

Rudolph F. Crew, Ed.D., Superintendent of Schools

**SUBJECT: REQUEST THAT THE SCHOOL BOARD OF MIAMI-DADE COUNTY,
FLORIDA:**

1. APPROVE THE RECOMMENDED HIRING PROCESS FOR
MANAGERIAL EXEMPT PERSONNEL (MEP)
2. AUTHORIZE THE PROPOSED AMENDMENT OF SCHOOL
BOARD RULES:

**INITIAL READING 6Gx13- 4A-1.16, ASSIGNMENT, TRANSFER,
AND APPOINTMENT – NON-SCHOOL SITE ADMINISTRATIVE
POSITIONS;**

**INITIAL READING 6Gx13- 4A-1.161, ASSIGNMENT, TRANSFER,
AND APPOINTMENT – SCHOOL SITE ADMINISTRATIVE
POSITIONS; AND**

**REPEAL THE DOCUMENT *MANAGEMENT SELECTION
PROCEDURES MANUAL*, WHICH IS INCORPORATED BY
REFERENCE IN SCHOOL BOARD RULES 6Gx13- 4A-1.16 AND
6Gx13- 4A-1.161**

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

At the June 14, 2006, School Board meeting, the Board approved the Superintendent's 2006-2007 performance objectives, which are aligned to the 2005-2008 District Strategic Plan. One of the Superintendent's objectives is the redesign of hiring processes for MEP employees. The proposed redesigned hiring process encompasses five broad steps, which have been defined as follows:

- 1) **Plan** – determine and plan for recruiting needs
- 2) **Recruit** – seek candidates for specific areas of need
- 3) **Select** – accept and screen applications, organize and conduct interviews, check references, and recommend candidate to superintendent

Revised
A-2

- 4) **Hire** – check background, process candidate, submit name for Board approval, and provide employee orientation
- 5) **Follow-up** – survey candidates and new hires to gain feedback on process, and conduct career and interview counseling as appropriate

Overview

Over the last decade, Miami-Dade County Public Schools has implemented the same administrative hiring process. Among other things, this hiring process has not included formal planning for recruitment, new hire orientation, or follow-up. In addition, elements of the hiring process are considered inefficient, paper-intensive, and ineffective.

Over the past few months, staff has analyzed the hiring process, with an eye towards making it more efficient and effective. In addition, staff has researched both the private and public sectors to identify best practices in hiring. Staff has also worked with the Dade Association of School Administrators (DASA) and conducted focus groups with school-site and non-school-site MEP employees to obtain feedback and suggestions. The outcome of these analyses and research is the proposed new MEP hiring process, which will enable to District to:

- ✓ Recruit for both short-term and projected long-term needs more effectively
- ✓ Match candidates' strengths to the needs of specific positions and worksites earlier in the process
- ✓ Improve the quality of the interview process
- ✓ Increase the efficiency of the hiring process and decrease the amount of time that candidates and committee members are away from their instructional duties due to interviews
- ✓ Improve the consistency and fairness of the hiring process
- ✓ Automate the hiring and candidate management processes
- ✓ Enable new hires to acclimate to their position and worksite more quickly

Summary of Revisions

The specific recommendations for revising the hiring process are as follows:

- Plan and Recruit
 - Assess the strategic plan and departmental/position turnover data and create a three-year recruiting plan
 - Conduct more targeted and non-traditional recruiting strategies and measure the Return on Investment of each strategy
- Select
 - Automate the hiring process and candidate management system
 - Assess candidate's strengths specific to position before the interview process
 - Consolidate, simplify and automate interview processes and forms
 - Provide training on effective interview techniques

- Hire
 - Check references prior to extending offer
 - Create and implement orientation to all new employees
- Follow-up
 - Conduct follow-up and/or counseling to candidates, as appropriate

Additionally, staff reviewed the job descriptions for assistant principal, vice principal, and principal to ensure that all proposed changes herein are reflected in those job descriptions. While it was determined that changes proposed as part of this item do not necessitate revisions to the job descriptions, it was also discovered that the job descriptions for assistant principal, vice principal, and principal need to be revised to reflect the current minimum qualifications for those positions. These job descriptions will be revised as part of Board agenda item D-24.

Attached are the Notice of Intended Action and the proposed amended rules. Changes from the current rules are indicated by underscoring words to be added and ~~striking through~~ words to be deleted.

Copies of the proposed repealed document, *Management Selection Procedures Manual*, which is incorporated by reference and is part of these rules, will be forwarded to School Board Members under separate cover and will be available for inspection by the public in the Office of Board Recording Secretary, Room 924, and the Citizen Information Center, Room 158, 1450 N. E. Second Avenue, Miami, Florida 33132.

Authorization of the Board is requested for the Superintendent to initiate rulemaking proceedings in accordance with the Administrative Procedure Act for the amendment of School Board Rules 6Gx13- 4A-1.16, Assignment, Transfer, and Appointment – Non-School Site Administrative Positions, 6Gx13- 4A-1.161, Assignment, Transfer, and Appointment – School Site Administrative Positions, and to repeal the document, *Management Selection Procedures Manual*, which is incorporated by reference in School Board Rules 6Gx13- 4A-1.16 and 6Gx13- 4A-1.161.

RECOMMENDED: That The School Board of Miami-Dade County, Florida:

1. approve the recommended hiring process for Managerial Exempt Personnel (MEP);
2. authorize the Superintendent to initiate rulemaking proceedings in accordance with the Administrative Procedure Act to amend School Board Rules:

6Gx13- 4A-1.16, Assignment, Transfer, and Appointment – Non-school Site Administrative Positions;

6Gx13- 4A-1.161, Assignment, Transfer, and Appointment – School Site Administrative Positions; and

repeal the document, *Management Selection Procedures Manual*, which is incorporated by reference in School Board Rules 6Gx13-4A-16 and 6Gx13- 4A-1.161.

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on December 13, 2006, its intention to amend School Board Rules 6Gx13- 4A-1.16, Assignment, Transfer, and Appointment – Non-School Site Administrative Positions, 6Gx13- 4A-1.161, Assignment, Transfer, and Appointment – School Site Administrative Positions, and to repeal the document, *Management Selection Procedures Manual*, which is incorporated by reference in School Board Rules 6Gx13- 4A-1.16, and 6Gx13- 4A-1.161, at its meeting of February 14, 2007.

PURPOSE AND EFFECT: The purpose of amending the rules and repealing the document is to provide School Board employees and new employees updated hiring procedures that reflect best practices and to provide the community easier access to these procedures.

