

Carolyn Spaht, Chief of Staff

**SUBJECT: JOB DESCRIPTIONS UPDATE FOR 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/or change of title.

RECOMMENDED: That effective November 21, 2006, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida:

1. Approve changes to minimum qualifications and title change for the following MEP and/or DCSAA positions:
 - a. District Director, Leadership Development, MEP pay grade 23, Professional Development
 - b. Director I, Science Engineering Mathematics Aerospace Academy (SEMAA), MEP pay grade 21, Secondary-Curriculum and Instruction
 - c. Supervisor II, Property Accounting, DCSAA pay grade 44, Division of General Accounting
 - d. Supervisor II, Site Acquisition/Leasing and Inter-governmental Coordination, DCSAA pay grade 44, Facilities Planning

2. Approve changes to minimum qualifications for the following MEP and/or DCSAA positions:
 - a. District Director, Administrative Staffing, MEP pay grade 23, Administrative/Professional and Technical Staffing
 - b. Technical Operations Coordinator, DCSAA pay grade 43, Division of Media Programs

CS:mtp

D R A F T

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

1. JOB TITLE: District Director, Succession Management Leadership Development
 2. DEPARTMENT: Professional Development
 3. IMMEDIATE SUPERVISOR: Administrative Director, Leadership Development
 4. PAY GRADE: 23
 5. JOB CODE: 0779
 6. BARGAINING UNIT: 6
 7. DATE OF LAST REVISION: October 30, 2006
 8. POSITION AUTHORIZED: Board Item A-2, June 15, 2005
 9. MIN. QUAL. & TITLE CHANGE: Board Item D-24, December 13, 2006
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OCCUPATIONAL SUMMARY

Directs administration, development, delivery and implementation of professional development activities to prepare personnel for career advancement and enhancement of job performance.

EXAMPLE OF DUTIES

1. Plans, designs and administers district wide professional development programs to recruit and select school based administrators.
2. Monitors the administration of professional development programs that are required by District, state and federal mandates.
3. Assists in the development of legislative proposals that affect staff development.
4. Implements major administrative initiatives that impact professional development.
5. Collaborates with community, higher education and business partners to establish a cadre of mentors to support developing leaders.
6. 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. Work is primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Master's degree with certification in administration/supervisions or educational leadership, or school principal, in Education, Educational Administration, Administration and Supervision, Educational Leadership, Human Resources, or a related field. Certification in Educational Administration, Administration and Supervision, Educational Leadership, or school principal, preferred.
2. Minimum of five (5) years teaching and/or administrative experience. of increasingly responsible administrative experience.
3. Minimum of five (5) years experience in personnel management functions in a large organization (500 employees and above).
4. Demonstrated experience in planning and organizing programs or projects.
4. Teaching experience at the elementary, middle, or senior high school levels, preferred.
5. Ability to manage diverse and dynamic personnel, and staff development programs.
6. Demonstrated ability to communicate effectively in both in 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: | <u>Director I, Urban Systemic Initiative
Science Engineering Mathematics
Aerospace Academy (SEMAA)</u> |
| 2. | DEPARTMENT: | Secondary-Curriculum and Instruction |
| 3. | IMMEDIATE SUPERVISOR: | Administrative Director, Science
Education |
| 4. | PAY GRADE: | 21 |
| 5. | JOB CODE: | 0869 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | POSITION AUTHORIZED: | Board Item E-2, December 13, 1995 |
| 8. | POSITION REVIEWED: | October 13, 2006 |
| 9. | MINIMUM QUAL. & TITLE CHANGE: | Board Item D-24, November 21, 2006 |
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OCCUPATIONAL SUMMARY

Serves as liaison to the Science Community Leadership Council, other involved groups and the media. Additionally, the Director, will work cooperatively with informal science organizations, colleges and universities, businesses and industries, scientists in the community and other local, state and national experts in the field of science. Assists the Administrative Director with professional development activities in science education.

EXAMPLE OF DUTIES

1. Assists the Administrative Director to ensure compliance in the delivery of the initiatives stipulated in the National Aeronautics Space Administration (NASA) SEMAA program.
2. Serves as a liaison among the community, media, businesses and institutions of higher learning relative to District-wide ventures.
3. Provides information concerning outreach activities to administrative and instructional personnel, patrons, civic and professional groups, and community agencies.
4. Makes recommendations and serves as a resource to improve the outreach activities of elementary and/or secondary schools.

