

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, pay grade and change of title.

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

1. Approve changes to minimum qualifications, title and pay grade change for the following MEP and/or DCSAA position:
 - a. Assistant Superintendent, Human Resources, Recruiting and Performance Management, MEP pay grade 25, Office of Human Resources, Recruiting and Performance Management
2. Approve changes to minimum qualifications and title change for the following MEP and/or DCSAA position:
 - a. Administrative Director, Professional Standards, MEP pay grade 24, Office of Professional Standards
 - b. Executive Director, School Choice, MEP pay grade 22, Charter School Operations
 - c. Senior Audit Supervisor, DCSAA pay grade 44, Office of Management and Compliance Audits
 - d. Audit Coordinator II, DCSAA pay grade 41, Office of Management and Compliance Audits

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3. Approve changes to minimum qualifications for the following MEP and/or DCSAA position:
 - a. District Director, Compliance and Investigative Audits, MEP pay grade 23, Office of Management and Compliance Audits
 - b. Instructional Support Specialist, MEP pay grade 20, Office of Special Education and Psychological Services, Florida Inclusion Network (FIN)
 - c. Instructional Support Specialist (Social Sciences), MEP pay grade 20, Division of Social Sciences
 - d. Supervisor, Program Evaluation, MEP pay grade 20, Division of Program Evaluation
 - e. Information Systems Design Control Officer, DCSAA pay grade 44, Office of Management and Compliance Audits
 - f. EDP Audit Supervisor I, Division of Electronic Data Processing Audits, DCSAA pay grade 43, Office of Management and Compliance Audits
 - g. Coordinator III, Evaluation, DCSAA pay grade 41, Division of Program Evaluation
 - h. Staff Specialist, Evaluation, DCSAA pay grade 40, Division of Program Evaluation

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | <u>Assistant Superintendent</u> , Officer of Human Resources, Recruiting and Performance Management |
| 2. | DEPARTMENT: | Office of Human Resources, Recruiting and Performance Management |
| 3. | IMMEDIATE SUPERVISOR: | Chief of Staff |
| 4. | PAY GRADE: | 24 25 |
| 5. | JOB CODE: | 0029 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | POSITION AUTHORIZED: | Board Item A-2, June 15, 2005 |
| 8. | MINIMUM QUAL. & TITLE CHANGE: | Board Item A-6, September 13, 2006 |
| 9. | MINIMUM QUAL. & TITLE CHANGE: | Board Item D-24, December 13, 2006 |
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OCCUPATIONAL SUMMARY

Oversees the development, administration and monitoring of human resource policies, procedures and programs. Responsibilities include Strategic Plan accountability; organization; planning and development; recruitment; selection and placement; certification; staff orientation; and performance reviews.

EXAMPLE OF DUTIES

1. Accountable for creating and overseeing Human Resource Strategic Plan objectives, which include:
 - creating and instituting new recruiting and hiring processes
 - creating and maintaining a three year District-wide recruitment plan
 - overseeing staffing for over 50,000 employees
 - overseeing employee support programs, such as Employee Assistance Programs and compliance with the Americans with Disabilities Act
 - overseeing the maintenance of employee records
 - creating and overseeing new performance evaluation system for all non-instructional employees
2. Supervises and manages the assessment of data on turnover of key positions within the District. Understand trends and plan accordingly.
3. Works with the Superintendent's Cabinet on defining short-term and long-term strategic direction for Human Resources, and leads staff in implementation.

4. Creates and manages the Human Resources budget. Develops and monitors time and expense project budgets. Develops work plans and schedules required to successfully complete strategic projects on time and within budget.
5. Works directly with bargaining units and employee associations on issues relating to Human Resources.
6. Manages staff in the day-to-day development, design, review, implementation, and periodic evaluation of project plans and strategies to support the achievement of goals and objectives.
7. Conducts and monitors performance reviews and professional development of Human Resources staff.
8. Formulates and recommends Human Resources policies and procedures.
9. Functions as primary contact with outside governmental agencies with respect to Human Resources compliance.
10. Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies, and professional standards.
11. Performs other related duties 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 QUALIFICATIONS