SUMMARY: School Board Rules 6Gx13- 4A-1.16, Assignment, Transfer, and Appointment – Non-School Site Administrative Positions and 6Gx13- 4A-1.161, Assignment, Transfer, and Appointment – School Site Administrative Positions, include clarified procedures for hiring administrators for non-school site and school site positions.

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: 1001.41(1)(2); 1001.42(23); 1001.43(11), F.S.

LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC: 1001.42(5); 1012.01; 1012.22 F.S.; 6A-4.0083; 6A-4.0084 FAC

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF February 14, 2007, which begins at 1:00 p.m., in the School Board Auditorium, 1450 N.E. Second Avenue, Miami, Florida 33132. Persons requesting such a hearing or who wish to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), F.S., must do so in writing by January 8, 2007 to the Superintendent of Schools, Room 912, at the same address.

ANY PERSON WHO DECIDES TO APPEAL THE DECISION made by The School Board of Miami-Dade County, Florida, with respect to this action will need to ensure the preparation of a verbatim record of the proceedings, including the testimony and evidence upon which the appeal is to be based. (Section 286.015, Florida Statutes)

COPIES OF THE PROPOSED AMENDED RULES are available at cost to the public for inspection and copying in the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.

Originator: Ms. Carolyn Spaht
Supervisor: Dr. Rudolph F. Crew, Ed.D.
Date: November 29, 2006

Permanent Personnel**ASSIGNMENT, TRANSFER, AND APPOINTMENT--NON-SCHOOL SITE ADMINISTRATIVE POSITIONS PROFESSIONAL AND TECHNICAL EMPLOYEES**

This Board Rule establishes procedures for the selection of candidates for Professional and Technical positions in the ~~Manual of Administrative Personnel Procedures (MAPP)~~, other than principal, assistant/vice principal and executive level administrative positions as covered in Board Rules ~~6Gx13- 4A-1.15 and 4A-1.161~~. Vacancies in these positions will be advertised except as stated in this Board Rule, and except when, at the discretion of the Superintendent of Schools, alternative selection procedures which are part of a Board-approved pilot program are instituted for a specified period of time.

~~The Superintendent of Schools shall establish a thirteen member citizens' advisory committee, known as the Management Selection Advisory Committee, to review and render advice to the Superintendent of Schools on the impact and implementation of this Rule and Board Rule 6Gx13-4A-1.161. The committee shall be comprised of Miami-Dade County residents with experiences such as selection procedures, management, equal employment practice, and/or assessment strategies and other citizens with broad interest/involvement in public education. Nine members are to be appointed by School Board members, one by each member, and four by the Superintendent of Schools. The members will serve staggered three-year terms.~~

I. Procedures for Requesting a Vacancy to be Announced

Administrative heads of bureaus, regions, offices, divisions and departments will use the following procedure to request that a vacancy be announced.

- A. Complete a "Request to Advertise and Fill an Open Administrative Position" form and send it to the ~~Deputy Superintendent, Labor Relations and Personnel Management.~~ Officer of Human Resources, Recruiting and Performance Management.
- B. Review and prepare recommendations for updating the job description of the position to be advertised, including qualifications, responsibilities and major duties, which must be forwarded to the ~~Division of Wage and Salary Administration~~ the Office of Human Resources for revisions, if necessary.

- C. The Executive District Director, Management Selection Administrative/Professional and Technical Staffing, or designee, will be responsible for determining that the position to be filled is authorized and budgeted.

~~A Board-approved procedures manual setting forth procedures and practices employed to implement this Rule shall be maintained by Management Selection in Labor Relations and Personnel Management. This manual, entitled **Management Selection Procedures Manual**, is incorporated by reference in this Rule and is a part thereof. This procedures manual is on file in the Board Office, the Citizen Information Center, and the Office of School Board Clerk and shall be available for review by any party interested in the Miami Dade County Public Schools' management selection process.~~

II. Formal Selection Procedures

- A. The announcement of vacancies will state job-related qualifications for the positions, including certification, education, and other experiential requirements. These announcements will be distributed to bureaus, regions, offices, school centers, divisions, and departments. When appropriate, announcements also will be sent to university placement agencies and to other sources outside the school system that are potential resources for recruitment of qualified personnel. The announcements will specify the application procedures.

Application forms specifying the data an applicant must submit shall be developed and updated, when necessary, by the Executive District Director, Management Selection Administrative/Professional and Technical Staffing, or designee. An applicant shall be any person submitting properly completed application forms and meeting the qualifications as stated in the announcement.

Security and credential checks will be made by the Executive District Director, Management Selection Administrative/Professional and Technical Staffing, or designee, on all persons scheduled to be appointed prior to the date of the School Board meeting.

- B. When a position is advertised nationally, there will be three levels of applicant screening.

- Level #1 There is a screening of applications to determine those applicants who meet the published qualifications.
- Level #2 There is a second screening of applications to determine those applicants whose combination of training and experience most closely match the published qualifications for the position and who will be included in the Level III telephone screening.
- Level #3 There is a screening of selected applicants by telephone, conducted by the Interview Committee.
- B. The Interview Committee will review the applications and results of the telephone screening and will select applicants for oral interviews.
- C. The Executive District Director, Management Selection Administrative/Professional and Technical Staffing, or designee will be responsible for securing the nomination of persons to serve on pre-screening and oral interview committees for each position. Nominations shall be from a list of persons trained in selection and interview procedures. Each bureau or office head will designate persons to be trained for screening and interview committees. The immediate supervisor for the open position shall serve on the Initial Interview Committee, if available.
- D. Management Selection Administrative/Professional and Technical Staffing will convene the Initial Interview Committee. The Initial Interview Committee shall be constituted as follows:
- three members from the affected bureau, office, or division;
 - one school site administrator (principal or assistant principal according to the level of position);
 - one district or region office administrator selected by the Superintendent of Schools or designee; and
 - the Executive Director, Management Selection District Director, Administrative/Professional and Technical Staffing, or designee (non-voting).
- E. The Executive District Director, Management Selection Administrative/Professional and Technical Staffing, or designee will be responsible for notifying committee mem-

bers of the date, time, and place for pre-screening and interviews, scheduling the applicants to be interviewed, and conducting the interviews.

