

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/or DCSAA positions:

Business Operations

Enterprise Resource Planning Project Management Officer, MEP pay grade 25, Business Operations

The Enterprise Resource Planning Project Management Officer is responsible for leading the Miami-Dade County Public Schools Enterprise Resource Planning (ERP) initiative during all phases of pre-implementation and post-implementation, establishing common metrics, project baselines and standard project management disciplines.

Intergovernmental Affairs, Grants Administration and Community Services

Executive Director, Community Services, MEP pay grade 22, Community Services

The Executive Director directs and supervises the activities of the Office of Community Services as directed by the Administrative Director; implements the philosophy, goals, objectives, and policies of stakeholder engagement and District efforts to support community involvement.

Business Operations

Manager II, Loss Prevention, DCSAA pay grade 38, Office of Risk and Benefits Management

The Manager II investigates accidents and incidents which would give rise to claims against the District; assists in developing and providing loss control instruction to select employee groups to reduce injuries and accident costs to the District; provides training and analyzes available accident statistical data to determine areas in which training needs should be concentrated to reduce injuries and worker's compensation claims.

SCHOOL SITE ADMINISTRATIVE ASSIGNMENTS
PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Paulette Covin-Fredrik	Interim Middle Principal, Parkway Middle School	P2	Middle Principal, Parkway Middle School (Effective 9/6/2006)	P2
Lisa S. Noffo	Interim Middle Principal, Palmetto Middle School	P2	Middle Principal, Palmetto Middle School (Effective 8/1/2006)	P2
L. Mark Mijuskovic	Senior High Principal, South Dade Senior High School	P3	Principal on Special Assignment, Oak Grove Elementary School (Effective 11/09/2006)	P1
Janice B. Reineke	Retired Administrator	--	Senior High Principal, South Dade Senior High School (Pending background check)	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>
Jacqua J. Little	Temporary Middle School Assistant Principal, Ponce de Leon Middle School	AP	Middle School Assistant Principal, Ponce de Leon Middle School	AP
Nelson L. Gonzalez	Teacher, Hialeah Middle School	--	Temporary Middle Assistant Principal, Hialeah Middle School (Effective 10/20/2006)	AP
Carlos A. Salcedo	Teacher, Martin Luther King Elementary School	--	Temporary Elementary Assistant Principal, Amelia Earhart Elementary School (Effective 10/24/2006)	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>
Dwelly Brown	Teacher, John F. Kennedy Middle School	--	Temporary Middle School Assistant Principal, John F. Kennedy Middle School	AP
Lorena E. Somohano	Teacher, Felix Varela Senior High School	--	Temporary Senior Assistant Principal, Miami Southridge Senior High School (Effective 10/30/2006)	AP
Naomi P. Simon	Temporary Elementary Assistant Principal, Miami Springs Elementary School	AP	Elementary Assistant Principal, Miami Springs Elementary School	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>
Lourdes Cela	Senior Assistant Principal, Miami Coral Park Senior High School	AP	Elementary Assistant Principal, Orchard Villa Elementary School (Effective 10/26/2006)	AP
Eduardo J. Tagle	Elementary Assistant Principal, Charles David Wyche, Jr. Elementary School	AP	Elementary Assistant Principal, Palm Springs North Elementary School (Effective 10/30/2006)	AP
Julio Fong	Elementary Assistant Principal, Ernest R Graham Elementary School	AP	Middle School Assistant Principal, Lake Stevens Middle School (Effective 10/26/2006)	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>
Christopher Gonzalez	Middle Assistant Principal, Hialeah Middle School	AP	Senior Assistant Principal, American Senior High School (Effective 10/26/2006)	AP
Eduardo L. Alonso	Middle Assistant Principal, South Miami Community Middle School	AP	Elementary Assistant Principal, Kenwood K-8 Center (Effective 11/2/2006)	AP
Wallace Aristide	Senior Assistant Principal, Dr. Michael M. Krop Senior High School	AP	Senior Assistant Principal, Miami Northwestern Senior High School (Effective 11/9/2006)	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>
Princess L. Briggs	Curriculum Support Specialist, Miami Edison Senior High School	--	Instructional Supervisor Exceptional Student Education, School Improvement Zone (Effective 10/13/2006)	21
Geneva K. Woodard	Retired Administrator	--	Associate Superintendent, School Improvement Zone (Effective 12/01/2006)	26

NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Josette Paris	Elementary Principal, Staff Recruitment	P1	Instructional Staffing Officer, Instructional Staffing (Career redirection at the request of the incumbent)	20
Caroline E. Raffington	Hourly Community School Program Specialist, 5000 Role Models	--	Marketing and Developing Officer, 5000 Role Models (Pending background check)	20
Lisette T. Camps	District Supervisor Instructional Support, Advanced Academic Programs	21	Executive Director, Advanced Academic Programs	22
Laurie L. Kaplan	Elementary Assistant Principal, Eugenia B. Thomas Elementary School	AP	District Supervisor Instructional Support, Elementary Education	21
Maria T. Diaz- Gonzalez	Curriculum Support Specialist, Secondary Education	--	District Supervisor Instructional Support, Elementary Education	21
Elton E. Hilton	Instructional Resource Specialist, Regional Center I	--	District Supervisor Instructional Support, Elementary Education	21
Eugene M. Dunn	Teacher, Miami Killian Senior High School	--	District Supervisor Instructional Support, Secondary Education	21

NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Patricia A. Booth	Retired Administrator	--	Executive Director Magnet Programs, Charter School Operations (Pending background check)	22

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>
Edward F. Brown	Executive Director, District Budget Financial Operations/ Budget	22	Executive Director School Budget, Financial Operations/ Budget	22
Jose L. Dotres	Administrative Director, Professional Development Compliance, Training/Development	24	Regional Administrative Director, Regional Center I	24

**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>
Sam Ingram III	Coordinator Construction, Facilities Operations, Maintenance	40	Senior Project Manager, Facilities Operations, Maintenance	45
Mark H. Dozier	Coordinator Construction, Region Maintenance Center 3	40	Project Manager II, Facilities Operations, Maintenance	43
Regina M. Davis	Inventory Account Specialist II, Transportation Vehicle Maintenance	--	Coordinator II, Central Stockroom, Transportation Vehicle Maintenance	41

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>
Robert Carter	Building code Inspector, Education Facilities Code Compliance	--	Coordinator Construction, Facilities Operations, Maintenance	40
Humberto Carvajal	Zone Mechanic, Region Maintenance Center 4	--	Coordinator Construction, Facilities Operations, Maintenance	40
Thomas E. Quigley	Glazier II Journeyperson, Region Maintenance Center 2	--	Coordinator Construction, Facilities Operations, Maintenance	40
Roger M. Russell	Foreperson, Sound Communications Technician, Capital Task Force	--	Coordinator Construction, Facilities Operations, Maintenance	40
Esther M. Calvo- Chebbi	Budget Analyst, ESE	43	Budget Supervisor, ESE (Effective 11/06/2006)	44

RECOMMENDED: That effective November 21, 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/or DCSAA positions:
 - a. Enterprise Resource Planning Project Management Officer, MEP pay grade 25, Business Operations
 - b. Executive Director, Community Services, MEP pay grade 22, Community Services
 - c. Manager II, Loss Prevention, DCSAA pay grade 38, Office of Risk and Benefits Management
2. approve the recommendations as set forth above for appointments and lateral transfers to be effective November 22, 2006 or as soon thereafter as can be facilitated, with the exception of the effective dates as noted throughout the item.

CS:mtp

SALARY RANGE

26	106,396 - 165,903	45	62,408 - 108,105
24	98,400 - 131,258	44	59,437 - 102,962
P3	94,400 - 125,938	43	56,602 - 98,053
P2	86,000 - 123,495	41	51,349 - 88,952
P1	82,000 - 121,052	40	48,897 - 84,710
22	72,842 - 121,052		
21	67,291 - 113,716		
20	62,167 - 104,362		
AP	61,200 - 96,188		

D R A F T

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|-----------------------|---|
| 1. | JOB TITLE: | Enterprise Resource Planning Project Management Officer |
| 2. | DEPARTMENT: | Business Operations |
| 3. | IMMEDIATE SUPERVISOR: | Deputy Superintendent, Business Operations |
| 4. | PAY GRADE: | 25 |
| 5. | JOB CODE: | TBA |
| 6. | BARGAINING UNIT: | 6 |
| 7. | POSITION AUTHORIZED: | Board Item D-21, November 21, 2006 |
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OCCUPATIONAL SUMMARY

Responsible for leading the Miami-Dade County Public Schools (M-DCPS) Enterprise Resource Planning (ERP) initiative during all phases of pre-implementation and post-implementation, establishing common metrics, project baselines and standard project management disciplines. Oversees the staffing, budgeting, development, design, security and integration of multi-site operations. This includes project preparation, global blueprinting, business blueprinting, realization, final preparation and implementation phases.

EXAMPLE OF DUTIES

1. Directs the planning and managing of business process assessments, requirements mapping and future vision blueprinting as related to mySAP (mySystems Applications Products) Business Suite software.
2. Defines key capabilities/requirements that will enable the District's ERP application strategy to align with organizational goals and objectives.
3. Plans and manages application design and architecture activities.
4. Creates project deliverable templates and standards. Resolves project problems and integration issues.
5. Creates conceptual designs (including application interfaces and interactions).
6. Plans and manages program-wide applications by building, testing, and deploying activities.
7. Identifies and monitors interdependencies between various application implementation activities.

8. Plans and establishes go-live activities of the ERP applications.
9. Assists in all aspects of District-wide change management including training and ongoing operational support.
10. Assists in the Request For Proposal (RFP) process to recommend a consulting firm to assist in implementing mySAP Business Suite.
11. Manages a team of internal functional and technical staff, and consultants on a daily basis to ensure the on-going, timely and cost-effective delivery of the ERP initiative.
12. Works with the ERP Executive Steering Committee, Executive Sponsor and Senior Staff to consistently ensure that the ERP project progress aligns with the District's strategic plan.

PHYSICAL REQUIREMENTS

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

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Human Resources, Finance, Information Technology, or related field. Master's degree preferred.
2. Seven (7) years of progressive supervisory experience.
3. Three (3) years of experience as a Project Manager in major ERP implementations or upgrades.
4. K-12 or Public Sector ERP experience preferred.
5. Demonstrated ability to communicate effectively in both oral and written forms.

D R A F T

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|-----------------------|--|
| 1. | JOB TITLE: | Executive Director, Community Services |
| 2. | DEPARTMENT: | Community Services |
| 3. | IMMEDIATE SUPERVISOR: | Administrative Director |
| 4. | PAY GRADE: | 22 |
| 5. | JOB CODE: | TBA |
| 6. | BARGAINING UNIT: | 6 |
| 7. | POSITION AUTHORIZED: | Board Item D-21, November 21, 2006 |
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OCCUPATIONAL SUMMARY

Directs and supervises the activities of the Office of Community Services as directed by the Administrative Director. Implements the philosophy, goals, objectives, and policies of stakeholder engagement and District efforts to support community involvement.

EXAMPLE OF DUTIES

1. Directs, supervises and implements District community services programs to actively engage family and community members to become partners in raising and maintaining high student achievement.
2. Assists in the preparation and monitoring of the District budget for Community Services.
3. Prepares grant applications for community services and stakeholder engagement initiatives as directed by the Administrative Director.
4. Designs and supervises the plans for implementing community involvement programs to meet the strategic plan of the school system and to comply with School Board Rules including professional development activities and trainings for stakeholders.
5. Provides information to administrative and instructional personnel, parents, business and community leaders regarding issues related to the areas of responsibility of the office.
6. Plans and directs the implementation of new programs to support reform initiatives including Secondary School Reform.
7. Prepares, engages, and monitors contracts for services to support community, business and parental partnership efforts.

8. Directs the procurement, allocation and distribution of support materials, curriculum, and training to stakeholders for all community services programs.
9. Plans and conducts recognition and appreciation events for programs within the Office of Community Services.
10. Reviews, critiques and assists in selecting educational materials and programs.
11. Develops and maintains reports regarding district-wide information relative to the responsibilities of the office.
12. Assists the Administrative Director in supervising and evaluating the performance of personnel assigned to the office.
13. Initiates, conducts and implements assigned task forces for employee recognition programs.
14. Reviews current research and identifies appropriate professional development opportunities for the professional growth of district staff that service the schools.
15. Assists in the development of marketing strategies for the Office of Community Services.
16. Performs other duties related to general administration responsibilities as assigned by the Administrative Director Office of Community Services.

PHYSICAL REQUIREMENTS

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

MINIMUM QUALIFICATION REQUIREMENTS

1. Master's degree or higher in education or a related field or a Bachelor's degree and a minimum of ten years private sector administrative/supervisory experience.
2. Minimum of seven (7) years of successful administrative/leadership experiences in education, business and/or community relations or marketing.
3. Demonstrated ability to communicate effectively in both oral and in written form.
4. Demonstrated ability to secure resources through such avenues as private sector solicitation, grant/foundation writing, and/or special events.

D R A F T

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|-----------------------|--|
| 1. | JOB TITLE: | Manager II, Loss Prevention |
| 2. | DEPARTMENT: | Office of Risk and Benefits Management |
| 3. | IMMEDIATE SUPERVISOR: | Coordinator I, Loss Prevention |
| 4. | PAY GRADE: | 38 |
| 5. | JOB CODE: | TBA |
| 6. | BARGAINING UNIT: | 8 |
| 7. | POSITION AUTHORIZED: | Board Item D-21, November 21, 2006 |
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OCCUPATIONAL SUMMARY

Investigates accidents and incidents which would give rise to claims against the District. Assists in developing and providing loss control instruction to select employee groups to reduce injuries and accident costs to the District. Provides training and analyzes available accident statistical data to determine areas in which training needs should be concentrated to reduce injuries and worker's compensation claims.

EXAMPLE OF DUTIES

1. Provides assistance to supervisors in loss control requirements, such as specialized insurance analysis for properties; fire losses; special surveys; and communications.
2. Assists in developing lesson plans and training materials to present various types of loss control instruction.
3. Provides specialized training to select employee groups in coordination with Risk Management division/departments heads.
4. Assists in developing computer programs to provide improved analysis of accident cause factors and their related costs.
5. Analyzes computer input and other data to determine where main accident prevention efforts are needed.
6. Assists in accident investigations and loss prevention inspections.
7. Provides information on loss and accident prevention programs.
8. Investigates accidents in compliance with state, county, federal authorities and insurance carrier's requirements.
9. Recommends solutions for correction of hazards, increase of life safety, reduction of losses and associated costs, should losses occur.

10. 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 both indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in business administration, education, insurance, or related fields with specialization in accident investigation, loss prevention, or insurance.
2. Minimum of three (3) year's experience in loss prevention, or insurance including experience in conducting classes or workshops in the field loss prevention or insurance (Certification to conduct safety and loss prevention programs in the State of Florida will be obtained after employment).
3. Demonstrated ability to communicate effectively in both oral and written form.