1. Master's Bachelor's degree in Human Resources, Public Administration or a related field.
2. Minimum of seven (7) years of supervisory/administrative/leadership experience, including human resources experience at the executive level in an urban school district or other large organization.
3. Knowledge of applicable federal and state laws and regulations.
4. Demonstrated ability to communicate effectively in both oral and written forms.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|-------------------------------|--|
| 1. | JOB TITLE: | Administrative Director, Professional Assessment and Comprehensive Evaluation System Professional Standards |
| 2. | DEPARTMENT: | Office of Professional Standards |
| 3. | IMMEDIATE SUPERVISOR: | Assistant Superintendent, Office of Professional Standards |
| 4. | PAY GRADE: | 24 |
| 5. | JOB CODE: | 0084 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | December 4, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-1, June 19, 2002 |
| 9. | TITLE & MINIMUM QUAL. CHANGE: | Board Item D-24, December 13, 2006 |
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OCCUPATIONAL SUMMARY

Directs the disposition of disciplinary issues, investigates reports, District-wide performance assessment procedures and related employment standard issues for all managerial, instructional, and non-instructional personnel. Supervises data collection and reporting activities for the Office of Professional Standards (OPS). Directs resolution for OPS cases based upon knowledge of applicable legal and District mandates.

EXAMPLE OF DUTIES

1. Submits legally required documents relating to certificated employees to the Florida Department of Education for possible licensure action.
2. Provides technical support to Principals, Assistant Principals, and others who are responsible for assessing and evaluating instructional personnel.
3. Directs the ongoing design, development, and implementation of the OPS website and monitors its utilization.
4. Supervises the design, duplication, and distribution of manuals and other documents supportive of OPS functions.

5. Assumes responsibility for duties associated with and/or emanating from the Strategic Planning process.
6. Directs the resolution of OPS cases involving performance documentation, investigative, and other issues, based upon knowledge of applicable statutes, State Board of Education rules, School Board rules, and labor contract provisions.
7. Schedules and conducts District-level conferences-for-the-record and determines post-conference dispositions.
8. Directs and assists in the preparation of School Board agenda items as appropriate to OPS functions.
9. Exercises responsibility for communications with the Florida Department of Education, Office of Professional Practices concerning issues regarding unsatisfactory performance and ethics, etc.
10. Performs other duties related to general administrative responsibilities as assigned by the immediate supervisor including assisting with supervising, and monitoring the reporting activities for the newly adopted Personnel Investigative Model (PIM) for OPS. Monitors the timelines established in the PIM, and ensures timelines are adhered to.

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, administration and supervision, educational leadership, or a related field.
2. Minimum of five years increasingly responsible administrative experience.
3. Minimum of five years of experience with assessment and evaluation of instructional personnel.
4. ~~Minimum of one year of responsibility for the implementation of PACES at the school, Region, or District level.~~
4. Demonstrated ability to communicate effectively as evidenced by oral presentation and written documents.

D R A F T

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|-----|----------------------------|--|
| 1. | JOB TITLE: | Executive Director, Magnet Programs School Choice |
| 2. | DEPARTMENT: | Charter School Operations |
| 3. | IMMEDIATE SUPERVISOR: | Assistant Superintendent, Specialized Programs |
| 4. | PAY GRADE: | 22 |
| 5. | JOB CODE: | 0752 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | May 19, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-3, August 25, 1999 |
| 9. | POSITION REVIEWED: | May 18, 2006 |
| 10. | TITLE & MIN. QUAL. CHANGE: | Board Item D-24, December 13, 2006 |
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OCCUPATIONAL SUMMARY

Responsible for providing leadership and supervision in the development, implementation and evaluation of the District's school choice programs, inclusive of charter schools, controlled choice schools, magnet programs/schools, satellite learning centers, and other legislatively-mandated school choice and parental options initiatives.

EXAMPLE OF DUTIES

1. Provides leadership and direction in initiating, planning, and implementing school choice curriculum and organizational practices.
2. Makes recommendations, based on national and state policies and initiatives, regarding the development of District-wide policy related to school choice.
3. Coordinates activities, which directly impact public school choice programs. Such activities include formulating and interpreting student admission processes, identifying instructional requirements, selecting instructional materials, coordinating staff development, assisting with budget preparation, negotiating and monitoring contracts/contracted services, developing specifications for capital improvements, and fulfilling other functions as needed.