- F. At the conclusion of the interviews, the Initial Interview Committee will identify a minimum of two finalists. If the Interview Committee cannot identify a minimum of two finalists, the Deputy Superintendent for Labor Relations and Personnel Management Officer of Human Resources, Recruiting and Performance Management and Superintendent of Schools will be notified that an appropriate selection cannot be made. When a minimum of two finalists are identified, the names and records will be forwarded to the Review Final Interview Committee by Management Selection Administrative/Professional and Technical Staffing. If the Initial Interview Committee identifies one finalist, the name of the applicant will be maintained in the records for that position as a finalist. Upon completion of the re-advertised interview, when at least one additional finalist is identified, the names of all finalist applicants from both interviews will be forwarded to the Review Final Interview Committee.

The Review Final Interview Committee, consisting of the appropriate Deputy Superintendent (or paygrade equivalent) or designee, supervising bureau, office, division or department head, and at least two other ranking administrators, will examine all interview data and interview each finalist. The Review Final Interview Committee may select no more than one candidate to be recommended to the Superintendent of Schools. The name and records of the recommended candidate will be forwarded to Management Selection Administrative/Professional and Technical Staffing to initiate reference checks, fingerprinting and drug testing as necessary.

After clearance, Management Selection Administrative/Professional and Technical Staffing will forward the name and records of the recommended candidate to the Superintendent of Schools for review and approval. The Superintendent of Schools will approve the recommendation of the Review Final Interview Committee or select another finalist to be recommended to the Board for appointment. Management Selection Administrative/Professional and Technical Staffing will prepare the summary packet and submit it to the Assistant Superintendent, Professional Development and Career Advancement Officer of Human Resources, Recruiting and Performance Management. After review, the summary packet will be forwarded to the Senior

~~Executive Director, Labor Relations and Personnel Management~~, who will be responsible for preparing the formal recommendation of the Superintendent of Schools for approval by the School Board.

- G. All applicants for the position are to be notified in writing within a reasonable time by the ~~Executive District Director, Management Selection~~ Administrative/Professional and Technical Staffing, or designee, of the results of the interviews. This notification will offer the applicant interviewed and not selected as a finalist an opportunity to schedule a career counseling conference. The purpose of this career counseling conference will be to provide the applicant with any available information that may assist in his/her future professional development.

Finalist applicants not selected for the position will be notified immediately by telephone by the ~~Executive District Director, Management Selection~~ Administrative/Professional and Technical Staffing, or designee and in writing within a reasonable time. The applicant selected will be apprised of the recommendation by the supervising administrator or designee.

III. **Appointment of Temporary Administrators**

Subject to the approval of the School Board, the Superintendent of Schools may fill any administrative vacancy which occurs as the result of an emergency situation of an indeterminate length.

In the event of a sudden or unexpected vacancy in an administrative position, the Superintendent of Schools may fill the position immediately with a temporary appointment and report the action taken to the School Board for approval at the next regularly scheduled School Board meeting.

When an administrative position is open and formal selection procedures are anticipated, the Superintendent of Schools may make a temporary appointment to a position to assure continuity of services while the interview and selection process are being conducted.

When it is anticipated that an administrative position will be vacant for a specified period of time not to exceed one year, the position may be filled by a temporary administrator for the duration of the vacancy. At the termination of this period, the temporary administrator shall revert to his/her former status unless otherwise appointed or assigned.

Temporary appointments to administrative vacancies shall continue in effect until the return of the incumbent or until the position is filled through the formal selection procedures in this Rule. Temporary appointments may be made for an indeterminate time or a specified period of time not to exceed one year.

Administrators taking official leave for one year or less may return to the position to which they were previously assigned. When administrators on official leave extend their leave period beyond one year, the vacant position will be permanently filled.

IV. Upon recommendation of the Superintendent of Schools and approval of the School Board, administrative vacancies may be filled by the following procedures:

A. Lateral Transfers

Administrative vacancies may be filled by lateral transfer of a member of the staff providing that:

1. the staff member's position is of the same pay grade as the vacancy;
2. the staff member meets the qualifications of the vacant position;
3. the administrative head of the bureau, region, office, division, or department requests the position be filled by a lateral transfer; and
4. the Superintendent of Schools recommends and the School Board approves the lateral transfer.

B. Career Re-direction

Administrators who meet all qualifications for an administrative position may apply for career re-direction to a position at a lower pay grade. If approved by the Superintendent of Schools, it will be presented to the School Board for appointment as a request for "Career Redirection."

C. Direct Appointments

Upon the recommendation of the Superintendent of Schools, with the approval of the School Board, an administrative vacancy may be filled by a direct appointment of an individual who has demonstrated the specific qualifications and background applicable to the position.

The authority for direct appointments shall be exercised when necessary, i.e., as a result of reorganization, in cases of leaves or emergency needs, reassignment of personnel within region or district offices, or when the Interview Committee advises that it cannot make an appropriate selection or when the Superintendent of Schools deems it in the best interest of the school system.

D. Administrative Re-assignment

The Superintendent of Schools may recommend to the School Board administrative re-assignments for the most effective deployment of personnel.

V. ~~The Assistant Superintendent, Professional Development and Career Advancement~~ Officer of Human Resources, Recruiting and Performance Management shall monitor and regularly advise the Superintendent of Schools regarding the impact of these selection procedures on equal employment opportunity.

Specific Authority: ~~230.22(2); 230.23(17) F.S.~~ 1001.41(1)(2); 1001.42(23); 1001.43(11)
 Law Implemented, Interpreted, or Made Specific: ~~230.23(5)(a) and (f); 230.33(7)(a)~~
 and ~~(c); 231.02 F.S.~~ 1001.42(5), 1012.01; 1012.22 F.S.; 6A-4.0083; 6A-4.0084 FAC;

History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
 Repromulgated: 12-11-74
 Amended: 3-8-78; 1-20-82; 7-11-84; 3-20-85; 1-8-86; 6-25-86; 6-10-87; 7-13-88; 5-17-89; 5-21-97; 8-25-99

Permanent Personnel**ASSIGNMENT, TRANSFER, AND APPOINTMENT - SCHOOL SITE ADMINISTRATIVE POSITIONS MANAGERIAL EXEMPT PERSONNEL**

~~The principalship and assistant principalship (vice principalship as appropriate) Managerial Exempt Personnel (MEP) positions are key management positions essential to the operation of a responsive, effective, and efficient school district. The selection and development of the best available persons for these key positions are in the public interest. leaders are critical to meeting high standards of achievement.~~

School site MEP administrative vacancies will be filled through the procedures set forth in this Board Rule except in limited situations provided under this Rule and except when, at the discretion of the Superintendent of Schools, alternative selection procedures which are part of a Board-approved pilot program are developed and instituted for a specified period of time.

