

Jose L. Dotres, Chief Human Capital Officer
Office of Human Capital Management

**SUBJECT: REQUEST APPROVAL OF ADMINISTRATIVE APPOINTMENTS
FOR 2019-2020 AND JOB DESCRIPTIONS** } REVISED

COMMITTEE: PERSONNEL, STUDENT, SCHOOL, AND COMMUNITY SUPPORT

**LINK TO STRATEGIC
BLUEPRINT: HIGHLY EFFECTIVE TEACHERS, LEADERS AND STAFF**

The administrative assignment recommendations are made in accordance with Board Policies 1120, 1130.01, 3120.01, 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. Based upon current job trends, a competitive market analysis, and/or a demonstrated market demand, the Superintendent has the authority to adjust compensation upon appointment and thereafter, within the pay grade set forth in this item, to effectively recruit and retain the most talented workforce. Outside candidates must successfully complete any State and District mandated background screening requirements [e.g., fingerprinting (Level II), drug screening] prior to hiring.

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 policies 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 ensure efficient school system operations, and if such modifications are made, a revised Board item will be submitted prior to the Board meeting.

Furthermore, authorization of the Board is requested to establish and classify and update the minimum qualifications to job descriptions in accordance with School Board Policies 1120, Employment of Administrators; 1120.01, Managerial Exempt Personnel; 1600, Job Descriptions, and with Florida Statutes 1001.42 and 1012.22. Copies of the job descriptions will be forwarded to Board Members under separate cover and will be on file in the offices of Citizen Information and the Board Recording Secretary. } ADDED

**Revised
D-21**

SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
ASSISTANT PRINCIPAL

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
David A. Duque	Curriculum Support Specialist Instructional Technology	--	Senior Assistant Principal Miami Southridge Senior High School	AP
Lissette E. Mendoza	Reading Coach Fairlawn Elementary School	--	Temporary Elementary Assistant Principal Fairlawn Elementary School	AP
Michael A. Muraro	Teacher Florida City Elementary School	--	Adult Assistant Principal Miami Coral Park Adult & Community Education Center	AP
Teresa Zubizarreta	Elementary Counselor Flagami Elementary School	--	Elementary Assistant Principal Riverside Elementary School	AP

ADDED

SCHOOL-SITE LATERAL ADMINISTRATIVE ASSIGNMENTS
ASSISTANT PRINCIPAL

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Claribel Garcia	Elementary Assistant Principal Miami Park Elementary School	AP	Elementary Assistant Principal Henry E.S. Reeves K-8 Center	AP

ADDED

SCHOOL-SITE LATERAL ADMINISTRATIVE ASSIGNMENTS
ASSISTANT PRINCIPAL

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>	
Mary S. Garrastazu	Elementary Assistant Principal Ben Sheppard Elementary School	AP	Senior Assistant Principal Ronald W. Reagan/Doral Senior High School	AP	} ADDED
Modesto L. Gutierrez	Middle Assistant Principal Cutler Bay Middle School	AP	Adult Assistant Principal South Dade Technical College	AP	

NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
MANAGERIAL EXEMPT

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>	
Andrea E. Ahorner	Procurement Analyst Office of Procurement Management Services	17	Fiscal Supervisor Office of Procurement Management Services	20	} ADDED
Maibelys E. Carrazana-Sanchez	Staff Assistant Payroll Department	16	Supervisor, Payroll Payroll Department	20	
Vanessa Flores	Returning to the District	--	Director, Procurement Office of Procurement Management Services	21	
Kersten P. Fullwood	Secondary Counselor Psychological Services	--	Student Advocate Office of Civil Rights Compliance	19	

NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
MANAGERIAL EXEMPT

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Jesus Lamazares	Clerical Assistant Barbara Goleman Senior High School	--	ERP Analyst Office of Budget Management	17
Coral Martincavage	Recruiter Office of Instructional Staffing	18	Instructional Staffing Officer (Temporary) Office of Instructional Staffing (Effective 02/26/2020)	20
Sergio L. Pinto	Property Auditor Specialist Office of Management & Compliance Audits	33	Staff Assistant Division of General Accounting	16
Karina S. Quiroga	Digital Communications Specialist Office of Economic Opportunity	32	Coordinator, School Operations Office of Education Equity, Access & Diversity	20
Margarita A. Velazquez	Procurement Specialist Office of Procurement Management Services	33	Procurement Analyst Office of Procurement Management Services	17
Joette T. Viggiano	Teacher Miami Southridge Senior High School	--	Supervisor, Magnet Programs Department of Advanced Academics	20

