

Dr. Dawn M. Baglos, Chief Human Capital Officer
Office of Human Capital Management

**SUBJECT: REQUEST APPROVAL OF ADMINISTRATIVE APPOINTMENTS
FOR 2021-2022 AND JOB DESCRIPTIONS**

COMMITTEE: PERSONNEL, STUDENT, SCHOOL, AND COMMUNITY SUPPORT

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

The administrative assignment recommendations are made in accordance with Board Policies 1111; 1120; 1130; 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.

The role of the Chief Strategy Officer is also being expanded to include the development and oversight of a District's eco-sustainability plan with the goal of achieving cost efficiencies and reducing the District's carbon footprint, resulting in long-term ecological sustainability. To accomplish this feat, the position of **Sustainability Officer** is being established. The Sustainability Officer will be responsible for developing, implementing, and monitoring

processes and policies related to energy use, resource conservation, recycling, pollution reduction, and waste elimination to assist the District in achieving its goal of 100% clean energy. With declines in student enrollment related to COVID-19 disruptions, increases in home-schooling, shifts to charter and private schools, and families opting to delay enrolling young children in non-compulsory grades, it is paramount that the Chief Strategy Officer focus on coordinating district initiatives that increase student enrollment. To accomplish this, the position of **Student and Families' Enrollment Officer** is being established. The Student and Families' Enrollment Officer will work collaboratively with the Chief Operating Officer, the Chief Communications Officer, the Chief Financial Officer, Region Superintendents, the Department of Attendance Services, the Office of Academics and Transformation, and community stakeholders to develop and implement a strategic and innovative student recruitment plan that positions Miami-Dade County Public Schools as the preferred choice for parents when deciding where to enroll their children in school, ultimately resulting in increased Full-time Equivalent units (FTE) for the District.

Furthermore, authorization of the Board is requested to establish and classify and update job descriptions made in accordance with School Board Policy 1600, Job Descriptions and with Florida Statutes 1001.42 and 1012.22. A copy of the job descriptions will be forwarded to Board Members under separate cover and will be placed on file in the offices of Citizen Information Center and the Board Recording Secretary.

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>
Karen C. Veras	District Supervisor, Instructional Support Office of School Improvement	21	Temporary Middle Assistant Principal Madison Middle School (Effective 04/25/2022)	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>
Jason H. Allen	Returning to the District	--	Administrative Director, Professional Development School Operations	24
Josel Aloma-Fernandez	Fiscal Specialist Title I Non-Public Services (Grant Funded)	--	Staff Specialist Department of Title I Administration (Grant Funded)	18
Yida Batista	ERP Analyst Assessment, Research, & Data Analysis	17	Lead Systems Analyst Assessment, Research, & Data Analysis	19
Karla V. Blanco	Accounting Specialist WLRN Public Media Programs	--	District Coordinator Charter School Compliance & Support (Grant Funded)	19

} ADDED

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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>
Maria T. Castillo	Coordinator, Retirement Office of Retirement, Leave, & Reemployment Assistance	19	Supervisor, Retirement/Leave Office of Retirement, Leave, & Reemployment Assistance	20
Douglas B. Clark	District Coordinator Office of Intergovernmental Affairs	19	Supervisor, Community Engagement Office of Intergovernmental Affairs	20
Lourdes Diaz	Region Administrative Director North Region Office	24	Chief Academic Officer Office of Academics & Transformation	26
Maribel Bruscantini Dotres	Returning to the District	--	Administrative Director, Professional Development Office of Professional Development & Evaluation (Grant Funded)	24
Darlene R. Fox	ERP Analyst Application Development & Client Support	17	ERP Team Application Development & Client Support	19
Toni Gibbs	Accounts Receivable Supervisor Office of General Accounting	20	Executive Director, School Budgets Office of General Accounting	22

ADDED

ADDED

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>
Donice M. Green	Coordinator, Compensation Office of Compensation Administration	19	Supervisor, Compensation Office of Compensation Administration	20
Nelson Izquierdo	Administrative Director, Labor Relations Office of Labor Relations	24	Assistant Superintendent, Human Capital Office of Labor Relations	25
Michael Krtausch	Administrative Director, Facilities Operations Facilities Operations- Maintenance	24	Assistant Superintendent, Facilities Operations, Maintenance & Planning Facilities Operations- Maintenance	25
Elmo R. Lugo	Media Relations Specialist Office of Communications	36	Media Relations Director Office of Communications	21
Christopher Martinez	Retirement Analyst Office of Retirement, Leave, & Reemployment Assistance	40	Supervisor, Retirement/Leave Office of Retirement, Leave, & Reemployment Assistance	20