~~The Superintendent of Schools shall establish a thirteen member advisory committee, known as the Management Selection Advisory Committee, to review and render advice to the Superintendent of Schools on the impact and implementation of this Board Rule and Board Rule 6Gx13 4A-1.16. The committee shall be comprised of Miami-Dade County residents with experiences such as selection procedures, management, equal employment practice, and/or assessment strategies and other citizens with broad interest/involvement in public education. Nine members are to be appointed by School Board members, one by each member, and four by the Superintendent of Schools. The members will serve staggered three-year terms.~~

I. Identification of Eligible Candidates for School Site Administrative Positions

~~The Leadership Assessment Process (LAP) identifies eligible candidates for school site administrative positions through a comprehensive and objective system of screening, assessment, and selection. The LAP involves candidates in a highly structured interview as well as an in-basket activity. The Principal Preparation Program (PPP) and Assistant Principal Preparation Program (A3P) identify and prepare candidates to be placed on the Eligible Candidate Roster (ECR) for Principal and Assistant Principal, respectively. Candidates must be successful in meeting established standards in the structured interview and in the in-basket activity and complete the respective program requirements to be eligible to interview for an assistant principal position school site administrative position.~~

Application forms for the LAP PPP or A3P specifying the data an applicant must submit shall be developed and updated by Management Training the Office of Leadership Development in conjunction with Administrative/Professional and Technical Staffing. An applicant shall be any eligible person submitting properly completed application forms as set forth in this Rule.

Advertisements for LAP applicants for PPP or A3P assistant ~~principal~~ shall be for the generic position and shall occur at least once a minimum of two times per year. Administrative/Professional and Technical Staffing shall organize and manage the interviews, and the names of the applicants who are successful in the interview process will be submitted by the District Director, Administrative/Professional and Technical Staffing, to the Assistant Superintendent, Leadership Development, to participate in the appropriate preparation program (PPP or A3P) for one year.

At the conclusion of the program year, Tthe Senior Executive Director, Management Training, Assistant Superintendent, Leadership Development, shall submit to the Executive District Director, Management Selection Administrative/Professional and Technical Staffing, the names and assessment results of all applicants who successfully completed the LAP Principal Preparation Program or Assistant Principal Preparation Program for placement on the Assistant Principal Eligible Candidate Roster (ECR) for Principal or Assistant Principal, respectively. The names and assessment results of those applicants who did not meet the established standards shall be maintained by Management Training.

Applicants who are not successful in meeting the established standards during the interview process for the PPP or A3P ~~for assessing leadership potential through the LAP~~ may reapply annually will be eligible for reassessment after two years if recommended professional development activities and follow up career counseling have been completed. ~~The Senior Executive District~~ Director, Management Training Administrative/Professional and Technical Staffing, shall review LAP interview results with those applicants who did not meet the established standards, upon request by the candidate. Further assistance shall be provided by exploring alternate career paths and reviewing additional professional development opportunities available, e.g., ~~Miami Dade County Public Schools (M-DCPS) Management Academy classes, university courses, self study, attendance at relevant meetings, seminars, and/or conferences.~~

II. Entry Level Requirements/Selection and Appointment Procedures for School Site Administrative Positions

~~The State Board of Education requires that principal appointees hold a School Principal certification. Pursuant to State Board of Education Rule 6A-4.0083, new principal appointees are assigned as interim subject to completion of the state and local required program for issuance of a School Principal Certificate. Interim principals will be selected/appointed pursuant to the procedures described in this Rule.~~

~~The district established as of July 1, 1986, a principalship internship program for Assistant Principals the Executive Training Program (ETP), to ensure availability of qualified/certified principals. Participants in the ETP will be selected pursuant to the procedures described in this Rule.~~

M-DCPS entry requirements for the principalships, vice-principals, and the assistant principalship are comprised of the following:

- A. Assistant/Vice Principalship Applicants
1. ~~Earned Master's Degree or Vocational Education Director for Vice Principalship of Vocational Technical School positions.~~
 2. Valid Florida Educator's Certificate in Administration or Administration/Supervision, School Principal at the appropriate level, i.e., elementary, secondary, adult, vocational, Vocational Education Director for Vice Principal of Vocational Technical School, or Educational Leadership, or School Principal as required by State Board of Education Administrative Rule.
 3. Three complete years of successful instructional experience at a school-site.
 4. Past performance as reflected in acceptable evaluations for the last three years (i.e., evaluation ratings of at least "meets standards" or equivalent for teachers being promoted to Assistant Principal or Vice Principal and/or evaluation ratings of at least "Commendable Performance Standards" or equivalent for Assistant Principals being promoted to Vice Principal) and recommendation for the position from the immediate supervisor.

5. ~~Successful completion of Management Assessment Center or LAP.~~ the Assistant Principal Preparation Program.

~~The Superintendent of Schools or designee shall have these requirements reviewed every three years.~~

B. ~~Principalship Applicants~~

Pursuant to State Board of Education Rule 6A-4.0083, new principal appointees are assigned as interim subject to completion of the state and local required program for issuance of a School Principal Certificate. Principals will be selected/appointed pursuant to the following:

1. ~~Earned Master's Degree or Vocational Education Director for Principalship of Vocational Technical School positions.~~
2. For appointment as an Interim Principal, Valid Florida Educators Certificate, with certification in Educational Leadership, Administration or Administration/ Supervision, Vocational Education Director for Principal of Vocational Technical School, or School Principal at the appropriate level, i.e., elementary, secondary, adult, vocational, as required by State Board of Education Rule.
3. ~~For regular appointment to the position of principalship, a School Principal Certificate and a successful year of a-service in the dDistrict as an interim principal.~~
4. Three complete years of instructional experience at a school-site.
- 4.5. Three complete years of school site administrative experience or combination of school site and equivalent district experience. In the case of special technical centers where no applicants meet the administrative experience requirement, this requirement may be waived.
- 5.6. ~~Last three years' evaluation ratings of at least "Exceeds Performance Expectations" before 1998 and~~ Past performance as reflected in evaluation

ratings for the last three years of at least "Commendable Performance Standards" or equivalent, beginning with 1998-1999 school year and recommendation for the position from the immediate supervisor. Applicants who do not meet this requirement must have approval for a waiver from the Superintendent of Schools or designee.

- 6.7. ~~Successful completion prior to appointment of one or both years of the State/Board Approved Executive Training Program~~ Principal Preparation Program.