ADDED

NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
PROFESSIONAL TECHNICAL

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Jenny Alexandre	Administrative Assistant I Division of Safety/Environmental Management	34	Coordinator I, Fire Prevention Division of Safety & Emergency Management	40
Jennifer Fernandez	Outside Candidate	--	Staff Specialist, Assessment, Research & Data Analysis	42
Elizabeth M. Jones	Senior Systems Support Specialist Data Security, Governance, & Compliance	--	Senior Programmer Analyst I Data Security, Governance, & Compliance	37
James E. Munger	Coordinator III, Facilities Operations Facilities Operations-Maintenance	42	Supervisor II, Facilities Operations Division of Safety & Emergency Management	44
Alejandro Santana Alvarez	Staff Assistant Office of Accounts Payable	16	Information Technology Auditor Office of Management & Compliance Audits	44

ADDED

**NON-SCHOOL-SITE LATERAL ADMINISTRATIVE ASSIGNMENT
CONTRACTED**

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>	
Gabrielle L. Gonzalez	Associate Attorney (part-time) School Board Attorney's Office	--	Associate Attorney- General Litigation School Board Attorney's Office	A3	ADDED

RECOMMENDED: That The School Board of Miami-Dade County, Florida, approve the recommendations for:

1. establish and classify Safety & Environmental Inspector, DCSAA, paygrade 39, Division of Safety & Emergency Management.
2. update the minimum qualifications to Executive Director, A/E Selection, MEP paygrade 22, Office of Governmental Affairs & Land Use.
3. appointments and lateral transfers to be effective February 13, 2020, or as soon thereafter as can be facilitated, with the exception of the effective dates as noted throughout the item and authorize compensation adjustments upon appointment and thereafter as stipulated in this item.

SALARY RANGES http://salary.dadeschools.net						
	*MEP		DCSAA		SCHOOL POLICE	SCHOOL BOARD ATTORNEY
26	\$114,945 - \$174,000	47	\$ 70,866 - \$125,310	S3	\$108,384 - \$139,160	A3
25	\$106,245 - \$164,000	46	\$ 67,494 - \$119,351	S2	\$ 87,849 - \$128,775	
24	\$101,335 - \$154,000	45	\$ 64,280 - \$113,662			
PR	PDCM	44	\$ 61,220 - \$108,255			
23	\$ 91,335 - \$144,000	43	\$ 58,300 - \$103,094			
22	\$ 81,666 - \$134,000	42	\$ 55,532 - \$ 98,200			
21	\$ 75,669 - \$124,000	41	\$ 52,889 - \$ 93,525			
VP	\$ 78,902 - \$100,658	40	\$ 50,364 - \$ 89,065			
AP (12m)	\$ 76,792 - \$ 96,792	39	\$ 47,970 - \$ 84,826			
AP (10m)	\$ 71,854 - \$ 91,854	38	\$ 45,691 - \$ 80,798			
20	\$ 70,133 - \$114,000	37	\$ 43,507 - \$ 76,937			
19	\$ 65,247 - \$ 98,000	36	\$ 41,432 - \$ 73,267			
18	\$ 60,633 - \$ 88,000	35	\$ 39,464 - \$ 69,790			
17	\$ 54,858 - \$ 78,000	34	\$ 37,588 - \$ 66,476			
16	\$ 51,809 - \$ 68,000	33	\$ 35,787 - \$ 63,290			
		32	\$ 34,097 - \$ 60,300			
		31	\$ 32,470 - \$ 57,424			
		30	\$ 30,919 - \$ 54,676			

PDCM – Principal Differentiated Compensation Model

*The Superintendent shall have the authority to adjust compensation for MEP employees of the District within the designated pay grade and salary range.