4. Maintains, interprets, and analyzes student statistical data for various school choice programs in the District to ensure educational accountability and compliance with the District's Post-Unitary Plan, the No Child Left Behind Act of 2001, and other applicable laws.
5. Conducts on-site visits to and reviews records of District charter schools and other choice programs to ensure fidelity implementation of curricular programs, safety-to-life, civil rights, and fiscal compliance pursuant to applicable laws and contractual agreements.
6. Oversees and provides administrative leadership in the identification, development and implementation of state and federally funded grants to help build capacity of school choice in the District.
7. Assists school choice programs in efforts related to improving student achievement and raising expectations of students and staff and by directing in-service activities.
8. Coordinates parent/guardian and stakeholder notification processes for various public school choice initiatives.
9. Provides, disseminates, and interprets information concerning school choice programs to students, parents, school District personnel, civic and professional groups, businesses, and governmental and public agencies.
10. Performs other duties related to the general administrative responsibilities as assigned by the immediate supervisor.

PHYSICAL REQUIREMENTS

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

MINIMUM QUALIFICATION REQUIREMENTS

1. Master's degree in education or related field with Florida certification in administration/supervision and/or educational leadership.
2. Minimum of five (5) years teaching experience with diverse student populations.

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3. Minimum of three (3) years administrative or supervisory experience including the coordination of District or school level advisory committee(s).
4. Experience and/or knowledge of the general education area.
- ~~5. Experience in the Florida Education Finance Program and school based budget calculations.~~
5. Demonstrated ability to communicate effectively in both oral and written forms.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|-------------------------------|--|
| 1. JOB TITLE: | <u>Senior</u> Audit Supervisor II, Construction
Compliance |
| 2. DEPARTMENT: | Office of Management and Compliance Audits |
| 3. IMMEDIATE SUPERVISOR: | District Audit Director |
| 4. PAY GRADE: | 44 |
| 5. JOB CODE: | 0540 |
| 6. BARGAINING UNIT: | 8 |
| 7. DATE OF LAST REVISION: | December 4, 2006 |
| 8. POSITION AUTHORIZED: | Board Item E-17, September 8, 1999 |
| 9. TITLE & MIN. QUAL. CHANGE: | Board Item D-24, December 13, 2006 |
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OCCUPATIONAL SUMMARY

Performs and supervises financial, operational and performance audits, designed to provide an assessment of District Schools, business programs, activities, or functions (both capital and non-capital) in order to promote district accountability, reduced costs, safeguard assets, improve services and facilitate decision making by the School Board, Audit Committee, Superintendent and senior staff responsible for overseeing or initiating corrective action.

EXAMPLE OF DUTIES

1. Plans the scope of the audit, prepares audit programs, and determines procedures to be used during the audit.
2. Performs and supervises the performance of audits and evaluates effectiveness of internal controls through the application of auditing techniques.
3. Examines the financial records and operational areas to ensure conformity with generally accepted accounting principles, good accounting procedures, good business practices, federal and state laws, School Board Rules, administrative directives, and procedures manuals.
4. Identifies key internal controls of a system and evaluates and tests the system's effectiveness.

5. Obtains, analyzes, and appraises data as a basis for an informed, objective opinion of the adequacy of activities being audited.
6. Obtains, analyzes and appraises audit data as a basis for an informed, objection opinion of the activities being audited for reports to management and the School Board.
7. Prepares and supervises the preparation of audit reports, and discusses findings and recommendations with appropriate administrators and appraises the adequacy of the corrective action.
8. Directs, counsels, and instructs less senior staff assigned to audits and reviews their work for sufficiency of scope and accuracy.
9. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: sitting, mobility, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors and may require considerable travel throughout the School District and between worksites.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Business Administration with a major in accounting.
2. Six (6) ~~Five (5)~~ years of progressively responsible experience, after obtaining degree, in public accounting, internal auditing, or finance.

OR

A combination of five (5) years of experience, after obtaining degree, and a state certification as a Certified Public Accountant, or as a Certified Internal Auditor or Certified Government Auditor by the Institute of Internal Auditors or a master's degree in a business-related area.

- ~~3. Certified Public Accountant licensed in the State of Florida or Certified Internal auditor by the Institute of Internal Auditors.~~
3. Demonstrated ability to communicate effectively in both oral and written forms.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|-------------------------------|---|
| 1. | JOB TITLE: | Audit Coordinator II, Construction Compliance |
| 2. | DEPARTMENT: | Office of Management and Compliance Audits |
| 3. | IMMEDIATE SUPERVISOR: | Audit Supervisor |
| 4. | PAY GRADE: | 41 |
| 5. | JOB CODE: | 0541 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | December 4, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item E-17, September 8, 1999 |
| 9. | TITLE & MINIMUM QUAL. CHANGE: | Board Item D-24, December 13, 2006 |
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OCCUPATIONAL SUMMARY

Performs financial, operational and performance audits, designed to provide an assessment of District Schools, business programs, activities, or functions (both capital and non-capital) in order to promote district accountability, reduced costs, safeguard assets, improve services and facilitate decision making by the School Board, Audit Committee, Superintendent and senior staff responsible for overseeing or initiating corrective action.

EXAMPLE OF DUTIES

1. Plans the scope of the audit, prepares audit programs, and determines procedures to be used during the audit.
2. Performs audits and evaluates effectiveness of internal controls through the application of auditing techniques.
3. Examines the financial records and operational areas to ensure conformity with generally accepted accounting principles, good accounting procedures, good business practices, federal and state laws, School Board Rules, administrative directives, and procedures manuals.
4. Identifies key internal controls of a system and evaluates and tests the system's effectiveness.

5. Obtains, analyzes, and appraises data as a basis for an informed, objective opinion of the adequacy of activities being audited.
6. Obtains, analyzes and appraises audit data as a basis for an informed, objection opinion of the activities being audited for reports to management and the School Board.
7. Prepares audit reports, and discusses or assists in discussing findings and recommendations with appropriate administrators and appraises the adequacy of the corrective action.
8. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job.
9. 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, talking, hearing and visual acuity. The work is performed primarily indoors and may require considerable travel throughout the School District and between worksites.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree with a major in accounting.
2. Three (3) years of progressively responsible experience, after obtaining degree, in public accounting, internal auditing or finance,

OR

A combination of two (2) years of experience, after obtaining degree, and ~~licensed in the State of Florida as a Certified Public Accountant,~~

OR

~~A combination of two (2) ears of experience, after obtaining degree, and certification as a Certified Internal Auditor by the Institute of Internal Auditors,~~

OR

~~A combination of two (2) years of experience, after obtaining Bachelor's degree, and a Master's degree in business-related area.~~

state certification as a Certified Public Accountant, or as a Certified Internal Auditor or Certified Government Auditor by the Institute of Internal Auditors and or a master's degree in a business-related area.

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

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|------------------------|--|
| 1. | JOB TITLE: | District Director, Compliance and Investigative Audits |
| 2. | DEPARTMENT: | Office of Management and Compliance Audits |
| 3. | IMMEDIATE SUPERVISOR: | Assistant Chief of Management and Compliance Audits |
| 4. | PAY GRADE: | 23 |
| 5. | JOB CODE: | 0126 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | December 4, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-3, August 25, 1999 |
| 9. | MINIMUM QUAL. CHANGE. | Board Item D-24, December 13, 2006 |
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OCCUPATIONAL SUMMARY

Coordinates the performance of financial, compliance, and operations audits and special reviews at the request of the Assistant Chief of Management and Compliance Audits or the Chief Auditor; supervises audit staff.

EXAMPLE OF DUTIES

1. Examines financial records and operational areas to insure conformity with generally accepted accounting principles, good business practice, federal and state laws, State Board of Education Rules, School Board Rules, administrative directives, and manuals.
2. Plans the scope of the audits and prepares or assists in preparing audit programs with sign-off by immediate supervisor or Chief Auditor.
3. Identifies key control points of a system and evaluates system's effectiveness through the application of the auditor's knowledge of business systems to assure compliance with applicable laws, rules, etc.
4. Obtains and appraises audit data as a basis for an informed, objective opinion of the activities being audited for reports to management and the School Board.
5. Directs and instructs staff assigned to the audit and reviews their work for sufficiency of scope and accuracy.

6. Prepares audit reports and discusses or assists in discussing the audit reports with appropriate administrators and appraises the adequacy of the corrective action taken to improve deficient conditions.
7. Advises principals, department heads, and other administrators on fraud prevention and/or detection.
8. Provides seminars to staff, as requested, in the fraud prevention and/or detection area.
9. Provides leadership and supervision in fraud audits by visiting auditors and redirecting scope of audit, if necessary.
10. Coordinates work with Miami-Dade County Public Schools (M-DCPS) Police when fraud is discovered.
11. Acts as liaison between the M-DCPS and the State Attorney's Office when submitting cases investigated by M-DCPS Police, for possible prosecution. Represents the school system in court proceedings and assists the court representatives in prosecuting and/or settling cases.
12. 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, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in business administration with a major in accounting.
2. Certified Public Accountant, ~~licensed in the State of Florida.~~
3. Certified Fraud Examiner preferred.
4. Ten (10) years of progressively responsible experience, after obtaining degree, in public accounting, internal auditing or finance.
5. Demonstrated ability to communicate effectively in both oral and written forms.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|------------------------|---|
| 1. | JOB TITLE: | Instructional Support Specialist |
| 2. | DEPARTMENT: | Office of Special Education and Psychological Services, Florida Inclusion Network (FIN) |
| 3. | IMMEDIATE SUPERVISOR: | Instructional Supervisor, Programs for Learning Disabilities, Division of Special Education |
| 4. | PAY GRADE: | 20 |
| 5. | JOB CODE: | 0565 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | November 30, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-3, August 25, 1999 |
| 9. | MINIMUM QUAL. CHANGE: | Board Item D-24, December 13, 2006 |
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OCCUPATIONAL SUMMARY

Provides leadership and direction in the implementation of inclusive practices by planning, training, developing materials, support, and follow-up to schools District-wide and throughout the State of Florida. In addition, this individual coordinates the services of the curriculum support specialists and the secretary assigned to this program.

EXAMPLE OF DUTIES

1. Serves as grant administrator responsible for the budget of the FIN Grant.
2. Coordinates the services of the curriculum support specialists and the secretary assigned to FIN.
3. Carries out activities as designated by the Instructional Supervisor of Programs for Learning Disabilities.
4. Develops and implements practices and processes to promote and support inclusive practices throughout the district.
5. Provides consultation, guidance and direct technical support to a variety of school, Regional Center and district administrators to promote the implementation of inclusive practices that are in alignment with recommendations and benchmarks established by the Office of Program Policy and Government Accountability (OPPAGA) and the Florida Department of Education.
6. Provides direct ongoing technical support utilizing FIN resources to principals and assistant principals in all schools including private schools.

7. Conducts presentations, workshops, conferences and seminars at the school, Regional Center, district, state and national level to promote and support inclusive practices.
8. Collaborates with other administrators in the Division of Special Education to address the needs of students with disabilities in accordance with the district/division strategic plans.
9. Provides ongoing technical support through the collaboration of the FDLRS Network, Florida Inclusion Network (FIN) and the Multi-agency Network for students with Severe Emotional Disabilities (SEDNET).
10. Coordinates monthly reports and end of the year report on the services delivered by FIN.
11. Assists in maintaining project records (written and in the database), designing project and personnel evaluations and preparation of interim and final project reports.
12. Attends Department of Education (DOE), FIN Network, FIN Regional and local community agency advisory committee meetings, as required.
13. Performs other duties assigned by the Instructional Supervisor for Programs for LD.

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 and requires in-county, out-of-county, and out-of-state travel.

MINIMUM QUALIFICATION REQUIREMENTS

1. Master's degree in education with certification in one or more areas of exceptional student education.
2. In-depth knowledge of inclusive practices, including experience in the implementation of practices for students with significant disabilities.
3. Minimum of three (3) years teaching experience in exceptional student education.
4. Minimum of three (3) years of administrative or other leadership experience.
5. ~~Acceptable evaluations for the past three (3) years.~~
5. Demonstrated ability to communicate effectively in both oral and written form.
6. ~~Certification in administration and/or supervision or evidence of working towards such certification to be completed within two years.~~

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|------------------------|--|
| 1. | JOB TITLE: | Instructional Support Specialist (Social Sciences) |
| 2. | DEPARTMENT: | Division of Social Sciences |
| 3. | IMMEDIATE SUPERVISOR: | Administrative Director |
| 4. | PAY GRADE: | 20 |
| 5. | JOB CODE: | 0565 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | December 5, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-3, August 25, 1999 |
| 9. | MINIMUM QUAL. CHANGE: | Board Item D-24, December 13, 2006 |
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OCCUPATIONAL SUMMARY

Provides leadership and direction for the United States Department of Education's Partnership in Character Education grant by administering the daily activities of the grant, developing curricular support materials, providing in-service training for teachers and administrators, coordinating the activities of the grant partners, and supervising the District's overall K-12 character and ethics education program.

EXAMPLE OF DUTIES

1. Administers the daily activities of the United States Department of Education's Partnership in Character Education grant.
2. Reviews research and best practices on character and ethics education.
3. Provides direct instructional support for teachers as they work to integrate character and ethics education into the District's required Competency-Based Curriculum.
4. Develops curriculum materials that are designed to support classroom instruction in character and ethics education.
5. Evaluates commercially-produced instructional materials related to character and ethics education and makes recommendations to District, regional, and school-site staff regarding the purchase and use of such materials.