5. Meets regularly with the Administrative Director for the Division of Science Education in order to improve communication among schools, the Administrative Director for the School Improvement Plan (SIP), District offices, and community groups.
6. Assists in the evaluation of outreach programs and how they satisfy the goals of the NASA SEMAA program.
7. Coordinates media activities and assists other supervisors and coordinators in production activities.
8. Gains commitments from businesses and industries to support improved learning in science through mentoring, internships, materials and long term funding as well as community groups such as churches, scouts, and service clubs to set up homework centers, award programs and tutoring services.
9. Recruits parents through Saturday Science, Family Science and the PTA to contribute science materials at Parent Resource Centers to build school site science and nature study centers, and to participate in other activities that support science learning.
10. Assists the Administrative Director with professional development activities in science education.
11. Performs other duties related to general administrative responsibilities as assigned by the Administrative Director, the Assistant Superintendent, and the Deputy Superintendent.

PHYSICAL REQUIREMENTS

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

MINIMUM QUALIFICATION REQUIREMENTS

1. Master's degree with certification in ~~mathematics and/or~~ science. Certification in administration and/or supervision, or educational leadership, or an approved plan to achieve such certification within two (2) years.
2. Minimum of three (3) years teaching experience in ~~mathematics or~~ science.

3. Minimum of two (2) years as a ~~mathematics~~ or science chairperson, or other leadership experience preferred.
4. Familiarity with major trends and requirements in ~~mathematics~~ and science instruction.
5. Experience with community-based organizations.
6. ~~Acceptable evaluations for the past three (3) years.~~
6. Ability to deal tactfully and effectively with others.
7. Demonstrated ability to communicate effectively in both oral and written form.

D R A F T

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. JOB TITLE: | Supervisor II, <u>Property</u> Accounting |
| 2. DEPARTMENT: | Division of General Accounting |
| 3. IMMEDIATE SUPERVISOR: | Assistant Controller, Division of General Accounting |
| 4. PAY GRADE: | 44 |
| 5. JOB CODE: | 0377 |
| 6. BARGAINING UNIT: | 8 |
| 7. DATE OF LAST REVISION: | September 12, 2006 |
| 8. POSITION AUTHORIZED: | Board Item C-4, January 8, 1986 |
| 9. MINIMUM QUAL. & TITLE CHANGE: | Board Item D-24, November 21, 2006 |
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OCCUPATIONAL SUMMARY

Supervises Property Accounting, responsible for the accounting and maintenance of financial records for the District's capital assets. Assists property and external auditors, approves purchases of motor vehicles and capital leases. Ensures the property system complies with the new reporting requirements of Government Accounting Standards Board. Plays a key role in the year-end financial closing account analysis in the preparation of the Annual Financial Report (AFR) and Comprehensive Annual Financial Report (CAFR).

EXAMPLE OF DUTIES

1. Develops and maintains computer schedules to reconcile furniture, fixtures, and equipment, motor vehicles, capital leases, fixed assets, land & buildings, and capital redirections to the general ledger on a quarterly basis, to facilitate the reconciliation for the year-end financial statements.
2. Prepares journal voucher entry for quarterly changes to fixed assets, Furniture, Fixtures and Equipment (FF&E), capital leases, as well as the long-term debt.
3. Coordinates applications for tags and titles of vehicles owned by Miami-Dade County Public Schools (M-DCPS).
4. Coordinates title transfers for all vehicle auctions and is onsite at these auctions.
5. Directs, coordinates and researches differences of Management Science American Finance (MSAF) Accounts Payable system into the Property Accounting master file.

6. Assists and provides information to external, internal and state auditors for audits of fixed assets.
7. Gives on-line approval to capital lease and motor vehicle purchases. Directs, coordinates and controls the recording of such purchases into the property Control Master file.
8. Participates in the needs assessment, decision making, planning and implementation of new systems, fixed assets and related systems.
9. Provides further assistance for modifications to the property system to adhere to new accounting pronouncements.
10. Serves as liaison between various departments to ensure that Property Accounting receives required information related to capital assets for proper financial reporting and disclosure.
11. Directs, coordinates and reviews the input of new equipment by the Property Accounting Unit.
12. Prepares and presents to the Board a Quarterly Nonexpendable Personal Property Inventory Deletions and Recoveries Report.
13. Compiles and provides information related to capital leases and fixed assets for footnote disclosure and financial statements in our AFR submitted to the State of Florida Department of Education and in the CAFR.
14. Prepares comparative analysis reports for management.
15. Develops procedures for the Property Accounting system and revises the procedures manual as needed.
16. Develops operational and Information Technology Services enhancements and procedures to maintain Property Accounting System information at the maximum level and to ensure that processes are as automated as possible.
17. Develops procedures to prepare revised Property Accounting Forms.
18. Supervises and cross-trains clerical staff to ensure an efficient operation. Assists Stores & Mail Distribution (S & D), Transportation, and Maintenance department employees with marking and tagging new equipment. Helps property auditors, and their supervisor to work with Property Accounting System.
19. Provides assistance to other units within the Division of General Accounting to enhance cross training of department administrators in multiple areas.
20. Prepares and analyzes the year-end inventory work papers for S & D and textbooks.

