

Carolyn Spaht, Chief of Staff

**SUBJECT:                   JOB DESCRIPTIONS UPDATE FOR MEP AND/OR  
PROFESSIONAL AND TECHNICAL POSITIONS**

**COMMITTEE:               SCHOOL SUPPORT ACCOUNTABILITY**

**LINK TO DISTRICT**

**STRATEGIC PLAN:       CREATE AND UPDATE JOB DESCRIPTIONS**

Authorization of the Board is requested to prescribe minimum qualifications for positions pursuant to Florida Statutes 1001.42 and 1012.22. Attached are copies of the job descriptions identifying additions, deletions of the minimum qualifications and change of title.

**RECOMMENDED:** That effective March 14, 2007, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida:

1. Approve changes to minimum qualifications for the following MEP and/or DCSAA positions:
  - a. Administrative Director, Alternative Education, MEP pay grade 24, School Operations
  - b. Instructional Supervisor, Adult and Community Education (Middle School Enrichment Program), MEP pay grade 21, Adult and Community Education
  - c. Instructional Supervisor, Adult and Community Education, MEP pay grade 21, Adult and Community Education
  - d. Instructional Supervisor, GMAC, MEP pay grade 21, Athletics/Activities and Accreditation
  - e. District Supervisor, Instructional Support, MEP pay grade 21, Alternative Education
  - f. Director II, Data Systems, DCSAA pay grade 46, Adult and Community Education
  - g. District Supervisor, Grants Administration, DCSAA pay grade 45, Office of Intergovernmental Affairs and Grants Administration
  - h. Senior Grant Writer, DCSAA pay grade 44, Office of Intergovernmental Affairs and Grants Administration

**D-24**

- i. Coordinator II, Attendance, DCSAA pay grade 41, Attendance Services
  - j. Systems Analyst, Adult and Community Education, DCSAA pay grade 39, Adult and Community Education
  - k. Programmer I, DCSAA pay grade 33, Adult and Community Education
2. Approve changes to minimum qualifications and title change for the following MEP and/or DCSAA positions:
- a. Coordinator, Foreign Records/Transfers, MEP pay grade 19, Attendance Services
  - b. Staff Specialist, Adult and Community Education, MEP pay grade 18, Adult and Community Education
3. Approve change of title and pay grade change for the following MEP position:
- a. Assistant Chief Auditor (School Audits or Operational/Performance Audits), MEP pay grade 24, Management and Compliance Audits

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

1. JOB TITLE:	Administrative Director, Alternative Education
2. DEPARTMENT:	School Operations
3. IMMEDIATE SUPERVISOR:	Associate Superintendent, School Operations
4. PAY CODE:	24
5. JOB CODE:	0059
6. BARGAINING UNIT:	6
7. DATE OF LAST REVISION:	January 31, 2007
8. POSITION AUTHORIZED:	Board Item A-3, August 25, 1999
9. MINIMUM QUAL. CHANGE:	Board Item D-24, March 14, 2007

---

---

**OCCUPATIONAL SUMMARY**

Manages all aspects of the adult and community education programs and provides support to Regional Superintendents. Responsible for policies, goals, and objectives of the Workforce Development Program, community education programs, and school-aged child care programs.

**EXAMPLE OF DUTIES**

1. Directs, monitors and implements the District's community school programs and school-aged child care program.
2. Plans, schedules and conducts meetings, workshops, and training sessions for adult education and community school personnel to improve skills and performance.
3. Assists in implementing and interpreting negotiated contracts, legal requirements and Board policies related to adult and community education.
4. Oversees the preparation of funding proposals and grant applications.
5. Supervises the budget preparation for the Skills for Academic, Vocational and English Studies program to ensure that all contract objectives and outcomes are being achieved.

6. Oversees the adult education testing process to ensure continued District funding under current workforce development legislation.
7. Monitors and makes recommendations relative to the standards, improvements, and overall operation of the Workforce Development Program in accordance with the objectives set forth by the Workforce Investment Act.
8. Supervises and monitors the development of marketing strategies related to adult education programs.
9. Performs other duties related to the general administrative responsibilities of the position.

### **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 education, business, public administration or related field with certification in educational leadership, administration/and/or supervision K-12, or adult administration/vocational director administration of adult education or local director of vocational education.
2. Three (3) years of teaching experience.
3. ~~Minimum of~~ Three (3) years of administrative experience in administration, supervision, community relations, and/or related field.
4. Demonstrated ability to communicate effectively in both oral and written forms.

