

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**

As explained in a memorandum sent to the Board on March 2, 2005, and as specified at the School Board meeting of August 17, 2005, Agenda Item D-23, some job descriptions have not been updated in many years and do not comport with state requirements, technical skill requirements to reflect current job market, and/or organizational needs pursuant to the 2005-2008 Strategic Plan. In addition, activities of assessing existing job descriptions, aligning core functions and tasks with job descriptions, and modifying/creating job descriptions as needed, are explicitly outlined in the 2005-08 District Strategic Plan.

Moreover, to comply with the MEP Manual and DCSAA Contract, "job descriptions shall be maintained on a current basis."

Therefore, job description updates will be presented to the Board, for approval, on a periodic basis.

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.

There is no cost to the District for this item.

**RECOMMENDED:** That effective, September 5, 2007, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida:

1. Approve changes to minimum qualifications and title change for the following MEP positions:
  - a. Executive Director, Center for Professional Learning, MEP pay grade 22, Professional Development
  - b. Instructional Supervisor, Teacher Incentive/Retention, MEP pay grade 21, Professional Development

D-24

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## DRAFT

## MIAMI-DADE COUNTY PUBLIC SCHOOLS

## JOB DESCRIPTION

## IDENTIFICATION INFORMATION

- |    |                               |   |
|----|-------------------------------|---|
| 1. | JOB TITLE:                    | Executive Director, <del>Teacher Education Center</del> <u>Center for Professional Learning</u> |
| 2. | DEPARTMENT:                   | Professional Development  |
| 3. | IMMEDIATE SUPERVISOR:         | Assistant Superintendent, Instructional Support and Development                                 |
| 4. | PAY GRADE:                    | 22  |
| 5. | JOB CODE:                     | 0046  |
| 6. | BARGAINING UNIT:              | 6   |
| 7. | POSITION AUTHORIZED:          | Board Item D-21, October 19, 2005   |
| 8. | DATE OF LAST REVISION:        | N/A (has not been to the Board since authorized)  |
| 9. | MINIMUM QUAL. & TITLE CHANGE: | Board Item D-24, September 5, 2007  |
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## OCCUPATIONAL SUMMARY

Directs and monitors delivery of professional development related to the Center for Professional Learning and activities for various units, departments and personnel within the Office of Professional Development. Has major responsibility for directing and planning instructional staff development programs. Leadership takes the form of planning, implementing, supervising and evaluating programs related to the District's Master Plan for Professional Development.

## EXAMPLE OF DUTIES

1. Implements professional development programs that place primary emphasis on the professional growth and development of teachers as a means of improving the quality and effectiveness of classroom instruction (teaching and learning).
2. Facilitates the development of new staff development components and revises current components to reflect effective research-based practices.
3. Collaborates with appropriate District staff in curriculum areas (K-12), exceptional student education and adult/vocational programs to identify staff development needs and directs the delivery of appropriate in-service training at the school Regional Center or District level.
4. Supports district efforts to meet the needs of instructional staff as identified in school improvement plans and Individual Professional Development Plans.

5. Directs staff in planning and delivering appropriate and research-based in-service programs that support district priorities and improve the professional skills of instructional personnel.
6. Facilitates the design and implementation of activities required to support the District's instructional professional development initiatives, as well as District implementation of professional development activities consistent with the Florida Department of Education Professional Development Evaluation Protocol Standards.
7. Facilitates the establishment and maintenance of professional development programs for paraprofessional employees, certification renewal and endorsement programs.
8. Supervises the dissemination of information regarding the Center for Professional Learning activities and professional development offerings.
9. Oversees the development of appropriate programmatic assessment measures to evaluate the effectiveness and impact of professional development services provided by the Center for Professional Learning.
10. Performs other duties related to the general administrative responsibilities as assigned.

### **PHYSICAL REQUIREMENTS**

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

### **MINIMUM QUALIFICATION REQUIREMENTS**

1. Master's degree in education or related content area with Professional Educator's certificate.
2. Minimum of seven (7) years successful classroom teaching experience in a K-12 program.
- ~~3. Possess an advanced degree in education and holds certification in Educational Leadership or administration/supervision.~~
- ~~4. Knowledge of current trends, issues and strategies related to professional development of instructional staff.~~

5. 3. Minimum of five (5) years experience in the design, delivery, implementation, and evaluation of instructional staff development programs for instructional staff at the school, Regional Center, District and national level(s).
6. 4. Demonstrated ability to communicate effectively both in oral and written form.

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## MIAMI-DADE COUNTY PUBLIC SCHOOLS

## JOB DESCRIPTION

## IDENTIFICATION INFORMATION

- |                                  |   |
|----------------------------------|---|
| 1. JOB TITLE:                    | Instructional Supervisor, School<br><del>Improvement Zone/STELLAR Support</del><br><u>Teacher Incentive/Retention</u> |
| 2. DEPARTMENT:                   | Professional Development  |
| 3. IMMEDIATE SUPERVISOR:         | Executive Director, National Board<br>Certified Teacher Program (NBCT)  |
| 4. PAY GRADE:                    | 21  |
| 5. JOB CODE:                     | 0132  |
| 6. BARGAINING UNIT:              | 6   |
| 7. POSITION AUTHORIZED:          | Board Item D-21, August 17, 2005  |
| 8. DATE OF LAST REVISION:        | N/A (has not been to the Board since authorized)  |
| 9. MINIMUM QUAL. & TITLE CHANGE: | Board Item D-24, September 5, 2007  |
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## OCCUPATIONAL SUMMARY

Supervises and monitors the development of teacher incentive and retention programs and support provided to new teachers. Coordinates the provision of support to recruit and retain teachers.

## EXAMPLE OF DUTIES

1. Develops and provides professional development programs in support of coaching and mentoring for new teachers.
2. Facilitates the provision of classroom-based coaching and support to new teachers.
3. Provides coaching and support to school-site personnel in recruiting and retaining new teachers.
4. Coordinates the implementation of professional development needs assessments for new teachers.
5. Monitors the effectiveness of retention for new teachers with appropriate follow-up.
6. Recruits and supports retention of NBCT teachers, especially for high needs schools.

7. 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 or a related field.
2. ~~Certification in administration/supervision, educational leadership, or school principal, preferred.~~ Holds a Professional Educator's certificate.
3. Minimum of five (5) years experience in the design, delivery, implementation, and evaluation of instructional professional development and/or mentoring/coaching programs.
4. Demonstrated ability to communicate effectively in both oral and written forms.