21. Performs other duties related to general administrative responsibilities as assigned by the Assistant Controller, Division of General Accounting.

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 Accounting, Business Administration or Finance. Master's degree in Finance/Accounting/Business Administration or Certified Public Accountant desirable.
2. Minimum of five (5) years experience in ~~Accounting and knowledge of micro-computer applications (such as Word and Excel), Mainframe and Networking systems~~ finance/accounting or auditing, preferably in the governmental sector.
3. Knowledge of microcomputer applications (such as Word and Excel), Mainframe and Networking systems.
4. Minimum of three (3) years of supervisory experience.
5. Demonstrated ability to communicate effectively in both oral and written forms.
6. Demonstrated ability to work well under strict deadlines.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

1. JOB TITLE: Supervisor II, Site Planning Acquisition/Leasing and Government Liaison Intergovernmental Coordination
 2. DEPARTMENT: Facilities Planning
 3. IMMEDIATE SUPERVISOR: Executive Director I, Facilities
 4. PAY GRADE: 44
 5. JOB CODE: 0459
 6. BARGAINING UNIT: 8
 7. DATE OF LAST REVISION: September 19, 2006
 8. POSITION AUTHORIZED: Board Item C-4, January 8, 1986
 9. TITLE & MIN. QUAL. CHANGE: Board Item D-24, November 21, 2006
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OCCUPATIONAL SUMMARY

Supervises the District's real estate activities, and provides necessary research and technical support services in all activities related to real property leasing or acquisition. Coordinates with local governments on joint use agreements and spearheads the development of joint use and interlocal agreements. Maintains a current and accurate database of all lease and joint use agreements and formulates strategies to reduce lease costs as may be appropriate for presentation to the Executive Director. Represents the District at public hearings within areas of responsibility.

EXAMPLE OF DUTIES

1. Directs negotiations and preparation of purchase contracts, leases and other documents pertaining to the condemnation, purchase, lease and sale of real property.
2. Locates suitable land or facilities in accordance with identified needs for new school sites, expansion of existing sites and other real estate needs, and provides technical assistance to reviewing entities, both internal and external.
3. Coordinates planning for future sites or facilities with central administration, Regional Centers, land planners, developers and local and state governmental planning agencies.

4. Serves as a District liaison to other public agencies on site related matters for schools and ancillary facilities.
5. Directs the preparation and organization of documents for presentation at public meetings and coordinates with city, county, and private agencies as required for the acquisition or leasing of sites.
6. Coordinates road closures, utility relocations, and necessary easements at school sites with city, county and state agencies.
7. Assists the Executive Director in activities related to the evaluation of countywide development and zoning proposals which impacts essential school services.
8. Supervises selected staff within the Department of Site Acquisition and Leasing.
9. Performs other duties related to general administrative responsibilities as assigned by the Executive Director, Facilities.

PHYSICAL REQUIREMENTS

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

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Business Administration, Real Estate, Planning, Public Administration or related field.
2. Seven (7) years of planning and/or real estate experience.
3. Knowledge of State Requirements for Educational Facilities and codes and rules governing school planning ~~and construction.~~
4. Documentation of progressively responsible administrative and supervisory experience in governmental or educational agencies.
5. Knowledge of County and Municipal Zoning and Subdivision Codes.
6. Demonstrated ability to communicate effectively in written and oral form.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | District Director, Administrative Staffing |
| 2. | DEPARTMENT: | Administrative/Professional and Technical Staffing |
| 3. | IMMEDIATE SUPERVISOR: | Employment and Staffing Officer |
| 4. | PAY GRADE: | 23 |
| 5. | JOB CODE: | 0142 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | November 8, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-3, August 25, 1999 |
| 9. | MINIMUM QUAL. CHANGE: | Board Item D-24, November 21, 2006 |
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OCCUPATIONAL SUMMARY

Responsible for system-wide selection, transfer, and promotion of administrative personnel. Initiates steps to process applicants for administrative training programs designed to improve the performance level of prospective principals and assistant principals. Reports to and assists the Employment and Staffing Officer in monitoring the selection process and reviewing and revising Board Rules for Administrative/Professional and Technical Staffing as needed.

EXAMPLE OF DUTIES

1. Maintains knowledge of State Statutes on certification requirements and qualifications for selecting school site administrative personnel.
2. Initiates and directs the administrative selection procedures, i.e., verifies open positions and budget, advertises positions, maintains eligible candidate rosters, arranges for screening/interviewing committees, schedules finalist candidates for review committees and arranges logistics for the process of administrative/professional and technical staffing.
3. Chairs the screening and interviewing committees, e.g., researches certification and qualification claims, processes security check authorization waivers, prepares a file for each position and periodically supplies the appropriate administrators with background data on each administrative position filled.
4. Maintains comprehensive records on the selection of administrative personnel.
5. Provides career counseling to applicants who are seeking administrative assignment.