~~When deemed by the Superintendent of Schools to be necessary and in the best interest of the students of the school, an individual who holds a certificate in educational leadership, administration or administration/supervision, school principal certificate, including experienced out-of-state and out-of-county principals as provided by Section 231.0861(4) Florida Statutes, , may, on the basis of objective screening and appointment procedures as provided in Section 231.0861, Florida Statutes, be appointed as an interim principal for a period not to exceed one year. During this year the individual must successfully demonstrate above average performance of the duties of the ship as provided in State Board of Education Rule 6A-4.0083.~~

- 7.8. Eligible applicants for the ~~principalship~~ must have all qualifications/credentials "in hand" by the established deadline.

III. Entry Level Requirements for Non-School Site MEP Positions

Applicants for non-school site MEP positions must meet the minimum qualifications listed in the job description for the position to be eligible to apply.

III.IV. Formal Selection Procedures

- A. The generic announcement of opportunity for advancement to school site MEP administrative positions will state:
1. the minimum educational, certification, and experiential requirements;
 2. a list of the broad areas in which candidates will be assessed;
 3. the purpose of the assessments to be made and an explanation of the consequences of acceptable and unacceptable assessments as set forth in

~~this Rule; and 4. the application procedures and related information.~~

- B. ~~Generic announcements will be distributed to bureaus, regions, offices, school centers, divisions, and departments~~ posted on the District's Bulletin Board for personnel and posted on the District's website under Employment Opportunities. Announcements will be sent also to university placement agencies and other sources outside the school system that are potential resources for recruitment of qualified personnel.

~~A Board approved procedures manual setting forth procedures and practices employed to implement this Rule shall be maintained by Management Selection in Personnel Management and Services. This manual, entitled~~ **Management Selection Procedures Manual,** ~~is incorporated by reference in this Rule and is a part thereof.~~

~~This procedures manual is on file in the Office of Board Recording Secretary, the Citizen Information Center, and the Office of the School Board Clerk and shall be available for review by any party interested in Miami Dade County Public Schools' management selection process.~~

- C. Persons who meet the requirements as stated in this Rule may apply for ~~principalship or assistant principalship~~ MEP administrative positions. Applications should be forwarded to ~~Management Selection, Attention: Executive Director~~ the District Director, Administrative/Professional and Technical Staffing.

~~Upon receipt of an application, the Executive Director, Management Selection will verify the educational and experiential qualifications of the applicant. Persons with experiential, certification, and/or educational deficiencies will be notified in writing that they are not eligible for acceptance until the deficiency is remedied.~~

- ~~D. The Senior Executive Director, Management Training, shall gather objective information on the applicant's management potential through the LAP. Leadership Assessment Process cycles shall be scheduled by Management Training a minimum of twice each year. Additional cycles will be scheduled for any position when the Eligible Candidate Roster is depleted.~~

For Assistant Principals Applicants

The Assistant Superintendent, Leadership Development, Management Training shall submit names of applicants who complete the A3P program to the District Director, Administrative/Professional and Technical Staffing meet the established standards for the assistant principalship to Management Selection for inclusion on the Eligible Candidate Roster (ECR) for Assistant Principal. Separate rosters shall be maintained by Management Selection for each level of school site administration for which the candidate is certified.

Applicants are required to update their files annually by submitting a copy of their Annual Evaluation to Management Selection Administrative/Professional and Technical Staffing on or before July 1 each year that they are on the ECR. Applicants who fail to submit required annual evaluations shall have their names removed from the ECR until such annual evaluation is submitted.

Persons on the ECR are responsible for notifying Management Selection Administrative/Professional and Technical Staffing in writing when they have had a change of address and/or telephone number.

~~Applicants who meet the established standards shall be listed in alphabetical order on the Assistant Principal ECR for each type/level of school site administrative position for which they qualify. Opportunities for management training will be made available for candidates on this roster by Management Training.~~

Persons may remain on the ECR for Assistant Principal for a four-year period. The four-year period shall end on September 1, following the fourth complete year on the list. Persons not appointed shall be entitled to a career/interview counseling session. At the end of the four-year period, candidates not appointed to an school site assistant principal position must complete professional development designed to enhance leadership skills and address areas of weakness. Successful completion of this professional development entitles the candidate to be reinstated on the ECR for one additional year provided the candidate has maintained acceptable performance evaluations. reapply and be reassessed in management.

~~Persons included on the ECR shall have no guarantee of employment in managerial positions covered by this Rule.~~

~~When a vacancy in a school site position exists or is anticipated, that vacancy will be announced via electronic mail to all work locations. Eligible candidates wishing to be considered for a lateral transfer to the announced vacancy must notify Management Selection by telephone with a written request to follow within three working days of the announcement deadline. Lateral requests will be reviewed by the Superintendent of Schools or designee prior to initiating the selection process.~~

All applicants on the appropriate ECR for Assistant Principal will be notified of each vacancy as it occurs. Upon notification, the decision to apply ~~be interviewed or not to be interviewed~~ for that vacancy will be determined by the applicant.

~~When an ECR is depleted or fails to produce enough applicants to conduct an oral interview, the Executive Director, Management Selection, will consult with the Deputy Superintendent, Personnel Management and Services.~~

~~Assistant principalship applicants who are placed on prescription because of deficient performance or are under disciplinary restriction shall have their names removed from the Eligible Candidate Roster. Such applicants may be reinstated during the open assessment cycle of the following year if their annual evaluation is judged acceptable for that year. Applicants who receive an unacceptable evaluation at the end of that year shall be excluded from the assessment process until they have received acceptable annual evaluations for three consecutive years.~~

For Principalship Applicants

~~The Assistant Superintendent, Leadership Development, shall submit names of applicants who complete the PPP to the District Director, Administrative/Professional and Technical Staffing for inclusion on the Eligible Candidate Roster (ECR) for Principal. Applicants who meet the established standards shall be listed in alphabetical order on the ETP-ECR and will be eligible to interview for the ETP. Opportunities for management training will be made available for candidates on this roster by Professional Development and Career Advancement.~~

Persons may remain on the ~~ETP~~-ECR for Principal for a four-year period. The four-year period shall end on September 1, following the fourth complete year on the roster. Persons not ~~accepted into the ETP~~ appointed as a principal shall be entitled to career/interview counseling service. At the end of the four-year period, candidates not ~~accepted~~ appointed will be required to complete a professional development ~~plan~~ designed to enhance leadership skills and address areas of weakness before ~~reapplying for the LAP~~. Successful completion of the this professional development ~~LAP~~ entitles the candidate to be reinstated on the ECR for ~~four~~ one additional years provided the candidate has maintained "Exceeds Performance Expectations" before 1998 and/or "Commendable Performance Standards" beginning with the 1998-99 school year or equivalent on the performance evaluation.