6. Plans, organizes, and delivers professional development activities for teachers, media specialists, counselors, and administrators that are designed to support instruction in character and ethics education.
7. Develops and/or identifies character education home extension activities for distribution to parents of elementary-age students.
8. Works cooperatively with staff in Social Sciences and across other disciplines to support the delivery of a quality character and ethics education instructional program based on the requirements of the grant proposal and the District's Board-approved nine core values.
9. Provides information and makes presentations regarding instructional requirements on character and ethics education to administrative and instructional personnel, civic and professional groups, parents, and community agencies.
10. Delivers professional development programs at local, state and/or national conferences/meetings to share and disseminate information on the District's character and ethics education initiative.
11. Assists the program evaluator and staff at the United States Department of Education with issues and questions related to the implementation of the grant.
12. Assists with the completion of referrals and other projects, as related to character and ethics education, as assigned.
13. Performs other duties comparable to the above, as the duties above describe only the typical, primary features of the job.

PHYSICAL REQUIREMENTS

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

MINIMUM QUALIFICATION REQUIREMENTS

1. ~~Master's degree with certification in a specific academic area at the elementary or secondary level. Certification in social studies is preferred.~~ elementary education, social studies 6-12, or a social studies discipline, and certification in administration and/or supervision, or educational leadership.

- ~~2. Certification in administration and supervision, or educational leadership, or an approved program to achieve such certification within two (2) years.~~
2. Familiarity with major trends and requirements in instruction, particularly as they relate to the subject field of certification.
3. ~~Five (5) years of successful teaching experience.~~ Minimum of three (3) years teaching experience in the appropriate area of certification.
- ~~4. Demonstrated experience in creating African-American History support materials and staff development activities related to the curriculum.~~
- ~~6. Evidence of possession of human relation skills necessary for success in working with and among district office, region offices, and schools as well as the private sector.~~
- ~~7. Experience as a school site or district administrator or other leadership position.~~
4. Demonstrated ability to effectively use computer technology, including a variety of software programs.
5. ~~Demonstrated ability to write and communicate orally in an effective manner.~~ communicate effectively in both oral and written forms.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | Supervisor, Program Evaluation |
| 2. | DEPARTMENT: | Office of Program Evaluation |
| 3. | IMMEDIATE SUPERVISOR: | Executive Director, Division of Program Evaluation |
| 4. | PAY GRADE: | 20 |
| 5. | JOB CODE: | 0071 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | DATE OF LAST REVISION: | December 4, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item C-4, January 8, 1986 |
| 9. | MINIMUM QUAL. CHANGE: | Board Item D-24, December 13, 2006 |
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OCCUPATIONAL SUMMARY

Under the supervision of the Executive Director, supervises a variety of program evaluations, and chairs the Research Review Committee.

EXAMPLE OF DUTIES

1. Develops and/or reviews the plans and evaluation designs for assigned program evaluation.
2. Supervises the conduct of assigned program evaluations.
3. Serves as chairperson for the District's Research Review Committee.
4. Supervises the preparation, organization, and dissemination of existing public data requested by agencies external to the District.
5. Supervises the activities of assigned evaluation coordinators.
6. Reviews and/or approves the research/evaluation designs for all bilingual program proposals submitted for external funding.
7. Communicates the finding of evaluations to interested/involved parties inside and outside the District.
8. Writes and/or edits the report of District-wide evaluation projects.

9. Designs and/or supervises testing activities at the District level for program evaluations.
10. Serves as a technical consultant to other offices.
11. Acquires and/or supervises the acquisition of external personnel for specific evaluation projects.
12. Assumes supervisory responsibility for the Division of Program Evaluation in the absence of the Executive Director.
13. Performs other duties related to general administrative responsibilities as assigned by the immediate supervisor.

PHYSICAL REQUIREMENTS

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

MINIMUM QUALIFICATION REQUIREMENTS

1. Master's degree in educational research/evaluation, ~~administration~~ measurement or ~~supervision~~ related social science field.
2. Five (5) years experience in supervising educational evaluation or program development and implementation projects.
3. Demonstrated ability to communicate effectively in both oral and written form.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | Information Systems Design Control Officer |
| 2. | DEPARTMENT: | Office of Management and Compliance Audits |
| 3. | IMMEDIATE SUPERVISOR: | Assistant Chief Auditor |
| 4. | PAY GRADE: | 44 |
| 5. | JOB CODE: | 0786 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | December 4, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item H-2, June 16, 2004 |
| 9. | MINIMUM QUAL. CHANGE: | Board Item D-24, December 13, 2006 |
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OCCUPATIONAL SUMMARY

Responsible for participating in Information Technology (IT) initiatives, project teams, in an advisory/consultative capacity. Actively involved in assisting the Office of Management and Compliance Audits to improve the flow of communication, office automation, clerical and administrative productivity.

EXAMPLE OF DUTIES

Information Technology (IT) area:

1. Acts as an independent reviewer of IT projects and initiatives.
2. Participates in system development design on IT project teams (implementation teams, project steering groups/committees, project working groups, evaluation teams, implementation teams, quality assurance teams and trouble-shooting teams).
3. Acts as a consultant to management to help ensure the adequacy of system design, adherence to appropriate life-cycle development standards and the development of effective internal controls over new computerized systems and equipment.
4. Evaluates, selects and implements various technologies.
5. Evaluates, selects, customizes and implements third-party IT applications and solutions.

6. Designs, develops, and implements customized IT applications, solutions, and related business processes.
7. Establishes best practices and policies relating to various IT functions.
8. Designs and develops security and internal controls.

Office of Management and Compliance Audits area:

9. Acquires computer and IT related equipment and software.
10. Provides technical support to non-IT audit staff in the use of software and equipment.
11. Develops and maintains:
 - a. Management Information Systems (audit job tracking and timekeeping system and audit recommendation follow-up system)
 - b. Electronic audit programs
 - c. Electronic working papers
 - d. Other audit related analytical tools
 - e. Online website
12. Performs other duties related to general administrative responsibilities as assigned by the Assistant Chief Auditor and Chief Auditor.

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 computer science with an emphasis/concentration in business applications and/or business processes.
2. Five (5) years of progressively responsible experience in Information Technology with at least two (2) years in systems design and evaluation.
3. Experience with programming techniques, system design, documentation requirements, information processing requirements, and web technologies as demonstrated by education, training and job experience.

4. Demonstrated ability to communicate effectively in oral and written form
- ~~5. Ability to work independently, as well as cooperatively with all levels of Miami-Dade County Public Schools staff.~~

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|------------------------|---|
| 1. | JOB TITLE: | EDP Audit Supervisor I, Division of Electronic Data Processing Audits |
| 2. | DEPARTMENT: | Office of Management and Compliance Audits |
| 3. | IMMEDIATE SUPERVISOR: | Information System Design Control Officer |
| 4. | PAY GRADE: | 43 |
| 5. | JOB CODE: | 0534 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | December 4, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item E-9, February 10, 1999 |
| 9. | MINIMUM QUAL. CHANGE: | Board Item D-24, December 13, 2006 |
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OCCUPATIONAL SUMMARY

Performs information systems audits and provides technical support to audit staff for microcomputers or mainframe use.

EXAMPLE OF DUTIES

1. Provides computer technical support to audit staff.
2. Maintains, monitors, and evaluates the adequacy of established information systems.
3. Participates in independent evaluations of data processing systems, operations and controls.
4. Prepares or assists in preparing audit programs.
5. Conducts audits in accordance with audit programs and creates documentation to support the audit work performed and the issues identified.
6. Assists in preparation of audit reports and assists in discussing the report with appropriate administrators.
7. Reviews responses to audit reports and performs follow-up to ensure that appropriate corrective actions are taken.

8. Analyzes, develops, tests, and documents software to validate existing/new applications are functioning as expected.
9. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job.

PHYSICAL REQUIREMENTS

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

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in computer science or management information systems or Bachelor's degree in accounting with concentration in information systems.
2. Three (3) years of progressive responsible experience in Information Technology with at least one (1) year in systems auditing after obtaining degree.
3. Knowledge of computer languages (i.e., JCL, COBOL, Visual Basic, Easytrieve, etc.), system development life cycles, mainframe and network operation systems and computer operations.
4. Demonstrated ability to communicate effectively in both oral and written forms.
5. ~~Ability to work with minimum supervision.~~
6. ~~Ability to implement audit programs of a technical nature and evaluate situations where results are difficult to measure.~~
7. ~~Ability to organize and report findings to management.~~

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | Coordinator III, Evaluation |
| 2. | DEPARTMENT: | Office of Program Evaluation |
| 3. | IMMEDIATE SUPERVISOR: | Supervisor, Program Evaluation |
| 4. | PAY GRADE: | 42 |
| 5. | JOB CODE: | 0073 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | December 4, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item C-4, January 8, 1986 |
| 9. | MINIMUM QUAL. CHANGE: | Board Item D-24, December 13, 2006 |
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OCCUPATIONAL SUMMARY

Coordinates a team of professional evaluators in the development, operation, and reporting of Miami-Dade County Public Schools (M-DCPS), State, and federal educational program evaluations and/or testing program activities.