6. Initiates steps to screen and interview applicants seeking admission to the Principal Preparation Program.
7. Directs and participates in the assignments, training, supervision, and evaluation of staff and their work.
8. Reviews existing selection procedures and makes recommendations for change.
9. Provides training for District personnel in interviewing techniques and protocols.
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. Master's degree in Educational Administration and Supervision, Educational Leadership or related field and a minimum of three (3) years of increasingly responsible administrative experience at the school, region, or District Office

OR

Bachelor's degree in Human Resources, Public Administration, or a related field and a minimum of seven (7) years supervisory experience in human resources in an urban school district or other large organization.

- ~~2. Minimum of three (3) years of increasingly responsible administrative experience at the school, region, or District office.~~
2. Demonstrated ability to communicate effectively, in both orally and in writing, as evidenced by clarity and conciseness of expression. written form.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|------------------------|---|
| 1. | JOB TITLE: | Technical Operations Coordinator |
| 2. | DEPARTMENT: | Division of Media Programs |
| 3. | IMMEDIATE SUPERVISOR: | General Manager, Division of Media Programs |
| 4. | PAY GRADE: | 43 |
| 5. | JOB CODE: | 0833 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | November 3, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-3, July 10, 2002 |
| 9. | MINIMUM QUAL. CHANGE: | Board Item D-24, November 21, 2006 |
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OCCUPATIONAL SUMMARY

Manages, directs and supervises the installation, maintenance and operation of broadcasting and related equipment and facilities that support the radio, television, Instructional Fixed Television Service (ITFS) and cable television services provided by Miami-Dade County Public Schools (M-DCPS).

EXAMPLE OF DUTIES

1. Establishes goals and objectives for the engineering department in conference with the General Manager.
2. Prepares, submits and manages annual budget for WLRN-TV.
3. Prepares or ensures that preparation of reports for M-DCPS, the Federal Communications Commission, Florida Department of Education, and other appropriate bodies.
4. Oversees and executes the day-to-day activities that ensure proper operation and maintenance of WLRN-FM, WLRN-TV, ITFS system, and Cable operation.
5. Develops and implements radio and television engineering standards and policies that ensure efficient operations of broadcasting and related equipment
6. Selects and recommends employment of highly skilled radio and television engineering staff.

7. Designs broadcast and non-broadcast radio and television equipment installations and specifications for the purchase of radio and television equipment and related technologies.
8. Develops and recommends strategic initiatives regarding the design of the WLRN facility for radio and television broadcast, production and other technologies that will keep WLRN competitive.
9. Serves as advisor to the purchasing department and other school system departments in the selection, purchase, operation and maintenance of electronic equipment. Evaluates equipment bids.
10. Ensures compliance of radio and television equipment and operations with Federal Communications Commissions (FCC) rules and regulations.
11. Prepares radio and television engineering submissions for applications for Federal Communications Commission radio and television licenses and insures compliance of equipment and operations.
12. Coordinates the planning, transition, and the management of the digital tower and the digital transition.
13. Supervises the operation of the school systems' service for installing and maintaining television master antenna systems in school sites as required.
14. Directs the professional development of the engineering staff.
15. Initiates efforts to insure safe operation of radio and television engineering equipment.
16. Prepares recommended and annual budget for the operation and maintenance of radio, television, ITFS and cable facilities and equipment.
17. Prepares engineering project budgets for inclusion in applications to funding source.
18. Ensures the correct installation and maintenance of all broadcast and related equipment.
19. Develops and administers short term and long range plans for the television station in coordination with the General Manager.

20. Maintains and cultivates communications with other WLRN station departments.
21. Performs such other related duties as may be assigned by the General Manager.

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 QUALIFICATIONS REQUIREMENTS

1. Bachelor's degree in engineering, electronics or related field.
2. ~~Five (5)~~ Three (3) years experience in radio and television as Chief Engineer or ~~Director of Engineering.~~ or five (5) years experience in a senior level broadcast engineer position.
3. Three years (3) experience in radio/television equipment installation, maintenance and operations.
4. Working knowledge in electronics, mechanics, broadcast operations, radio and television transmitters/translators, FCC technical compliance, and personnel management.
5. ~~The ability to successfully follow a project from inception to completion in a timely fashion as assigned while utilizing time, human and financial resources efficiently.~~
5. Demonstrated ability to communicate effectively in both oral and written form. ~~clearly and concisely, verbally and in writing.~~