All applicants on the ECR for Principal will be notified of each vacancy as it occurs. Upon notification, the decision to apply for that vacancy will be determined by the applicant.

~~Principalship applicants who do not meet performance standards and who are required to complete a written Performance Improvement Plan shall have their names removed from the ECR. Such applicants may be reinstated during the open assessment cycle of the following year if their annual evaluation is judged "Exceeds Performance Expectations" before 1998 and/or "Commendable Performance Standards" beginning with the 1998-99 school year. Applicants who receive a performance appraisal less than "Exceeds Performance Expectations" or "Commendable Performance Standards" at the end of the year shall be excluded from the assessment process until they have received "Exceeds Performance Expectations" or "Commendable Performance Standards" annual evaluations for three consecutive years.~~

For Applicants For Non-School Site MEP Positions

Applicants for non-school site MEP positions must submit a complete application the first time they apply for a position. Applicants who have submitted an application within the previous year may submit a new cover sheet, position-specific letter of interest, and answers to the application questions in order to be considered for another position. If

appropriate, Administrative/Professional and Technical Staffing will utilize other documents from the previously submitted application to complete the candidates' application packet.

For All Applicants

Applicants for MEP positions are required to have acceptable annual evaluations during the three years immediately preceding application for the position. Acceptable evaluation is reflected as "meets standards" or equivalent in teacher evaluations, or "Commendable Performance Standards" or equivalent in administrative evaluations. In the event an applicant does not have three years of evaluations, the applicant must offer documentation that no evaluations were administered.

D. Screening

The District Director, Administrative/Professional and Technical Staffing, or designee, will convene the screening committee that reflects the diversity of groups served by MDCPS. The screening committee shall be comprised of the following:

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For school site positions:

Assistant Principal

- Regional/Assistant Superintendent or designee
- Principal of the school with the opening
- A teacher elected by the total faculty of the affected school (must have satisfactory evaluations for the past three years)
- Human Resources representative (non-voting)

Principal

- Regional/Assistant Superintendent or designee
- A teacher elected by the total faculty of the affected school (must have satisfactory evaluations for the past three years)
- A principal from a different region
- Human Resources representative (non-voting)

For non-school site positions

- The immediate supervisor for the open position
- Two designees of the supervisor (one must be

- from a different bureau)
- Human Resources representative (non-voting)

Applications for MEP positions, including the resume and the answers to three position-specific questions, will be screened to determine those applicants who meet the minimum qualifications and whose combination of training and experience most closely match the needs of the specific position and worksite. The applicants who meet all of the minimum qualifications and receive the highest scores during screening will be scheduled to interview.

The District Director, Administrative/Professional and Technical Staffing, or designee, will notify applicants who were not selected to interview, by electronic mail, as soon as possible following screening.

E. Initial Interview Committee

Management Selection The District Director, Administrative/ Professional and Technical Staffing, or designee, will convene the Initial Interview Committee whose ethnic/gender balance shall be representative that reflects the diversity of groups served by M-DCPS. The Interview Committee shall be constituted as follows:

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for principal _____ **for assistant principal**

- | | |
|---|---|
| Region Operations representative | Region Operations representative |
| one principal | the school principal |
| one district office administrator selected by the Superintendent of Schools or designee | one district office administrator selected by the Superintendent of Schools or designee |
| two teachers elected by total faculty of affected school (must have satisfactory evaluations for the past three years) | two teachers elected by total faculty of affected school (must have satisfactory evaluations for the past three years) |
| the Executive Director, Management Selection, or designee (non-voting) | the Executive Director, Management Selection, or designee (non-voting) |

For school site positions:

Assistant Principal

- Regional/Assistant Superintendent or designee
- Principal of the school with the opening
- A teacher elected by the total faculty of the affected school (must have satisfactory evaluations for the past three years)
- Human Resources representative (non-voting)

Principal

- Regional/Assistant Superintendent or designee
- A principal from a different region
- A teacher elected by the total faculty of the affected school (must have satisfactory evaluations for the past three years)
- Human Resources representative (non-voting)

For non-school site positions

- The immediate supervisor for the open position
- Two designees of the above-mentioned supervisor (one must be from a different bureau)
- Human Resources representative (non-voting)

The Initial Interview Committee will meet at a time and place determined by Management—Selection Administrative/Professional and Technical Staffing to review the records of all persons to be interviewed, develop interview questions and conduct the interview. The records shall include all assessment data, a letter of interest, answers to the application questionnaire, prior evaluations, references, and resumes of the candidates. All persons on the appropriate ECR who have expressed a desire to be interviewed shall be scheduled for oral interview. The structured oral interview shall include questions shall assessing the candidate's preparation and judgment regarding criteria relevant to the job vacancy.

The Executive District Director, Management—Selection Administrative/Professional and Technical Staffing, or designee (non-voting) shall chair all oral interview committees and determine—ensure that uniform interview procedures to be are used with all candidates.

The Initial Interview Committee for Assistant Principal vacancies will rank and recommend the top scoring candidates to the Regional Superintendent and the

Associate Superintendent, School Operations. The Associate Superintendent, School Operations, will recommend one candidate to the Superintendent.

~~The Initial Interview Committees for Principal and non-school site MEP positions will identify a minimum of two one or more finalists who will proceed to final interviews. If the Interview Committee cannot identify a minimum of two finalists, the Superintendent of Schools will then determine the method to be used to fill the open position. The Superintendent may elect to re-advertise the position from the ECR, districtwide or make a direct appointment. If the Interview Committee identifies one finalist, the name of that applicant will be maintained in the records for that position as a finalist. Upon completion of the re-advertised interview, when at least one additional finalist is identified, the names of all finalist applicants from both interviews will be submitted to the Superintendent's Review Committee.~~

~~Management Selection Administrative/Professional and Technical Staffing will forward the finalists' names and records to the Superintendent's Review Committee Final Interview Committee, consisting of the appropriate Deputy Superintendent or designee, the appropriate Region/Associate/Assistant Superintendent, and one teacher from the affected school.~~

F. Final Interview Committee

Administrative/Professional and Technical Staffing will convene the Final Interview Committee that reflects the diversity of groups served by M-DCPS. The final interview committee will consist of:

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For principal positions

- the Deputy/Associate Superintendent or designee
- the appropriate Regional/Assistant Superintendent or designee
- one teacher elected by the total faculty of the affected school (must have satisfactory evaluations for the past three years)
- Human Resources representative (non-voting)

For non-school site MEP positions

- the appropriate Cabinet member or designee
- Two designees of the appropriate Cabinet member (one must be from a different bureau)

- Human Resources representative (non-voting)

The ~~Review-Final Interview~~ Committee will examine all interview data, develop interview questions, interview each finalist and make a recommendation to the Superintendent of Schools.

