/ABC |
| 2. | DEPARTMENT: | School Operations |
| 3. | IMMEDIATE SUPERVISOR: | Assistant Superintendent, Attendance Boundary Committee/Full Service Schools |
| 4. | PAY GRADE: | 21 |
| 5. | JOB CODE: | 0346 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | June 30, 2005 |
| 8. | POSITION AUTHORIZED: | Board Item D-9, July 13, 2005 |
| 9. | TITLE CHANGE: | Board Item D-24, September 13, 2006 |
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OCCUPATIONAL SUMMARY

This position assists in implementing Attendance Boundary Committee (ABC) procedures as well as policies and procedures pertaining to operations within School Operations.

EXAMPLE OF DUTIES

1. Coordinates all activities related to the Attendance Boundary committee process.
2. Assists in ensuring that all appropriate procedures related to the Attendance Boundary Committee process are followed by school and region personnel.
3. Assists in the training of personnel and citizens involved in the implementation of the Attendance Boundary Committee process and procedures.
4. Assumes responsibility for ensuring that the ABC meets the district guidelines for the posting of meeting notices.
5. Coordinates ABC activities with appropriate staff from other district offices, as appropriate.
6. Assumes responsibility for ensuring that appropriate ABC meetings are advertised in the print media, as necessary.

7. Assumes responsibility for coordinating all ABC related reports/data/forms/information with appropriate Information Technology Services staff.
8. Assumes responsibility for all ABC related School Board items.
9. Assumes responsibility for coordinating (with Information Technology Services and the Department of Transportation) the training of region personnel in GIZMO (spot mapping system for ABC).
10. Assumes responsibility for implementation of GIZMO by region personnel.
11. Assumes responsibility for all ABC process logistics.
12. Assists in analyzing data regarding overcrowding in schools for the purpose of meeting class size criteria as set forth by the Class Size Reduction Amendment.
13. Assists in analyzing data regarding overcrowding in schools for purposes of the ABC boundary process and other School Operations needs, as appropriate.
14. Assists in the implementation of Board Rules, administrative directives, and policies governing the Attendance Boundary Committee and School Operations.
15. Represents Assistant Superintendent at meetings/committees as directed.
16. Prepares correspondence for Assistant Superintendent as directed.
17. Assists in responding to telephone and written requests or complaints received in School Operations and follows through to closure.
18. Assists with special projects and activities related to School Operations.
19. Assists in the interpretation of district, state, and federal policies, procedures, programs, statutes, rules, and regulations that relate to School Operations and provides related information to schools, district, and region offices in order to facilitate effective, coordinated school-level implementation.
20. Performs other duties and special projects as assigned by the Assistant Superintendent for School Operations.

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, business, public administration, or related field.
2. Certification in Administration/Supervision or Educational Leadership.
3. Minimum of five (5) years experience in the area of educational administration.
4. Knowledge of delivery of educational services in a large, complex, urban school system.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | Coordinator II, Business Development Contract <u>Construction</u> |
| 2. | DEPARTMENT: | M/WBE and Related Services |
| 3. | IMMEDIATE SUPERVISOR: | Director, Business Development and Assistance |
| 4. | PAY GRADE: | 41 |
| 5. | JOB CODE: | 0854 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | March 31, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-2, June 8, 1988 |
| 9. | POSITION REVIEWED: | March 30, 2006 |
| 10. | TITLE CHANGE: | Board Item D-24, September 13, 2006 |
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OCCUPATIONAL SUMMARY

Assists the Director in developing, implementing, coordinating, enforcing, and monitoring procedures to ensure maximum participation of Minority/women Business Enterprises (M/WBE) in all aspects of the District's construction and maintenance programs, as well as purchasing and professional services contracting activities.

EXAMPLE OF DUTIES

1. Recommends procedures to implement the objectives of the M/WBE Program, especially as it relates to the District's construction and maintenance programs.
2. Assists in establishing departmental goals and timetables, monitoring goal attainment, and reporting to the department director of progress and/or deficiencies.
3. Works closely with District construction staff to develop means for increasing M/WBE participation.
4. Assists in establishing M/WBE Assistance Levels or other M/WBE participation methods for individual maintenance and construction contracts.
5. Reviews and evaluates prime contractors' compliance with contracting commitments that are related to M/WBE participation.

6. Reviews M/WBE Certification Applications and recommends to the director that companies be granted or denied M/WBE certification.
7. Reviews the District's five-year plan and analyzes projected construction and maintenance projects to identify possible contracting opportunities for M/WBEs.
8. Serves as the District's liaison to the small and M/WBE business committees and organizations to provide them with information regarding the department's function as well as the District's procurement and construction needs, policies, procedures and general bidding requirements.
9. Provides detailed information, instructions, clarifications, and assistance to prospective bidders regarding M/WBE or related bid and contract requirements.
10. Serves as a member of selection committees for contractors and consultants that submit proposals for construction and maintenance projects as well as design services, to ensure that M/WBEs have an opportunity to compete as primes or subcontractors/consultants for such contracts.
11. Establishes and maintains systems to track payments to M/WBEs by the District as well as those that are paid by prime contractors and consultants.
12. Prepares monthly, quarterly, and annual reports of expenditures with M/WBEs.
13. Coordinates with other departments to develop workshops and seminars to inform participants of the District's procurement, construction, and maintenance needs and bidding and contracting requirements.
14. Monitors and assess compliance with contracting practices within District departments and among contractors/professionals/suppliers that hire M/WBEs as subcontractors and consultants.
15. Recommends sanctions (including, but not limited to suspension, revocation, and department) for contractors, vendors, and consultants that violate M/WBE policies and procedures, in accordance with applicable School Board rules and Florida Statutes.
16. Provides technical assistance to contractors to ensure that they are successful in meeting with M/WBE participation commitments.
17. Establishes, monitors, and revises procedures for ensuring contract compliance on construction and maintenance projects.
18. Conducts onsite reviews of companies that apply for M/WBE Certification, as well as contractors that either work on, or that have hired M/WBEs as subcontractors

for District construction and maintenance projects.

19. Assists in settling disputes involving contractors and subcontractors that are related to performance as well as matters concerning payments, change orders, time extensions, and terminations.
20. Performs other duties as required or 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 Business, Construction Management, Architecture, Engineering or related field and three years experience in maintenance or construction project management, contract compliance administration

OR

A minimum of seven (7) years documented experience as a contract compliance administrator, or project manager on large maintenance or construction projects for a large organization.

2. The ability to organize, execute, and supervise multiple tasks, as evidenced by documented experience.
3. The ability to communicate, effectively, in writing and orally, as evidenced by oral and written presentations.