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

- |    |                        |  |
|----|------------------------|--|
| 1. | JOB TITLE:             | Instructional Supervisor, Adult and Community Education (Middle School Enrichment Program) |
| 2. | DEPARTMENT:            | Adult and Community Education  |
| 3. | IMMEDIATE SUPERVISOR:  | Administrative Director  |
| 4. | PAY GRADE:             | 21   |
| 5. | JOB CODE:              | 0192   |
| 6. | BARGAINING UNIT:       | 6  |
| 7. | DATE OF LAST REVISION: | January 31, 2007   |
| 8. | POSITION AUTHORIZED:   | Board Item A-3, August 25, 1999  |
| 9. | MINIMUM QUAL. CHANGE:  | Board Item D-24, March 14, 2007  |
- 

**OCCUPATIONAL SUMMARY**

Works cooperatively with principals, assistant principals, and personnel in the regional and district offices to supervise various aspects of the Middle School Enrichment Program. Serves as a member of the management team in the division. Responsible for overseeing the implementation and delivery of instructional programs and linking organizations with needed services.

**EXAMPLE OF DUTIES**

1. Works cooperatively with regional and district office personnel in establishing procedures and policies in the Middle School Enrichment Program.
2. Assists in supervising assigned instructional personnel and program support staff.
3. Works with school-site administrators to develop, implement, and monitor academic and enrichment activities taking place in middle schools and K-8 Centers.
4. Works cooperatively with middle schools, K-8 Centers and business and community groups to facilitate academic and enrichment activities.
5. Recommends funding allocations and approves requisitions for supplies and materials for the Middle School Enrichment Program.

6. Monitors the development, adaptation, and implementation of specific curricula related to the Middle School Enrichment Program and plans and implements teacher in-service activities.
7. Assists in the evaluation of Middle School Enrichment Program.
8. Assists in planning, developing, and implementing new and innovative education programs.
9. Manages contracted projects and partnership programs designed to deliver services to students.
10. Performs other duties related to the general administrative responsibilities of the position.

### **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 education, business, public administration or a related field with certification in educational leadership, ~~or~~ administration/supervision K-12, administration of adult education or local director of vocational education, ~~and/or administration in adult education or an approved plan to acquire such certification in two (2) years.~~
2. ~~Minimum of Three (3) years teaching experience. Vocational/adult, and/or community education experience preferred.~~
3. Experience in vocational, adult or community education or at the middle school level.
4. ~~Minimum of Three (3) years school-site supervisory or administrative experience in adult and/or community education.~~
5. Demonstrated ability to communicate effectively in both oral and written forms.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

- 1. JOB TITLE: Instructional Supervisor, Adult and Community Education
- 2. DEPARTMENT: Adult and Community Education
- 3. IMMEDIATE SUPERVISOR: Administrative Director
- 4. PAY GRADE: 21
- 5. JOB CODE: 0192
- 6. BARGAINING UNIT: 6
- 7. DATE OF LAST REVISION: January 31, 2007
- 8. POSITION AUTHORIZED: Board Item A-3, August 25, 1999
- 9. MINIMUM QUAL. CHANGE: Board Item D-24, March 14, 2007

OCCUPATIONAL SUMMARY

Works cooperatively with principals, vice principals, assistant principals, and personnel in the regional and district offices supervising various aspects of vocational, adult, career and community education programs. Responsible for overseeing the implementation and delivery of instructional programs and linking organizations with needed services.

EXAMPLE OF DUTIES

- 1. Works cooperatively with regional and district office personnel in establishing policies and procedures for vocational and adult education programs.
- 2. Supervises assigned instructional personnel and program support staff.
- 3. Works with school site administrators to develop, implement, and monitor the adults with disabilities and senior adult learners program.
- 4. Works cooperatively with adult centers and business and community groups to facilitate activities for adults with disabilities and senior adult learners.
- 5. Recommends grant funding allocations and approves requisitions for supplies and materials for adult education and area technical centers.
- 6. Monitors the development, adaptation, and implementation of specific curricula related to Pre-GED and GED Preparation courses and plans and implements teacher in-service activities.

7. Collaborates with various Miami-Dade County Public Schools' offices, Miami-Dade College, and other agencies on various grant activities and project issues through the coordination of advisory committees.
8. Assists in the evaluation of adult, vocational, community and/or career education programs.
9. Assists in planning, developing, and implementing new and innovative education programs.
10. Manages grant funded contracted projects designed to deliver services to adults with disabilities and senior adult learners.
11. Performs other duties related to the general administrative responsibilities of the position.

### **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 education, business, public administration or a related field with certification in educational leadership, or administration/supervision K-12, administration of adult education or local director of vocational education, and/or administration in adult education or an approved plan to acquire such certification in two (2) years.
2. ~~Minimum of Three (3) years teaching experience. Vocational/adult, and/or community education experience preferred.~~
3. Experience in vocational, adult or community education.
4. ~~Minimum of Three (3) years school-site supervisory or administrative experience in adult and/or community education.~~
5. Demonstrated ability to communicate effectively in both oral and written forms.