~~F. Superintendent's Review Committee~~

~~Management Selection will convene the Review Committee whose ethnic/gender balance shall be representative of groups served by M-DCPS. The Review Committee shall be constituted as follows:~~

for School Operations

- ~~—Deputy Superintendent, School Operations (or designee)~~
- ~~—affected Region Superintendent(s), Region Operations~~
- ~~—one teacher elected by total faculty of the affected school (must have satisfactory evaluations for the last three years)~~

for Education

- ~~—Deputy Superintendent, Education (or designee)~~
- ~~—appropriate Associate/Assistant Superintendent~~
- ~~—one teacher elected by total faculty of the affected school (must have satisfactory evaluations for the past three years)~~

~~For Adult, Vocational, and Community School positions, the appropriate district director or supervisor will be a member of this committee.~~

~~Designees may be used when the absence of a committee member will result in an unreasonable delay in selection.~~

- G. The Superintendent of Schools will review all interview data and make the final recommendation to the School Board. All new principalship appointments will be interim (State Board of Education Rule 6A-4.0083). If the Superintendent deems it is in the best interest of the school system, s/he may place the recommended candidate immediately while awaiting Board approval.
- ~~H. Refusal of an assignment shall constitute removal from the ECR. An applicant may appeal in cases of extreme hardship.~~
- ~~H.H. The Deputy Superintendent, Personnel Management and Services, through Management Selection Officer of Human Resources,~~

Recruiting and Performance Management, will be responsible for preparing the formal recommendation of the Superintendent of Schools for placement before the School Board.

Candidates interviewed by the Initial Interview Committee and not selected as finalists will be notified in writing by Management Selection Administrative/Professional and Technical Staffing. Finalist candidates not selected will be notified in writing immediately by the Executive Director, Management Selection Administrative/Professional and Technical Staffing, or designee, ~~and in writing within a reasonable time~~. The notification will offer the applicant an opportunity to schedule a career counseling conference session with the Executive District Director, Management Selection Administrative/Professional and Technical Staffing, or designee.

- I. Persons included on the ECR for Principal or Assistant Principal shall have no guarantee of employment in managerial positions covered by this Rule.

IVV. Appointment of Temporary Principals, Temporary Assistant Principals

When it is determined that a principalship or assistant principalship position will be vacant for either an indeterminate time or a specified period of time not to exceed one year, the position will be filled by a temporary principal or temporary assistant principal, respectively, for the duration of the vacancy. The selection shall be recommended to the Superintendent of Schools from the ECR by the appropriate Deputy or Associate Superintendent, when the vacancy is anticipated to be six months or less. If the temporary position is an assistant principalship position, the principal of the affected school shall be consulted.

When the vacancy is expected to extend over six months, but less than a year, the appropriate Regional/Associate/Assistant Superintendent shall examine the appropriate ECR and recommend to the appropriate Deputy/Associate Superintendent at least two persons to consider interview for appointment to the open temporary position. ~~The appropriate Region/Associate/Assistant Superintendent or designee will conduct a Review Committee interview.~~ The Review Interview Committee for temporary principal positions will consist of the following:

For assistant principal positions:

- the appropriate Regional/Assistant Superintendent or designee
- the principal from the affected school

- one teacher elected by the total faculty of the affected school (must have satisfactory evaluations for the past three years)
- Human Resources representative (non-voting)

For principal positions:

- the Deputy/Associate Superintendent or designee
- the appropriate Regional/Assistant Superintendent or designee
- one teacher elected by the total faculty of the affected school (must have satisfactory evaluations for the past three years)
- Human Resources representative (non-voting)

~~appropriate Associate Superintendent, the appropriate Assistant Superintendent, and one teacher elected by the total faculty of the affected school (must have satisfactory evaluations for the past three years). The Review Committee, whose ethnic/gender balance shall be representative of groups served by M-DCPS, for temporary assistant principal will include the previously cited positions and will also include the principal of the affected school. The committee shall send its recommendation to the Superintendent of Schools for consideration for recommendation to the School Board. If the Superintendent deems it is in the best interest of the school system, s/he may place the recommended candidate immediately while awaiting Board approval.~~

~~The Superintendent of Schools may fill the position immediately with a temporary principal or temporary assistant principal from the ECR, pending action at the next regular scheduled School Board meeting. Temporary appointments to principalship or assistant principalship vacancies shall continue in effect until the return of the incumbent, but no longer than a year, at which time the position shall be filled through the formal selection procedures stated in this Rule. Upon the return of the incumbent to his/her position the person appointed to the temporary principalship or assistant principalship position will revert to his/her former status unless otherwise assigned.~~

Assistant principal positions purchased from discretionary funds will be designated as a purchased annual temporary position. A person occupying a purchased annual temporary position will revert to his/her former status at the end of the fiscal year unless otherwise assigned. Purchased annual temporary positions will be filled using the formal selection procedures stated in this Rule, unless the position is for less

than a year, in which case the procedure stated above may be utilized.

VI. Appointment of Interim Principals

All regular assignments of new principals will be interim appointments. Principals appointed as interim must be under the direction and observation of a designated supervisor and a principal serving as a mentor, serve a full calendar year as principal, and complete the state and district required training program specified in State Board of Education Administrative Rule 6A-4.0083, before being considered for regular assignment to the position as reflected in the ~~District Human Resource and Management Development Plan~~.

Pursuant to the interim principal's successful completion of requirements stipulated in ~~State Board of Education Rule 6A-4.0083, as supported by the District's performance appraisal system, and serving successfully as principal for a full calendar year,~~ the Superintendent of Schools shall recommend to the Florida Department of Education the issuance of a School Principal Certificate, and the position shall be reclassified changed to Principal.

Interim principals who are not recommended for a School Principal certification and consequently not eligible for appointment to a regular principalship position will be reassigned to the last position (or, if not available, a comparable position of the same pay grade) where acceptable performance was experienced.

