

Carolyn Spaht, Chief of Staff

**SUBJECT: ESTABLISH AND CLASSIFY MANAGERIAL EXEMPT PERSONNEL (MEP)
AND DADE COUNTY SCHOOL ADMINISTRATORS' ASSOCIATION
(DCSAA) POSITIONS**

**APPOINTMENTS AND LATERAL ASSIGNMENTS OF MANAGERIAL
EXEMPT, PROFESSIONAL AND TECHNICAL PERSONNEL FOR 2006-
2007**

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

Authorization of the Board is requested to establish and classify new administrative position classifications in accordance with School Board Rule 6Gx13-4D-1.022, Manual of Procedures for Managerial Exempt Personnel (MEP), and the labor contract with the Dade County School Administrators' Association (DCSAA). The administrative assignment recommendations are made in accordance with Board Rules 6Gx13- 4A-1.16, 6Gx13 -4A-1.161, and the Miami-Dade County Public Schools/Dade County School Administrators' Association labor contract.

Considerations for reassignments of managerial exempt, professional and technical personnel were predicated upon an intensive review of information by appropriate administrators.

The recommended managerial exempt, professional and technical personnel appointments reflect the honoring of requests for lateral reassignments, where possible. Assignments of personnel and appointments of managerial exempt, professional and technical staff may be a result of the Board-approved advertisement and selection process, or by a direct appointment of an individual who has demonstrated the specific qualifications and background applicable to the position.

State Statutes and subsequent changes in Board rules governing Administrative/Professional and Technical Staffing require that all first year principalship appointments be "Interim" appointments.

In order to fill school-site allocations and other allocations vacated by promotion, leave, retirement, and other attritional factors, it is recommended that the following personnel assignments be authorized by the School Board. Revisions, additions and/or deletions may be made to the recommended personnel assignments, as necessary, to assure efficient school system operations, and if such modifications are made, a revised Board item will be submitted prior to the Board meeting.

Revised
D-21

Establish and classify the following MEP and /or DCSAA position:

Chief of Staff

Director, Evaluation, MEP pay grade 21, Office of Evaluation

The Director, Evaluation, directs and supervises a team of professional evaluators in the conduct of a variety of program evaluations; acquires and manages the services of external contracted evaluators.

School Facilities

DELETED

Coordinator III, Operations and Emergency Management, DCSAA pay grade 42, Facilities Operations, Maintenance

The Coordinator III, Operations and Emergency Management is responsible for the comprehensive planning, development and execution of the Facilities Operations Critical Incident and Emergency Management program, including emergency preparedness, response, mitigation, and recovery.

SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Sara N. Martin	Interim Elementary Principal, Sunset Park Elementary School	P1	Elementary Principal, Sunset Park Elementary School (Effective 1/9/2007)	P1
Yamila M. Carballo	Middle Assistant Principal, Hammocks Middle School	AP	Temporary Middle School Principal, Centennial Middle School	P2

SCHOOL SITE ADMINISTRATIVE ASSIGNMENTS
ASSISTANT PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Rosalind L. Castle	Retired Community School Assistant Principal	AP	Community School Assistant Principal, Emerson Elementary School (Effective 2/1/2007)	AP
Stephanie M. Tudor	Teacher, Southwest Miami Senior High School	--	Temporary Senior Assistant Principal, Southwest Miami Senior High School	AP
Vanessa Faraldo	Temporary Elementary Assistant Principal, Earlington Heights Elementary School	AP	Elementary Assistant Principal, Earlington Heights Elementary School	AP

SCHOOL SITE ADMINISTRATIVE ASSIGNMENTS
ASSISTANT PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Elizabeth Chardon	Teacher, Returning from Leave	--	Middle Assistant Principal, Doral Middle School	AP
Theresa A. Gilbert	Teacher, Cutler Ridge Middle School	--	Temporary Middle Assistant Principal, Hammocks Middle School	AP
Lianne R. Battle-Baez	Teacher, Citrus Grove Elementary School	--	Temporary Elementary Assistant Principal, Jack D. Gordon Elementary School	AP
Deborah G. Riera	Teacher, Leisure City Elementary School	--	Middle Assistant Principal, State School SS-1 (Relief for Avocado Elementary, Redland Elementary, Campbell Drive Middle and Homestead Middle Schools)	AP
Lisa B. Garcia	Teacher, Carol City Middle School	--	Senior Assistant Principal, Hialeah-Miami Lakes Senior High School	AP
Jennifer D. Sejeck	ESE Placement Specialist, Regional Center I	--	Elementary Assistant Principal, Avocado Elementary School	AP

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SCHOOL SITE LATERAL ADMINISTRATIVE RE-ASSIGNMENTS
ASSISTANT PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Carlos Del Cuadro	Middle Assistant Principal, Doral Middle School	AP	Senior Assistant Principal, State School "WWW" (Relief for Miami Springs, Hialeah and Hialeah-Miami Lakes Senior High Schools)	AP

NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Vera R. Hirsh	Regional Administrative Director, Regional Center VI	24	Assistant Superintendent, Human Resources, Recruitment and Performance Management	25
Patricia A. Booth	Teacher/Counselor Charter School Operations	--	Executive Director School Choice, Charter School Operations	22
Todra E. Bunyan	Curriculum Support Specialist, Instructional/Non- Instructional Training	--	Instructional Supervisor, SIZ/STELLAR Support, Instructional/Non- Instructional Training	21
Pamela G. Sanders	District Director, Professional Standards, Office of Professional Standards	23	Administrative Director Business, School Improvement Zone	24

NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
PROFESSIONAL AND TECHNICAL

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Daniel D. Marple	Asbestos Abatement Inspector, Safety Environment and Hazard Management	--	Coordinator I Facilities Operations, Asbestos Management	40
Masomeh Namin	DCSAA Hourly Asbestos Management	--	Asbestos Program Inspector, Central Inspections	34
Aleksandr Shneyderman	Coordinator III Evaluation, Educational Evaluation	42	Supervisor II Evaluation, Educational Evaluation	44
Steven M. Urdegar	Coordinator III Evaluation, Educational Evaluation	42	Supervisor II Evaluation, Educational Evaluation	44
Willene A. Adker	Accounting Specialist, Capital Construction Budgets and Controls	--	Manager III Site Documentation, Project and Contract Management	39
Patricia M. Good	Coordinator III State/ Government Liaison, Governmental Affairs and Land Use	42	Supervisor II Site Acquisition, Governmental Affairs and Land Use	44
Evaggelia Kasselakis	Food Service Quality Assurance Manager, Food and Nutrition	--	Coordinator III Region Food Service, Food and Nutrition	42
Mayda L. Cabeza	Temporary Director I, Assessment, Assessment/Data Analysis	45	Director I, Assessment, Assessment/Data Analysis (Effective 02/01/2007)	45
Daniel J. Facsina	Lead Person – Vehicle Repair, Transportation Vehicle Maintenance	--	Manager Transportation Maintenance, Transportation Vehicle Maintenance	38
Toolsie Harbajan	Foreperson – Auto Maintenance, Transportation Vehicle Maintenance	--	Manager Transportation Maintenance, Transportation Vehicle Maintenance	38

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NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
PROFESSIONAL AND TECHNICAL

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Roy R. Perez	Lead Person – Vehicle Repair, Transportation Vehicle Maintenance	--	Manager Transportation Maintenance, Transportation Vehicle Maintenance	38

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NON-SCHOOL-SITE LATERAL ADMINISTRATIVE RE-ASSIGNMENTS
PROFESSIONAL AND TECHNICAL

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Maria V. Colon	Business Manager, Miami Northwestern Senior High School	38	Business Manager, American Senior High Adult Center	38

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

1. Establish and classify the following MEP and/or DCSAA positions:

a. Director, Evaluation, MEP pay grade 21, Office of Evaluation

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e. Coordinator III, Operations and Emergency Management, DCSAA pay grade 42, Facilities Operations, Maintenance

2. approve the recommendations as set forth above for appointments and lateral transfers to be effective January 18, 2007 or as soon thereafter as can be facilitated, with the exception of the effective dates as noted throughout the item.

SALARY RANGE

	25	102,998 - 140,481	45	62,408 - 108,105 } ADDED
	24	98,400 - 131,258	44	59,437 - 102,962
ADDED {	23	81,792 - 125,938	42	53,915 - 93,398
	P2	86,000 - 123,495	40	48,897 - 84,710
	P1	82,000 - 121,052	39	46,573 - 80,678
	22	72,842 - 121,052	38	44,360 - 76,847 } ADDED
	21	67,291 - 113,716	34	36,493 - 63,225
	AP	61,200 - 96,188		

D R A F T**MIAMI- DADE COUNTY PUBLIC SCHOOLS****JOB DESCRIPTION****IDENTIFICATION INFORMATION**

1. JOB TITLE:	Director, Evaluation
2. DEPARTMENT:	Office of Program Evaluation
3. IMMEDIATE SUPERVISOR:	Executive Director
4. PAY GRADE:	21
5. JOB CODE:	TBA
6. BARGAINING UNIT:	6
7. POSITION AUTHORIZED:	Board Item D-21, January 17, 2007

OCCUPATIONAL SUMMARY

Directs and supervises a team of professional evaluators in the conduct of a variety of program evaluations; acquires and manages the services of "external" contracted evaluators.

EXAMPLE OF DUTIES

1. Directs and supervises the activities and appraises the performance of a team of evaluation specialists.
2. Develops and/or supervises the development of plans for District-wide evaluation activities.
3. Selects and manages the services of "external" contracted evaluators.
4. Directs and supervises the development of data collection instruments.
5. Directs and supervises the collection/analysis of data and preparation of evaluations reports.
6. Reviews professional journals and other references pertaining to educational programs and evaluation.
7. Assists in the development of reviews and/or approves the research/evaluation designs for various program proposals submitted for external funding.
8. Communicates the findings of evaluations to interested/involved parties, both inside and outside the District.

9. Directs and supervises the preparation, organization and dissemination of evaluative data requested by agencies external to the District.
10. Provides an expanded level of analytic services to programs as a supplement to, or independent of, ongoing evaluation studies.
11. Designs and disseminates highly focused summary reports, on an as-needed basis, incorporating state-of-the-art graphics and other presentation techniques through the skillful application of appropriate desktop publishing/graphics software.
12. Directs and supervises the evaluation of District Parent Involvement Initiatives.
13. Directs office requests for external/online survey assistance from other offices.
14. 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, talking, repetitive motions, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Doctoral degree in educational research/evaluation, measurement, or related social science field.
2. Five (5) years of experience in educational evaluation.
3. Knowledge of computer operations for statistical data analysis.
4. Demonstrated ability to communicate effectively in both oral and written forms.

DRAFT**MIAMI-DADE COUNTY PUBLIC SCHOOLS****JOB DESCRIPTION****IDENTIFICATION INFORMATION**

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|--------------------------|------------------------------------------------------|
| 1. JOB TITLE: | Coordinator III, Operations and Emergency Management |
| 2. DEPARTMENT: | Facilities Operations, Maintenance |
| 3. IMMEDIATE SUPERVISOR: | Administrative Director, Maintenance Operations |
| 4. PAY GRADE: | 42 |
| 5. JOB CODE: | TBA |
| 6. BARGAINING UNIT: | 8 |
| 7. POSITION AUTHORIZED: | Board Item D-21, January 17, 2007 |
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OCCUPATIONAL SUMMARY

Responsible for the comprehensive planning, development and execution of the Facilities Operations Critical Incident and Emergency Management program, including emergency preparedness, response, mitigation, and recovery.

EXAMPLE OF DUTIES

1. Assists with the design and ensures successful execution of the Facilities Operations Critical Incident and Emergency Management program.
2. Develops, evaluates, updates and maintains various emergency plans, including but not limited to homeland security related issues; natural disasters; district priorities; acts of violence, etc. and coordinates execution of such plan.
3. Responsible for assuring the development of associated plans and procedures and maintaining their controlled distribution.
4. Coordinates efforts with various internal and external entities, including FEMA, to address emergencies and district priorities with an emphasis on service continuity and mitigation of expenditures associated with emergency response and recovery.
5. Compiles information and completes claims, reports, and other documentation as required by various federal, state and local entities.

6. Manages the coordination and uniform implementation of the utilization of in-house resources, equipment, vehicles, and supplies, as well as supplementary contracted services.
7. Inspects and identifies facilities discrepancies and needs related to operations and emergency management. Plans, schedules, executes and monitors corrective and preventative activities.
8. Ensures emergency preparedness equipment and supplies are properly stocked and in proper working condition.
9. Works with Region Maintenance Center administrators to schedule trades and assignments required to complete jobs and ensure continuity of services.
10. Performs other duties related to the general administrative responsibilities of the position.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The worker is exposed to noise and hazards. The work is performed primarily indoors and outdoors. Frequent in-county travel is required using District vehicle.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Business Administration, Public Administration or related field and four (4) years experience in the field of emergency management (security, planning, contingency, continuity, safety, etc.) including two (2) years supervisory experience in a large institution.
2. Documented knowledge of FEMA reporting requirements.
3. Documented ability to utilize various software applications to generate, interpret and manipulate data.
4. Documented knowledge of federal, state and local laws, codes, ordinances and rules as applicable.
5. Possession of a valid Florida's driver's license.
6. Demonstrated ability to communicate effectively in both oral and written forms.