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

- |    |                        |   |
|----|------------------------|---|
| 1. | JOB TITLE:             | Instructional Supervisor, GMAC                                  |
| 2. | DEPARTMENT:            | Athletics/Activities and Accreditation                          |
| 3. | IMMEDIATE SUPERVISOR:  | Administrative Director, Athletics/Activities and Accreditation |
| 4. | PAY GRADE:             | 21  |
| 5. | JOB CODE:              | 0193  |
| 6. | BARGAINING UNIT:       | 6   |
| 7. | DATE OF LAST REVISION: | January 31, 2007  |
| 8. | POSITION AUTHORIZED:   | Board Item C-4, January 8, 1986                                 |
| 9. | MINIMUM QUAL. CHANGE:  | Board Item D-24, March 14, 2007                                 |
- 

**OCCUPATIONAL SUMMARY**

Supervises the athletic programs for Miami-Dade County Public Schools' senior high schools. Serves as liaison for the Greater Miami Athletic Conference (GMAC) the Greater Miami Athletic Conference Officials Association (GMACOA) and the Florida High School Activities Association (FHSAA).

**EXAMPLE OF DUTIES**

1. Manages and directs the affairs of GMAC; performs duties, reviews, and updates bylaws with the GMAC Executive Committee. Serves as the Executive Secretary of the GMAC which manages and directs the affairs of the senior high schools' sports program districtwide.
2. Conducts sports meetings for schools, resolves scheduling conflicts and maintains a master schedule for senior high school sports.
3. Conducts inquiries, investigations and assists with hearings involving violations of GMAC bylaws and/or Miami-Dade County Public Schools' (MDCPS) Board policies.
4. Serves as official interpreter of the bylaws, standing rules and policies of the GMAC and GMACOA and assists with interpretations of the bylaws of the FHSAA.

5. Plans and prepares agendas and processes minutes and proposals for athletic and GMAC related meetings.
6. Keeps accurate records of funds of the GMAC and the GMACOA.
7. Manages and coordinates all school sport championships sponsored by the GMAC. Represents the GMAC on the MDCPS District Athletic Advisory Committee.
8. Attends the GMAC meetings of the Board of Directors of the FHSAA, the annual meeting of the Athletic Directors' group of the Florida Athletic Coaches Association, the Florida Interscholastic Athletic Administrators Association and the National Interscholastic Athletic Administrators Association.
9. Serves as a Commissioner of Officials, manages and directs the GMACOA.
10. Supervises the recruitment, training and registration of game officials, develops and implements evaluation procedures, appoints, supervises, and evaluates the performance of clinicians and booking commissioners and assigns game officials to GMAC championship contests.
11. Performs other duties related to the general administrative responsibilities of the position.

### **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 indoors and outdoors and requires frequent travel.

### **MINIMUM QUALIFICATION REQUIREMENTS**

1. Master's degree in education, business, public administration or a related field with certification ~~from the State of Florida Department of Education (certification in educational leadership or administration/and/or supervision K-12 is preferred).~~
2. ~~Minimum of five (5)~~ Three (3) years teaching experience.
3. ~~Minimum of Three (3) years as an athletic administrator or other school-site supervisory or district administrative experience.~~

4. Demonstrated ability to communicate effectively in both oral and written forms.
- ~~5. Ability to use technology and computer skills in word processing and spreadsheet programs.~~

**THIS PAGE INTENTIONALLY LEFT BLANK**

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

1.	JOB TITLE:	District Supervisor, Instructional Support
2.	DEPARTMENT:	Alternative Education
3.	IMMEDIATE SUPERVISOR:	Administrative Director
4.	PAY GRADE:	21
5.	JOB CODE:	0558
6.	BARGAINING UNIT:	6
7.	DATE OF LAST REVISION:	January 31, 2007
8.	POSITION AUTHORIZED:	Board Item A-3, August 25, 1999
9.	MINIMUM QUAL. CHANGE:	Board Item D-24, March 14, 2007

---

**OCCUPATIONAL SUMMARY**

Responsible for planning, coordinating and supervising activities related to Alternative Education including the Education Alternative Outreach Program.

**EXAMPLE OF DUTIES**

1. Assists in the monitoring of Alternative Education Schools and programs districtwide.
2. Supervises and provides instructional, technical support and assistance in the implementation of Alternative Education services to designated alternative education school sites and programs.
3. Reviews and supports the implementation of School Improvement Plans for schools requiring school improvement as identified by the Florida Department of Education.
4. Implements the school site visitation and support process for Alternative Education school sites.
5. Assists with the development of appropriate procedures for the administrative and programming review for school site visitations and instructional program reviews.
6. Provides technical assistance and instructional support for follow-up activities that support school improvement.

7. Provides technical assistance and support to outside organizations delivering services to at risk students.
8. Communicates with school personnel, parents, and community members regarding proper procedures for alternative placements.
9. Provides District assistance in the planning and implementation of parent involvement and educational activities to support instruction.
10. Develops and maintains working relationships with district offices, public and private sector agencies and colleges and universities that provide services to students participating in alternative education in order to facilitate student achievement.
11. Serves on a variety of school district councils and committees established to promote and enhance parent involvement and student achievement.
12. Performs other duties related to the general administrative responsibilities of the position.

#### **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 education, business, public administration or related field with certification in ~~one or more of the following:~~ educational leadership or administration and supervision K-12, ~~or an approved plan to achieve such certification.~~
2. ~~Minimum of Three (3) years successful~~ teaching experience.
3. ~~Minimum of Three (3) years~~ supervisory or administrative experience working with adults.
4. ~~Demonstrated knowledge of and experience in programs and activities designed to link school and home in urban and suburban school Districts.~~
5. ~~Experience in parent education preferred.~~

- ~~5. Personal qualifications which permit effective communication with home, community, school, region, and District level administrators and staffs.~~
- ~~7. Proficient in Spanish and/or Haitian Creole.~~
- 4. Ability to communicate effectively as evidenced by clarity and conciseness of oral and written presentations.  
Demonstrated ability to communicate effectively in both oral and written forms.

**THIS PAGE INTENTIONALLY LEFT BLANK**



## MIAMI-DADE COUNTY PUBLIC SCHOOLS

## JOB DESCRIPTION

## IDENTIFICATION INFORMATION

1.	JOB TITLE:	Director II, Data Systems
2.	DEPARTMENT:	Adult and Community Education
3.	IMMEDIATE SUPERVISOR:	Administrative Director
4.	PAY GRADE:	46
5.	JOB CODE:	0055
6.	BARGAINING UNIT:	8
7.	DATE OF LAST REVISION:	January 31, 2007
8.	POSITION AUTHORIZED:	Board Item H-5, January 14, 2004
9.	MINIMUM QUAL. CHANGE:	Board Item D-24, March 14, 2007

---

## OCCUPATIONAL SUMMARY

Implements and interprets administrative policies and procedures relating to student registration and tuition fees. Directs, supervises, and administers the Data in Your Hands (DIYH) data warehouse and all computer servers and workstations.

## EXAMPLE OF DUTIES

1. Directs, supervises and administers the Vocational Final Class Report and Enrollment Follow-up System (VFCR) for both secondary and post-secondary programs and the Vocational, and Adult, and Community Education System (VACS) at the District level.
2. Interprets directives and administrative policies for secondary, vocational and adult Workforce Development Information System (WDIS) reporting, accounting policies and procedures and Florida Department of Education (FDOE) data collection for the VACS, VFCR, and DIYH systems.
3. Maintains contact and represents District in issues related to data collection with the DOE.
4. Reviews, analyzes and interprets data collection mandated by FDOE Information Data Base.
5. Supervises data system personnel and the operation of the data processing center. Responsible for districtwide data collection.
6. Maintains information through the VACS system for accurate WDIS reporting. Creates and maintains key performance data by school, program, and student for data analyses.

7. Conducts workshops and trains personnel on registration, data collection and WDIS procedures.
8. Maintains the countywide Curriculum Bulletin for School Operations, Adult and Community Education.
9. Maintains and administers a data warehouse which provides online access for schools and District staff for school data.
10. Provides network administration for all workstations and servers.
11. Provides data and analysis for various schools and District grant and accreditation deliverables.
12. Responsible for the maintenance and implementation of the Site Assistance Review, a comprehensive school-site auditing document used to ensure schools comply with all audit procedures.
13. Performs other duties related to the general administrative responsibilities of the position.

#### **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 of science degree in management, business, computer science or related field.
- ~~2. Courses in data processing hardware, software, systems and programming techniques.~~
2. Five (5) years experience with automated student and financial data systems.
3. Extensive knowledge of programming techniques and/or systems design, documentation requirements, and data processing requirements as demonstrated by education, training and job related experience.
4. Demonstrated ability to communicate effectively in both oral and written forms.

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

- |    |                        |  |
|----|------------------------|--|
| 1. | JOB TITLE:             | District Supervisor, Grants Administration   |
| 2. | DEPARTMENT:            | Office of Intergovernmental Affairs and Grants Administration                          |
| 3. | IMMEDIATE SUPERVISOR:  | Administrative Director, Office of Intergovernmental Affairs and Grants Administration |
| 4. | PAY GRADE:             | 45   |
| 5. | JOB CODE:              | 0524   |
| 6. | BARGAINING UNIT:       | 8  |
| 7. | DATE OF LAST REVISION: | February 1, 2007   |
| 8. | POSITION AUTHORIZED:   | Board Item A-3, August 25, 1999  |
| 9. | MINIMUM QUAL. CHANGE:  | Board Item D-24, March 14, 2007  |
- 

**OCCUPATIONAL SUMMARY**

Assists in obtaining potential grant funding sources for the District. Responsible for the development and submission of grant applications to federal, state, foundation, and local funding agencies. Coordinates and conducts grantsmanship training for teachers and administrators.

**EXAMPLE OF DUTIES**

1. Supervises the development and submission of the grant application process for federal, state, foundation and/or local funding grants.
2. Researches grant opportunities and assists District personnel.
3. Maintains the electronic bulletin board and website as related to the availability of federal, state, foundation, and locally funded grants.
4. Coordinates training sessions in project development, proposal writing, and grant management.
5. Prepares correspondence and/or required documents in response to inquiries from federal, state, local and private sector funding agencies, and the general public.

6. Identifies and facilitates collaborative partnerships with other school districts, institutes of higher education, national organizations and/or community-based organizations.
7. Identifies and establishes relationships with foundations and corporations that provide funds to support public schools' educational initiatives.
8. Coordinates with community-based organizations, community colleges, and universities to maximize grant funds available to the District.
9. Prepares school Board agenda items.
10. Prepares and submits budget related material for Financial Affairs and various funding agencies.
11. Performs other duties related to the general administrative responsibilities of the position.

### **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 QUALIFICATIONS**

1. ~~Master's degree~~ Bachelor's degree in education, ~~educational leadership,~~ management, public administration or related field.
2. ~~Minimum of two (2)~~ Five (5) years of grant-related administrative experience.
3. ~~Knowledge of major trends and requirements in grants development and administration.~~
4. ~~Knowledge and understanding of accounting procedures and electronic data processing.~~
3. Demonstrated ability to communicate effectively in both oral and written forms.

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

- |    |                        |  |
|----|------------------------|--|
| 1. | JOB TITLE:             | Senior Grant Writer  |
| 2. | DEPARTMENT:            | Office of Intergovernmental Affairs and Grants Administration                    |
| 3. | IMMEDIATE SUPERVISOR:  | District Director, Office of Intergovernmental Affairs and Grants Administration |
| 4. | PAY GRADE:             | 44   |
| 5. | JOB CODE:              | 0937   |
| 6. | BARGAINING UNIT:       | 8  |
| 7. | DATE OF LAST REVISION: | February 5, 2007   |
| 8. | POSITION AUTHORIZED:   | Board Item D-10, June 18, 2003   |
| 9. | MINIMUM QUAL. CHANGE:  | Board Item D-24, March 14, 2007  |
- 

**OCCUPATIONAL SUMMARY**

Assists the District Director in carrying out the Grant Development functions of Grants Administration by seeking and securing grant support for a variety of District programs from private foundations, federal agencies, state agencies, and other sources. Work involves developing and executing strategies to secure new, and increase existing, competitive grant funding in accordance with the established District Strategic Plan.

**EXAMPLE OF DUTIES**

1. Researches private and public funding sources to determine their compatibility with the District Strategic Plan and priorities, determines which funding sources should be targeted, and prepares grant proposals/applications
2. Facilitates partnership grant proposals/applications and coordinates linkage between District personnel and outside partnership agencies with a goal of submitting a maximum number of grant proposals.
3. Develops and implements strategies intended to generate monetary support and determines the most effective method of securing funding.

4. Drafts and writes final versions of concept papers and proposals in support of District priorities. Reviews and interprets guidelines for funding sources, with particular emphasis on private funding sources, prepares and coordinates the submission of grant concept papers, proposals, and applications.
5. Meets with appropriate District personnel to present funding source/grant development strategies. Develops schedule for the completion of proposal components to ensure timely submission of grant proposals/applications. Reviews and edits completed proposals prior to submission and provides feedback to the originator for the purpose of critique and quality improvement.
6. Serves as the liaison between the District and the funding source. Confers with representatives of private foundations individually or with District program managers, as appropriate. Ensures all required documentation is submitted to the funding source as part of the submission of the grant proposals/applications.
7. Meets with District Director and other administrative supervisors to provide regular updates on funding strategies to acquire, and to increase, the acquisition of grant funding, with emphasis on private funding.
8. Performs other duties related to the general administrative responsibilities of the position.

### **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 education, management, public administration, psychology or related field and ~~Minimum of~~ five (5) years of professional grant writing and grant development experience

OR

Ten (10) years of professional grant writing and grant development experience.

2. Strong track record in grant writing and grant development, preferably with respect to major private funding sources.

4. ~~Knowledge of major trends and requirements in grants development and management.~~
5. ~~Expertise in computer technology, word processing, document preparation, and spreadsheets for budget calculations.~~
3. Demonstrated ability to communicate effectively in both oral and written forms.

**THIS PAGE INTENTIONALLY LEFT BLANK**



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

1.	JOB TITLE:	Coordinator II, Attendance
2.	DEPARTMENT:	Attendance Services
3.	IMMEDIATE SUPERVISOR:	Administrative Director
4.	PAY GRADE:	41
5.	JOB CODE:	0450
6.	BARGAINING UNIT:	8
7.	DATE OF LAST REVISION:	January 31, 2007
8.	POSITION AUTHORIZED:	Board Item C-4, January 8, 1986
9.	MINIMUM QUAL. CHANGE:	Board Item D-24, March 14, 2007

---

**OCCUPATIONAL SUMMARY**

Responsible for supervising and providing technical direction and training to staff. Interfaces with administrators and other Information Technology Services personnel regarding programming, revisions and changes required in the Integrated Student Information System.

**EXAMPLE OF DUTIES**

1. Maintains and supervises District student records through the Integrated Student Information System and provides support to school personnel.
2. Maintains student identification numbers districtwide.
3. Maintains historical educational records and responds to parental requests and subpoenas.
4. Supervises on-line maintenance of records for students expelled and students administratively assigned to opportunity schools.
5. Maintains, updates, and supervises dropout records. Reports and transmits records to the Department of Education.
6. Organizes and coordinates initial entry procedure workshops, presentations, and/or projects for school administrators, registrars and attendance clerks.
7. Supervises dissemination of information regarding Student Education Records and Public Law 93-380, Family Educational Rights and Privacy Act of 1974.

8. Supervises map and boundary procedures, medical transfers, and out-of-county transfers.
9. Works in cooperation with the Florida Department of Law Enforcement reference missing children enrolled in Miami-Dade County Public Schools and prepares necessary reports.
10. Serves as technology and telecommunication liaison for Attendance Services and provides training in computer applications and data entry.
11. Prepares personnel activity and program status reports.
12. Performs other duties related to the general administrative responsibilities of the position.

### **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. A Bachelor's degree in management, business, computer science or related field or eight (8) years of relevant training and experience equivalent to a Bachelor's degree.
2. Four (4) years of progressively responsible experience in the area of records management.
- ~~3. Complete understanding of the Integrated Student Information System; ability to analyze problems and make recommendations to enhance the Student Data Base System.~~
- ~~3. Knowledge of Florida School Code and School Board Rules pertaining to educational records, attendance and registration requirements.~~
- ~~4. Ability to manage people and make logical decisions.~~
3. Demonstrated ability to communicate effectively in both oral and written forms.

## MIAMI-DADE COUNTY PUBLIC SCHOOLS

## JOB DESCRIPTION

## IDENTIFICATION INFORMATION

- |    |                        |  |
|----|------------------------|--|
| 1. | JOB TITLE:             | Systems Analyst, Adult and Community Education |
| 2. | DEPARTMENT:            | Adult and Community Education                  |
| 3. | IMMEDIATE SUPERVISOR:  | Director II, Data Systems                      |
| 4. | PAY GRADE:             | 39   |
| 5. | JOB CODE:              | 0653   |
| 6. | BARGAINING UNIT:       | 8  |
| 7. | DATE OF LAST REVISION: | January 31, 2007                               |
| 8. | POSITION AUTHORIZED:   | Board Item C-4, January 8, 1986                |
| 9. | MINIMUM QUAL. CHANGE:  | Board Item D-24, March 14, 2007                |
- 

## OCCUPATIONAL SUMMARY

Participates in the analysis of information systems for Data Systems, School Operations, and provides resolutions to technicalities in this area. Manages the Data in Your Hands (DIYH) SQL database and departmental servers.

## EXAMPLE OF DUTIES

1. Cooperates with Information Technology Services in transmitting Vocational Adult Community System (VACS) and the Workforce Development Information System (WDIS) data districtwide.
2. Serves as lead programmer on the DIYH project which provides staff with online access to interactive reports of school data.
3. Administers various SQL server databases that feed the DIYH application.
4. Develops applications to handle data analysis and reporting capabilities for the District.
5. Provides District technical support, training and installation of data collection and analysis applications.
6. Develops and maintains procedures to ensure effective transmission of WDIS data to the state.

7. Provides data and analysis for District grants and accreditation deliverables and provides custom data reports for District staff on request.
8. Ensures procedures and operation methods are adhered to and prepares operation instructions.
9. Designs, programs and tests program logic.
10. Prepares test data and analyzes program performance during testing.
11. Designs program controls, control procedures, and conversion procedures.
12. Prepares personnel activity, project status and program reports.
13. Performs other duties related to the general administrative responsibilities of the position.

### **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 management, business, or computer science or related field or four (4) years of relevant experience -equivalent education and work experience.
2. One (1) year work experience performing complex database development activities using Microsoft SQL Server 2000, Microsoft Access, Seagate Crystal Reports and Visual Basic for Applications (VBA) Two (2) years work experience performing application development activities using .NET, Microsoft SQL Server, and Crystal Reports.
3. Demonstrated ability to communicate effectively in both oral and written form.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

- |    |                        |                                 |
|----|------------------------|---------------------------------|
| 1. | JOB TITLE:             | Programmer I                    |
| 2. | DEPARTMENT:            | Adult and Community Education   |
| 3. | IMMEDIATE SUPERVISOR:  | Director II, Data Systems       |
| 4. | PAY GRADE:             | 33                              |
| 5. | JOB CODE:              | 0051                            |
| 6. | BARGAINING UNIT:       | 8                               |
| 7. | DATE OF LAST REVISION: | January 31, 2007                |
| 8. | POSITION AUTHORIZED:   | Board Item C-4, January 8, 1986 |
| 9. | MINIMUM QUAL. CHANGE:  | Board Item D-24, March 14, 2007 |
- 

OCCUPATIONAL SUMMARY

Assists Adult and Community Education and School Operations with the development and design of program reports and implements computer applications to assist District offices. Provides data and support for staff related to federal and state grants, accreditation, financial applications, and customized data reports.

EXAMPLE OF DUTIES

1. Provides data and analysis for the Skills for Academic, Vocational and English Studies Grants.
2. Analyzes documents, files, and reports related to work flow.
3. Designs, programs and tests program logic.
4. Prepares and analyzes test data and results.
5. Designs record and report formats.
6. Prepares all elements of program, job and system documentation.
7. Prepares various personnel and budget reports used in negotiations.
8. Prepares personnel activity and program status reports.

9. Performs other duties related to the general administrative responsibilities of the position.

### **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 management, business, computer science or related field or equivalent combination of two years education and four years related work experience.
- ~~2. Courses in pertinent data processing software and programming.~~
- ~~3. Ability to communicate effectively as evidenced by clarity and conciseness of oral presentations and submitted documents.~~
2. Three years of experience preferred with SQL Server, Active Server Pages (ASP) .NET and fourth generation programming languages.
3. Demonstrated ability to communicate effectively in both oral and written form.

## MIAMI-DADE COUNTY PUBLIC SCHOOLS

## JOB DESCRIPTION

## IDENTIFICATION INFORMATION

1.	JOB TITLE:	Coordinator, <u>Student Foreign Records/Transfers</u>
2.	DEPARTMENT:	Attendance Services
3.	IMMEDIATE SUPERVISOR:	Administrative Director, Attendance Services
4.	PAY GRADE:	19
5.	JOB CODE:	0610
6.	BARGAINING UNIT:	6
7.	DATE OF LAST REVISION:	January 31, 2007
8.	POSITION AUTHORIZED:	Board Item A-3, August 25, 1999
9.	MINIMUM QUAL. & TITLE CHANGE:	Board Item D-24, March 14, 2007

---

## OCCUPATIONAL SUMMARY

Implements the student transfer rules and monitors the process pursuant to State Statutes, School Board Rules and collective bargaining agreements. Assists in the supervision of the placement of foreign students and the interpretation and conversion of records as well as the issuance of student visas.

## EXAMPLE OF DUTIES

1. Implements School Board Rules, administrative directives, and policies governing student transfers and foreign student records.
2. Coordinates activities related to the student transfer process and foreign student records procedures.
3. Ensures that all appropriate procedures related to student transfers and foreign student records are followed by school and regional center personnel.
4. Trains personnel involved in the implementation of the student transfer process and foreign student records procedures.
5. Assists in the maintenance and management system to track student transfers and foreign student records.
6. Monitors districtwide foreign student records and student transfers.

7. Responds to telephone and written requests or complaints received by the District dealing with student transfers and foreign student records.
8. Coordinates all activities related to the No Child Left Behind Act and the Opportunity Scholarship Program transfer appeals.
9. Assists in the monitoring and implementation of the districtwide Connect-ED school attendance calling system.
10. Performs other duties related to the general administrative responsibilities of the position.

### **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~~ Bachelor's degree in education, business, public administration, or related field.
- ~~2. Minimum of five (5) years experience in the area of foreign student education.~~
2. ~~Minimum of Three (3) years experience delivering educational services in a large, complex, urban school system~~ supervisory or administrative experience.
- ~~3. Evidence of experience in planning and conducting orientation sessions, in services and/or professional conferences.~~
3. ~~Ability to communicate, verbally and in writing, in English and other foreign language (s).~~ Demonstrated ability to communicate effectively in both oral and written forms.



MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

- 1. JOB TITLE: Staff Specialist, ~~Vocational~~ Adult and Community Education
  - 2. DEPARTMENT: Adult and Community Education
  - 3. IMMEDIATE SUPERVISOR: Administrative Director, Adult and Community Education
  - 4. PAY GRADE: 18
  - 5. JOB CODE: 0237
  - 6. BARGAINING UNIT: 6
  - 7. DATE OF LAST REVISION: January 31, 2007
  - 8. POSITION AUTHORIZED: Board Item C-4, January 8, 1986
  - 9. MINIMUM QUAL. & TITLE CHANGE: Board Item D-24, March 14, 2007
- 

OCCUPATIONAL SUMMARY

Responsible for implementing, monitoring, and supervising District and state testing and assessment initiatives. Acts as liaison between community organizations and the District.

EXAMPLE OF DUTIES

- 1. Coordinates the development and production of testing and assessment activities that reflect the state and Miami-Dade County Public Schools' goals and objectives.
- 2. Develops, coordinates and promotes testing and assessment curriculum activities that enhance the learning objectives of Adult and Career and Technical Education students.
- 3. Provides in-service training activities on state and districtwide mandated testing requirements for District administrators, test chairpersons and test administrators.
- 4. Maintains and monitors for test integrity and accountability documentation.
- 5. Maintains appropriate contacts and relationships with business and industry and community agencies.
- 6. Develops, coordinates and promotes testing and assessment curriculum activities for Adult and Career and Technical Education students.

7. Provides technical support, resource materials, and individual assistance to Adult and Vocational Education Center Principals and/or Principal designee(s).
8. Analyzes and interprets the findings of test results and communicates the findings of assessment/testing programs to the Administrative Director, Adult and Community Education, and school-site administration.
9. Disseminates information to Adult/Vocational centers on new program strategies and materials pertinent to the curriculum for improvement in basic skills and readiness for higher education and/or employment.
10. Participates in state and District level committees and focus groups providing input and making recommendations on issues and policies relating to assessment and testing programs for Adult and Career and Technical Education programs.
11. Provides input into the development of a data collection methodology for test scores, Literacy Completion Points and Occupation Completion Points for Adult and Career and Technical Education programs.
12. Performs other duties related to the general administrative responsibilities of the position.

### **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 ~~required in education, business, public administration or related field.~~
2. ~~Minimum of Three (3) years successful school-site teaching experience and/or training or experience on grant management.~~
3. ~~Master's degree in education or related field with certification in administration and/or supervision preferred.~~
3. Demonstrated ability to communicate effectively as evidenced by clarity and conciseness of oral presentations and submitted documents in both oral and written forms.

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

- |    |                           |   |
|----|---------------------------|---|
| 1. | JOB TITLE:                | Assistant Chief of Management and Compliance Audits Auditor (School Audits or Operational/Performance Audits) |
| 2. | DEPARTMENT:               | Management and Compliance Audits  |
| 3. | IMMEDIATE SUPERVISOR:     | Chief Auditor, Management and Compliance Audits   |
| 4. | PAY GRADE:                | 25 24   |
| 5. | JOB CODE:                 | 0118  |
| 6. | BARGAINING UNIT:          | 6   |
| 7. | DATE OF LAST REVISION:    | February 27, 2007   |
| 8. | POSITION AUTHORIZED:      | Board Item A-3, August 25, 1999   |
| 9. | TITLE & PAY GRADE CHANGE: | Board Item D-24, March 14, 2007   |
- 

**OCCUPATIONAL SUMMARY**

The Assistant Chief Auditor working in the area of School Audits, plans, organizes, and directs school based audits and other financial, performance, operation audits, and special reviews. The Assistant Chief Auditor working in the area of Operational and Performance Audits, plans, organizes, and directs operational and performance audits designed to provide an assessment of business programs, activities, or functions (both capital and non-capital). The Assistant Chief Auditors will assist in promoting District accountability, reducing costs, safeguarding assets, improving services and facilitating policy and decision making by the School Board, Audit Committee, Superintendent and senior staff responsible for overseeing or initiating corrective action.

**EXAMPLE OF DUTIES**

1. Assists the Chief Auditor in the preparation of District risk assessments and audits annual plans.
2. Directs, instructs, and develops assigned staff in performance of their work by using project management techniques such as project planning, scheduling, control, and decision support concepts and methodologies aimed at significantly improving audit productivity and effectiveness.
3. Supervises audits and assures that resultant findings and recommendations are adequately supported.

4. Ensures that examinations are conducted in accordance with generally accepted government auditing standards.
5. Prepares and/or oversees the preparation of audit reports, discusses findings and recommendations with appropriate administrators and appraises the adequacy of the corrective action.
6. Supervises, counsels, and instructs departmental senior staff.
7. Ensures that all assigned staff are thoroughly versed in Government Auditing Standards and office policies and procedures.
8. Performs non audit services such as benchmarking studies, internal control and business process assessments. Acts as liaison between the office and School Operations.
9. Provides training and advice to Principals, and other school-based personnel on how to administer school funds, safeguard property, and correct deficiencies disclosed in past audits.
10. Makes presentations and provides briefings on audit related matters to the School Board, Audit Committee, Superintendent, and senior District staff as directed by the Chief Auditor.
11. Performs other duties related to the general administrative responsibilities of the position.

### **PHYSICAL REQUIREMENTS**

This work requires the following physical activities: sitting, mobility, lifting (up to 50 lbs.), finger dexterity, grasping, repetitive motions, talking, hearing, and visual acuity. Work requires frequent driving and is performed outdoors and indoors.

### **MINIMUM QUALIFICATION REQUIREMENTS**

1. Bachelor's degree in business administration with a major in accounting.
2. Certified Public Accountant or Certified Internal Auditor by the Institute of Internal Auditors licensed in the State of Florida.
3. Minimum of Ten (10) years of progressively responsible supervisory experience in public accounting, internal auditing, construction accounting, or finance after obtaining a degree, in public accounting, internal auditing or finance.
4. Demonstrated ability to communicate effectively in both oral and written forms.