

Office of Superintendent of Schools
Board Meeting of August 23, 2000

August 11, 2000

Personnel Management and Services
Nelson E. Diaz, Deputy Superintendent

**SUBJECT: APPOINT AND ASSIGN:
COORDINATOR I, TRADES**

The following recommendation is made in accordance with the Miami-Dade County Public Schools/Dade County Schools Administrators' Association labor contract.

The Coordinator I, Trades is responsible for planning, coordinating, and controlling maintenance and construction activities performed by District personnel; identifies facilities discrepancies and needs related to the physical plant, and assists in the planning, scheduling, execution, and monitoring of corrective actions; Evaluates actions performed by contractor and District personnel and ensures compliance with regulations, procedures, and specifications.

This recommendation is the direct result of the Board-approved advertisement and selection process.

Details of this Board Agenda Item will be made available prior to the Board meeting of August 23, 2000.