~~VI. Selection of Principals (Interns)~~

~~To ensure availability of qualified/certified principal applicants, the district has established a principal internship program -- the Executive Training Program (ETP). Participants in the ETP are made up of Associate Interns and Interim Principals. They will be selected pursuant to the procedures described in this Rule.~~

VII. Principalship and Assistant Principalship MEP Vacancies Will Be Filled by the Foregoing Procedures Except as Follows:

- A. Lateral Transfers: Any permanently appointed administrator in the same or equivalent pay grade as the vacant position and who meets the qualifications of the vacant position may be considered for a lateral transfer. Lateral requests for ~~principal and assistant principal~~ vacant positions shall be accepted by Management Selection Administrative/Professional and Technical Staffing as openings are announced.

Principals at any school level (i.e., elementary/secondary/adult) may request reassignment to the position of principal at another school level. These requests will be considered at the same time as lateral requests are considered.

Lateral transfer requests will be considered prior to administering the interview process.

Except in instances when a lateral transfer is a direct recommendation of the Superintendent, a final interview committee shall be convened and will include the following: ~~appropriate Associate/Assistant Superintendent, Regional Superintendent or designee, the Lead Principal, one teacher elected by the total faculty of the affected school (must have satisfactory evaluations for the past three years), and the principal of the affected school for assistant principal positions.~~

For assistant principal positions:

- the appropriate Regional/Assistant Superintendent or designee
- the principal from the affected school
- one teacher elected by the total faculty of the affected school (must have satisfactory evaluations for the past three years)
- Human Resources representative (non-voting)

For principal positions:

- the Deputy/Associate Superintendent or designee
- the appropriate Regional/Assistant Superintendent or designee
- one teacher elected by the total faculty of the affected school (must have satisfactory evaluations for the past three years)
- Human Resources representative (non-voting)

For non-school site MEP positions:

- the appropriate Cabinet member or designee
- Two designees of the appropriate Cabinet member (one must be from a different bureau)
- Human Resources representative (non-voting)

The Deputy/Regional/Associate/Assistant Superintendent will make a recommendation through the designated administrative line of authority to the Superintendent.

~~In those instances when a lateral transfer is a direct recommendation of the Superintendent, the candidate being recommended will meet with the appropriate faculty representatives of the affected school. This meeting will be conducted to orient the Principal or Assistant Principal to the concerns of the faculty.~~

~~Upon the recommendation of the Superintendent of Schools and with the approval of the Board, lateral requests may be considered as follows:~~

For Principalship

- ~~1. a principal who has requested a lateral transfer;~~
 - ~~2. district or region office administrators of the same pay grade and who have prior school site experience; and~~
 - ~~3. an administrative reassignment (i.e., to a principalship of a school at another level).~~
- ~~B. Out-of-system experienced principals and assistant principals, with past three years' annual evaluation rating of above average "Commendable Performance Standards" or equivalent, shall be eligible to request and to be considered for lateral transfers to like positions and, when appointed, will be required to serve one calendar year as interim assistant principals or interim principals while the required performance assessments of basic and high performing competencies are completed.~~

C.B. Career Re-direction

Administrators who meet all qualifications for an administrative position may apply for career re-direction to a position at a lower pay grade. If approved by the Superintendent of Schools, it will be presented to the School Board for appointment as a request for "Career Re-direction."

D.C. Administrative Reassignment

The Superintendent of Schools may recommend to the Board administrative reassignments for the most effective deployment of personnel.

E.D. Direct Appointment

The Superintendent of Schools may recommend to the Board that a ~~principalship or assistant principalship~~ vacancy be filled by the direct appointment of an individual who has demonstrated the specific qualifications and background applicable to the position.

The authority for direct appointments shall be exercised where necessary, i.e. e.g., as a result of reorganization, in cases of leaves or emergency needs, reassignment of personnel from regional and district offices, career incumbents serving as interim when placed in positions permanently, when ~~the~~ an Interview Committee advises that an appropriate selection cannot be made because the ECR has been exhausted, or when no applicant has applied to be interviewed or when the Superintendent of Schools deems it in the best interest of the school system.

~~District or region office administrators with prior school site experience may be directly appointed to open and budgeted assistant principal or principal positions.~~

F.E. Career Alternative Assignments

To promote the development of productive career alternatives, the Superintendent of Schools may authorize a temporary and voluntary exchange of assignments between school site, region and/or district office personnel. Such exchanges shall be special assignments for a time set by the Superintendent of Schools. There shall be no loss of compensation as a result of such special assignments.

VIII. Assignment Priority

~~Principalships and assistant principalships~~ Vacancies will be filled according to the following priorities before a vacancy is filled ~~from the ECR through the interview process:~~

- A. ~~principals or assistant principals~~ employees returning from official leave; and/or
- B. principals or assistant principals whose school assignment has been terminated because of a phase-out of the school or a decrease in enrollment, ~~including those assistant principals whose positions have been purchased from local school funds;~~
- C. ~~principals or assistant principals with satisfactory performance requesting lateral transfer; and~~

~~D. other qualified administrators of equal rank who have demonstrated satisfactory performance.~~

IX. Equal Opportunity Employment

The ~~Deputy Superintendent, Personnel Management and Services Officer,~~ Human Resources, Recruiting and Performance Management, shall monitor and regularly advise the Superintendent of Schools regarding the impact of these selection procedures on equal employment.

X. Forms

The following forms will be utilized as part of the application and screening process for all MEP vacancies:

- Administrative Reassignment and/or Request to Advertise Administrative Positions Form(FM-4465)
- Position Advancement Opportunity (FM-2743)
- Application Cover Sheet (FM-5916)
- Reference Evaluation Form (FM-2746)
- MEP Application Questionnaire (FM-TBA)
- MEP Application Screening Form (FM-TBA)
- MEP Interview Oral Presentation Assessment Form (FM-2806)
- Application for Administrative/Professional and Technical Personnel (FM-3164)
- Restricted Personal Data Form (FM-3505)
- Agreement for Designation of Change of Beneficiary (FM-5088)
- Reference Information (FM-6712)

Specific Authority: ~~230.22 (2); 230.23(17)~~ F.S. 1001.41(1)(2); 1001.42(5)(b)(22); 1001.43(11), F.S.

Law Implemented, Interpreted, or Made Specific: ~~230.23(5)(a) and (f); 230.33(7)(a) and (c); 231.02; 231.085~~ F.S. 1012.01; 1012.22 F.S.; 6A-4.0082; 6A-4.0083; 6A-4.0084 FAC

History

New: 5-21-97

Amended: 4-15-98; 8-25-99

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA