

Carolyn Spaht, Chief of Staff

**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 MEP and DCSAA positions:

**Curriculum and Instruction**

**Administrative Director, Ready Schools, MEP pay grade 24, Curriculum and Instruction (Grant Funded)**

The Administrative Director provides leadership and direction in the specific subject by planning, implementing, providing training, developing support materials, and supervising Pre K-3 curricular programs District-wide. Works in cooperation with other supervisors within and across disciplines and collaborates with local and state entities to support the training and implementation procedures associated with high quality education, including the Comprehensive Reading Plan.

**Chief of Staff**

**Project Coordinator, Transition to Teaching, MEP pay grade 18, Instructional Recruitment (Grant Funded)**

The Project Coordinator is responsible for planning, coordinating, and overseeing the Transition to Teaching Grant, (Creating A Teaching Community (CTC) Project) which facilitates entry of highly qualified candidates for historically difficult to staff instructional positions and facilitate an expedited path for their certification. Monitors the identification and training of recruits and coordinates all orientation and training activities. Works in cooperation with District, Regional Centers, and school site staff to support District-wide implementation of the CTC Project.

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

<b><u>NAME</u></b>	<b><u>CURRENT ASSIGNMENT</u></b>	<b><u>CURRENT PG</u></b>	<b><u>NEW ASSIGNMENT</u></b>	<b><u>NEW PG</u></b>
Allyn Bernstein-Sachtleben	Senior Assistant Principal, North Miami Beach Senior High School	AP	Temporary Middle School Principal, Nautilus Middle School (Effective 9/22/2006)	P2
Jane M. Garraux	Interim Middle Principal, Southwood Middle School	P2	Middle School Principal, Southwood Middle School (Effective 9/14/2006)	P2

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

<b><u>NAME</u></b>	<b><u>CURRENT ASSIGNMENT</u></b>	<b><u>CURRENT PG</u></b>	<b><u>NEW ASSIGNMENT</u></b>	<b><u>NEW PG</u></b>
Hortensia M. Quintero-Perez	Teacher, Joe Hall Elementary School	--	Temporary Elementary Assistant Principal, Jane S. Roberts K-8 Center (Effective 9/22/2006)	AP
George H. Pollack	Retired Assistant Principal	AP	Senior Assistant Principal, Miami Beach Senior High School (Effective 10/1/2006)	AP
Diane E. Cardona	Temporary Elementary Assistant Principal, Twin Lakes Elementary School	AP	Elementary Assistant Principal, Twin Lakes Elementary School	AP
Patricia Horta	Temporary Elementary Assistant Principal, Palm Springs Elementary School	AP	Elementary Assistant Principal, Palm Springs Elementary School	AP
Mary V. Martin-Alegret	District Supervisor Title I, School Improvement Zone	21	Adult Assistant Principal, Miami Palmetto Senior Adult Education Center	AP
Roberta T. Daniels	District Supervisor Title I, School Improvement Zone	21	District Supervisor, Title I, Alternative Education	21

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

<b><u>NAME</u></b>	<b><u>CURRENT ASSIGNMENT</u></b>	<b><u>CURRENT PG</u></b>	<b><u>NEW ASSIGNMENT</u></b>	<b><u>NEW PG</u></b>
America F. Bermudez	District Supervisor Title I, School Improvement Zone	21	Adult Assistant Principal, Miami Coral Park Adult Education Center	AP

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

<b><u>NAME</u></b>	<b><u>CURRENT ASSIGNMENT</u></b>	<b><u>CURRENT PG</u></b>	<b><u>NEW ASSIGNMENT</u></b>	<b><u>NEW PG</u></b>
Yolanda D. Green	Senior Assistant Principal, Hialeah-Miami Lakes Senior High School	AP	Assistant Principal, Jan Mann Opportunity Center	AP

**NON-SCHOOL SITE ADMINISTRATIVE ASSIGNMENTS**

<b><u>NAME</u></b>	<b><u>CURRENT ASSIGNMENT</u></b>	<b><u>CURRENT PG</u></b>	<b><u>NEW ASSIGNMENT</u></b>	<b><u>NEW PG</u></b>
Jodi W. Robins	Reading Coach, Coral Gables Senior High School	--	District Supervisor Title I, School Improvement Zone (Effective 9/18/2006)	21
Ana M. Pazos	Senior Assistant Principal, South Miami Senior High School	AP	District Supervisor Title I, School Improvement Zone (Effective 9/14/2006)	21
Adolfo L. Costa	Senior Assistant Principal, Miami Southridge Senior High School	AP	District Supervisor Title I, School Improvement Zone (Effective 9/11/2006)	21
Melanie E. Megias	District Director Administrative Staffing, Administrative and Professional and Technical Staffing	23	Administrative Director Instructional Support, Elementary Education	24