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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>
Cecilia C. Monteagudo	Curriculum Support Specialist Bilingual Programs	--	District Supervisor, Instructional Support (Bilingual K-12) Bilingual Programs	21
Edgardo L. Reyes	Administrative Director, Instructional Support Title I Administration	24	Assistant Superintendent, Title I Division of Student & Family Support Programs (Grant Funded) (Succession Management)	25
Omar Riaz	Administrative Director, Instructional Support Education Transformation Office (Grant Funded)	24	Assistant Superintendent, Academics, Accountability & School Improvement Assessment, Research & Data Analysis	25
Vivian M. Santiesteban-Pardo	Assistant Superintendent, Human Capital Office of Labor Relations	25	Chief Communications & Community Engagement Officer Office of Communications & Community Engagement	26
Angela E. Thomas-Dupree	Principal, Adult Education D.A. Dorsey Technical College	PR	District Director, Career Education Adult/Tech Colleges/Educational Opportunity & Access	23

} ADDED

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>
Kristin Trompeter	Instructional Supervisor, Teacher Incentive Office of Professional Development & Evaluation	21	Executive Director, New Teacher Support Group Office of Professional Development & Evaluation (Grant Funded) (Succession Management)	22
Veronica Valdes	Supervisor II, Contracts/Supplies/Transport Department of Food & Nutrition	44	Director, Food Service Facilities Support Department of Food & Nutrition	21
Liset Valdes Gonzalez	Senior Systems Support Specialist Infrastructure & System User Support	--	Systems Engineer Application Development & Client Support	18

} 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>
Jorge A. Andarsio	Foreperson-Carpenter Maintenance Service Center 1	--	Manager III, Facilities Operations Facilities Operations-Maintenance	39

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>	
Alvaro M. Chozo	Financial Aid Officer George T. Baker Aviation Technical College	--	Business Manager George T. Baker Aviation Technical College	38	} ADDED
Denetra D. Collins	Staff Specialist Assessment Assessment, Research, & Data Analysis	42	Director I, Assessment Assessment, Research, & Data Analysis	45	
Maritza G. De La Cerda	Senior Computer Operator Department of Family Support Services	--	Administrative Assistant I Department of Family Support Services	34	
Jaime Diaz	Returning to the District	--	Safety Inspector Safety & Emergency Management	36	} ADDED
Charlieny Molinet	External Candidate	--	Administrative Assistant II Department of Environmental Management	35	
Lydia D. Sprauve	Foreperson-Work Order Clerk Maintenance Service Center 3	--	Coordinator, Construction Facilities Operations- Maintenance	40	

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

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>	} ADDED
Elvira Sanchez	Fiscal Supervisor, Charter Schools Office of General Accounting	20	Executive Audit Director Office of Management & Compliance Audits	--	

RECOMMENDED: That effective May 19, 2022, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida:

1. establish and classify the following administrative job descriptions:
 - a. Risk Compliance Coordinator, MEP pay grade 19
 - b. Instructional Support Specialist, Behavior Management, MEP pay grade 20
 - c. WLRN Assistant Engineering Manager, MEP pay grade 22
 - d. WLRN Management Liaison, MEP pay grade 24
 - e. Student and Families' Enrollment Officer, MEP pay grade 24
 - f. Sustainability Officer, MEP pay grade 24
- } REVISED
2. approve the reclassification and/or updates, which include changes to title and minimum qualifications, of the following job descriptions:
 - a. Eco-Sustainability Officer, MEP pay grade 25 to Design and Planning Officer, MEP pay grade 25
 - b. Supervisor I, Food Services, DCSAA pay grade 43
 3. appoint Nathaly Simon from Eco-Sustainability Officer, MEP pay grade 25, to Design and Planning Officer, MEP pay grade 25
 4. approve a correction to the bargaining unit and pay grade for Maria C. Bruguera to Executive Director, Assessment, from MEP pay grade 22 to DCSAA pay grade 47, effective April 14, 2022

5. approve the recommendation for appointments and lateral transfers to be effective May 19, 2022, 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 upon Board approval, pursuant to the Managerial Exempt Personnel (MEP) Manual, and in accordance with the salary schedule, the Superintendent shall have the authority to adjust compensation for MEP employees of the District within the designated pay grade and salary range as indicated herein.

SALARY RANGES http://salary.dadeschools.net						
	*MEP		DCSAA		SCHOOL POLICE	CONTRACTED
26	\$114,945 - \$200,331	47	\$ 70,866 - \$125,310	S3	\$108,384 - \$139,160	\$ 95,000 - \$135,000
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

** Newly hired and candidates returning to Miami-Dade County Public Schools are hired at the minimum of the designated pay grade unless noted and specified.