EXAMPLE OF DUTIES

1. Coordinates the activities and appraises the performance of a team of evaluation specialists.
2. Develops and/or coordinates the development of plans for District-wide evaluation activities.
3. Develops and/or coordinates the development of data collection instruments.
4. Coordinates the collection/analysis of data and preparation of evaluation reports.
5. Reviews professional journals and other references pertaining to educational programs and measurement.
6. Consults with project managers concerning the development of evaluation sections of project proposals.
7. Designs and/or coordinates testing activities at the District level for program evaluations.
8. Coordinates the acquisition and management of external evaluators.
9. Assists program/project managers with the articulation of evaluation objectives.

10. Communicates the findings of evaluations to interested/involved parties inside and outside the District.
11. Writes and/or edits the reports of District-wide evaluation projects.
12. Reviews and/or develops evaluation plans for the grant proposals for other offices.
13. Serves as technical consultant to District, state and federal offices.
14. Acquires and/or coordinates the acquisition of external consultants for specific evaluation projects.
15. Communicates needs for data analysis to Data Management Staff.
16. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job.

PHYSICAL REQUIREMENTS

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

MINIMUM QUALIFICATION REQUIREMENTS

1. Master's degree with specialization in educational research measurement or related social science field.
2. Four (4) years of experience in educational program evaluation assessment/ testing or graduate study in a related social science field beyond the Master's degree.
3. Knowledge of computer operations for statistical data analysis, test scoring, screening and reporting assessment results.
- ~~4. Ability to work cooperatively and constructively with multi-ethnic groups of students, teachers, and parents as evidenced by training and job-related experience.~~
4. Demonstrated ability to communicate effectively in both oral and written forms.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|------------------------|------------------------------------|
| 1. | JOB TITLE: | Staff Specialist, Evaluation |
| 2. | DEPARTMENT: | Office of Program Evaluation |
| 3. | IMMEDIATE SUPERVISOR: | Director |
| 4. | PAY GRADE: | 40 |
| 5. | JOB CODE: | 0074 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | DATE OF LAST REVISION: | December 4, 2006 |
| 8. | POSITION AUTHORIZED: | Board Item A-3, August 25, 1999 |
| 9. | MINIMUM QUAL. CHANGE: | Board Item D-24, December 13, 2006 |
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OCCUPATIONAL SUMMARY

Performs complex research and evaluation studies, and interprets/reports results.

EXAMPLE OF DUTIES

1. Designs and/or assists in designing instrumentation, methods, and related procedures appropriate to evaluation studies or other related research.
2. Acquires and analyzes outcome data at the school and District level for program evaluations or other research projects; reports conclusions.
3. Formulates behavioral objectives which are amenable to accepted testing or evaluation procedures, and writes reports on research projects.
4. Conducts an on-going assessment of selected projects' components to determine if the project goals, objectives, activities, and/or guidelines are continually being achieved.
5. Meets with District, region, and school level personnel to plan evaluation procedures, and to report evaluation study results.
6. Coordinates the acquisition of external consultants for specific evaluation projects.
7. Assists with the review and/or development of evaluation plans for the grant proposals of other offices.
8. Develops and/or assists in the development of plans for selected District-wide evaluation/ research studies.

9. Assists in the assessment and reporting of the status of accomplishments re: school and District level goals and objectives.
10. Assists in the analysis and interpretation of student assessment results re: District-wide efforts to improve student achievement.
11. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job.

PHYSICAL REQUIREMENTS

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

MINIMUM QUALIFICATION REQUIREMENTS

1. Master's degree with specialization in educational research, evaluation, measurement, or a related social science field (~~e.g., guidance and counseling~~).
2. Four (4) years of varied experience in program evaluation, assessment/testing or ~~additional related~~ graduate study ~~beyond the master's degree~~ in a related social science field.
3. Experience with computer applications for statistical data analysis.
4. ~~Ability to work cooperatively and constructively with multi-ethnic groups of students, teachers, and parents as evidenced by training and job-related experience.~~
4. Demonstrated ability to communicate effectively in oral and written forms.