**NON-SCHOOL SITE ADMINISTRATIVE ASSIGNMENTS**

<b><u>NAME</u></b>	<b><u>CURRENT ASSIGNMENT</u></b>	<b><u>CURRENT PG</u></b>	<b><u>NEW ASSIGNMENT</u></b>	<b><u>NEW PG</u></b>
Karen A. Spigler	District Supervisor Instructional Support, Secondary Education	21	Temporary Administrative Director Instructional Support, Elementary Education	24
Cyd C. Heyliger-Browne	District Supervisor Instructional Support, Elementary Education	21	Administrative Director Instructional Support, Secondary Education	24

**NON-SCHOOL SITE LATERAL ADMINISTRATIVE RE-ASSIGNMENTS**

<b><u>NAME</u></b>	<b><u>CURRENT ASSIGNMENT</u></b>	<b><u>CURRENT PG</u></b>	<b><u>NEW ASSIGNMENT</u></b>	<b><u>NEW PG</u></b>
Montserrat Paradelo-Morrison	District Supervisor Instructional Support, Elementary Education	21	District Supervisor Instructional Support, Advanced Academic Programs (Effective 9/22/2006)	21

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

<b><u>NAME</u></b>	<b><u>CURRENT ASSIGNMENT</u></b>	<b><u>CURRENT PG</u></b>	<b><u>NEW ASSIGNMENT</u></b>	<b><u>NEW PG</u></b>
Maria C. Bruguera	Testing Specialist, Broward County Public Schools	--	Staff Specialist Assessment, Assessment and Data Analysis	42
James Hicks	Manager Transportation Maintenance, Transportation Vehicle Maintenance	38	Coordinator III Transportation Fleet, Transportation Vehicle Maintenance	42
Suzanne Lee Yee	Administrative Assistant III, Stockroom Maintenance Materials Management	36	Temporary Coordinator I Materials Acquisition Maintenance Materials Management (Effective 9/22/2006)	40

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

<b><u>NAME</u></b>	<b><u>CURRENT ASSIGNMENT</u></b>	<b><u>CURRENT PG</u></b>	<b><u>NEW ASSIGNMENT</u></b>	<b><u>NEW PG</u></b>
William B. Hetzer	Building Code Inspector, Education Facilities Code Compliance	--	Coordinator Construction, Facilities Operations, Maintenance	40
Gregory L. Taggi	Senior Building Code Inspector, Education Facilities Code Compliance	--	Coordinator Construction, Facilities Operations, Maintenance	40

**RECOMMENDED:** That effective October 11, 2006, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida:

1. Establish and classify the following MEP and DCSAA positions:
  - a. Administrative Director, Ready Schools, MEP pay grade 24, Curriculum and Instruction
  - b. Project Coordinator, Transition to Teaching, MEP pay grade 18, Instructional Recruitment
2. approve the recommendations as set forth above for appointments and lateral transfers to be effective October 12, 2006 or as soon thereafter as can be facilitated, with the exception of the effective dates as noted throughout the item.

CS:mtp

<b>SALARY RANGE</b>			
24	98,400 - 131,258	42	53,915 - 93,398
P2	86,000 - 123,495	40	48,897 - 84,710
21	67,291 - 113,716		
AP*	68,330 - 108,818		
AP	61,200 - 96,188		

\* 12-Month AP

## DRAFT

### MIAMI-DADE COUNTY PUBLIC SCHOOLS

#### JOB DESCRIPTION

##### IDENTIFICATION INFORMATION

1. JOB TITLE: Administrative Director, Ready Schools (Grant Funded)
  2. DEPARTMENT: Curriculum and Instruction
  3. IMMEDIATE SUPERVISOR: Assistant Superintendent, Curriculum and Instruction - Pre-K or Designee
  4. PAY GRADE: 24
  5. JOB CODE: TBA
  6. BARGAINING UNIT: 6
  7. POSITION AUTHORIZED: Board Item D-21, October 11, 2006
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##### OCCUPATIONAL SUMMARY

Provides leadership and direction in the specific subject by planning, implementing, providing training, developing support materials, and supervising Pre K-3 curricular programs District-wide. Works in cooperation with other supervisors within and across disciplines and collaborates with local and state entities to support the training and implementation procedures associated with high quality education, including the Comprehensive Reading Plan. Among the responsibilities are reviewing research and evaluating instructional materials, assisting schools in the development and implementation of their Ready Schools Plans, assisting Regional Centers in conducting school-level programs reviews, suggesting policy and program recommendations relative to their subject, and working with other departments on curriculum-related projects.

##### EXAMPLE OF DUTIES

1. Collaborates with departments and offices to align standards, curriculum, instruction and assessment within and across all grades from pre-kindergarten to Grade 3.
2. Directs the design and dissemination of research-based early childhood instructional strategies to District offices, regional offices, and school sites.
3. Supports school site administrators in the formation of teams of teachers focused on instructional strategies informed by research.

4. Guides the development and establishment of school programs, which are models of effective instructional leadership, exemplary teaching, and high student achievement.
5. Manages the creation of, and supports communities of learning involving parents, principals, teachers and allied educational staff.
6. Prepares and supervises the District budget and funding for Ready Schools.
7. Leverages the expertise and resources of local, state, and national organizations to maximize the learning and developmental well-being of pre-kindergarten through grade 3 children.
8. Meets regularly with instructional department chairpersons to improve communication among schools and the Regional Centers and District offices.
9. Provides information and makes presentations concerning instructional program curriculum to administrative and instructional personnel, patrons, civic and professional groups, and community agencies.
10. Prepares educational specifications for school facilities; reviews plans for new or renovated facilities.
11. Develops and maintains reports regarding District-wide information relative to the subject area.
12. Assists in the procurement, allocation, and distribution of equipment and instructional support materials relative to District-wide programs within the subject area.
13. Develops measurable child outcomes as part of an accountability system.
14. Manages the evaluation of instructional programs and instructional materials of Ready Schools.
15. Participates in program reviews and teacher observations and serves as resource for possible follow-up activities.
16. Performs other duties related to general administration responsibilities as assigned by the Assistant Superintendent.



## **PHYSICAL REQUIREMENTS**

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

## **MINIMUM QUALIFICATION REQUIREMENTS**

1. Master's degree with certification in Early Childhood, Elementary Education or appropriate subject area for which applying, and certification in administration, educational leadership, and/or supervision.
2. Minimum of five (5) years teaching experience in the appropriate program and/on area of certification.
3. Minimum of five (5) years in a position of leadership either at the District or school site level; a minimum of which three (3) years were served as an administrator.
4. Acceptable evaluations for the past three (3) years.
5. Demonstrated ability to communicate effectively in both oral and written forms.

## DRAFT

### MIAMI-DADE COUNTY PUBLIC SCHOOLS

#### JOB DESCRIPTION

##### IDENTIFICATION INFORMATION

- |    |                       |  |
|----|-----------------------|--|
| 1. | JOB TITLE:            | Project Coordinator, Transition to Teaching (Grant Funded) |
| 2. | DEPARTMENT:           | Instructional Recruitment                                  |
| 3. | IMMEDIATE SUPERVISOR: | District Director, Instructional Recruitment               |
| 4. | PAY GRADE:            | 18   |
| 5. | JOB CODE:             | TBA  |
| 6. | BARGAINING UNIT:      | 6  |
| 7. | POSITION AUTHORIZED:  | Board Item D-21, October 11, 2006                          |
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##### OCCUPATIONAL SUMMARY

Responsible for planning, coordinating, and overseeing the Transition to Teaching Grant, (Creating A Teaching Community (CTC) Project) which facilitates entry of highly qualified candidates for historically difficult to staff instructional positions and facilitate an expedited path for their certification. Monitors the identification and training of recruits and coordinates all orientation and training activities. Works in cooperation with District, Regional Centers, and school site staff to support District-wide implementation of the CTC Project.

##### EXAMPLE OF DUTIES

1. Coordinates and executes the recruitment, selection, and placement of CTC teacher cohorts.
2. Oversees and coordinates support services to new recruits in an effort to build a community of new teachers who identify with each other and the mission of the District.
3. Serves as liaison to Miami Dade College's Educator Preparation Institute, which will streamline the alternative certification process.
4. Serve as a liaison to Learning Point Associates for grant evaluation.
5. Plans and coordinates professional development programs including seminars, workshops, speakers and social events.

6. Assists in the development of both formative and summative assessments to gauge participant understanding of the material in compliance with the Grant.
7. Conducts school and classroom visits to monitor overall program quality.
8. Provides organizational and developmental leadership and serves as the primary contact to facilitate the program's vision.
9. Ensures that accurate feedback, data collection and reporting mechanisms are in place for the purpose of project direction, goals and accountability.
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, Business Administration, Education or related field.
2. Previous recruitment experience strongly preferred.
3. Demonstrated ability to communicate effectively in both oral and written form.