

Office of Human Resources  
Mariaelena Vidal, Human Resources Officer

**SUBJECT: ESTABLISH AND CLASSIFY MANAGERIAL EXEMPT PERSONNEL (MEP)  
AND DADE COUNTY SCHOOL ADMINISTRATORS' ASSOCIATION  
(DCSAA) POSITIONS**

**APPOINTMENTS AND LATERAL ASSIGNMENTS OF MANAGERIAL  
EXEMPT, PROFESSIONAL AND TECHNICAL PERSONNEL FOR 2005-  
2006**

**COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY**

Authorization of the Board is requested to establish and classify new administrative position classifications in accordance with School Board Rule 6Gx13-4D-1.022, Manual of Procedures for Managerial Exempt Personnel (MEP), and the labor contract with the Dade County School Administrators' Association (DCSAA). The administrative assignment recommendations are made in accordance with Board Rules 6Gx13- 4A-1.16, 6Gx13 -4A-1.161, 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.

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

Revised  
D-21

Establish and classify the following MEP position:

**Curriculum and Instruction**

**Director, Safe Schools/Healthy Students Program, MEP, Pay Grade 21, Division of Student Services - (Grant Funded)**

The Director is responsible for the coordination of the District's substance education program, monitors the implementation and evaluation of the Safe Schools/Healthy Students Grant, and develops and monitors drug education curriculum mandated for all students Pre K through 12 grade.

**SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS**  
**PRINCIPALS**

<b><u>NAME</u></b>	<b><u>CURRENT ASSIGNMENT</u></b>	<b><u>CURRENT PG</u></b>	<b><u>NEW ASSIGNMENT</u></b>	<b><u>NEW PG</u></b>
Sara N. Martin	Elementary Assistant Principal, Leewood Elementary School	AP	Temporary Elementary Principal, Sunset Park Elementary School (Effective 1/9/2006)	P1

**SCHOOL-SITE ADMINISTRATIVE LATERAL RE-ASSIGNMENTS**  
**PRINCIPALS**

<b><u>NAME</u></b>	<b><u>CURRENT ASSIGNMENT</u></b>	<b><u>CURRENT PG</u></b>	<b><u>NEW ASSIGNMENT</u></b>	<b><u>NEW PG</u></b>
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**SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS**  
**ASSISTANT PRINCIPALS**

<b><u>NAME</u></b>	<b><u>CURRENT ASSIGNMENT</u></b>	<b><u>CURRENT PG</u></b>	<b><u>NEW ASSIGNMENT</u></b>	<b><u>NEW PG</u></b>
Maria Y. Rodriguez	Temporary Elementary Assistant Principal, Palm Springs North Elementary School	AP	Elementary Assistant Principal, Palm Springs North Elementary School (Effective 12/16/2005)	AP
Fernando Cabrera	Teacher, Miami Norland Senior High School	--	Temporary Senior Assistant Principal, Miami Sunset Senior High School (Effective 12/16/2005)	AP
Lana M. Vecino	Temporary Senior High Assistant Principal, Miami Edison Senior High school	AP	Senior High Assistant Principal, Booker T. Washington Senior High School	AP
Frank G. Cipriani	Teacher, John A. Ferguson Senior High School	--	Senior High Assistant Principal, John A. Ferguson Senior High School	AP

**SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS**  
**ASSISTANT PRINCIPALS**

<b><u>NAME</u></b>	<b><u>CURRENT ASSIGNMENT</u></b>	<b><u>CURRENT PG</u></b>	<b><u>NEW ASSIGNMENT</u></b>	<b><u>NEW PG</u></b>
Tiffany D. Anderson	Teacher, G. Braddock Senior High School	--	Middle Assistant Principal, Palmetto Middle School	AP
Lissette M. Alves	Temporary Middle Assistant Principal, Miami Springs Middle School	AP	Middle Assistant Principal, Miami Springs Middle School	AP

**SCHOOL-SITE ADMINISTRATIVE LATERAL RE-ASSIGNMENTS**  
**ASSISTANT PRINCIPALS**

<b><u>NAME</u></b>	<b><u>CURRENT ASSIGNMENT</u></b>	<b><u>CURRENT PG</u></b>	<b><u>NEW ASSIGNMENT</u></b>	<b><u>NEW PG</u></b>
Monica E. Maza	Temporary Elementary Assistant Principal, Jack D. Gordon Community Elementary School	AP	Temporary Elementary Assistant Principal, Caribbean Elementary School (Effective 12/16/2005)	AP
Leonard T. Torres	Senior Assistant Principal, John A. Ferguson Senior High School	AP	Senior Assistant Principal, Ronald W. Regan/Doral Senior High School	AP
Deborah Johnson	Elementary Assistant Principal, Liberty City Elementary School	AP	Elementary Assistant Principal, David Lawrence Jr. K-8 Center	AP
Forrest A. Cutler	Assistant Principal, C.O.P.E. Center North	AP	Senior Assistant Principal, North Miami Senior High School	AP
Patricia Horta	Temporary Elementary Assistant Principal, Hialeah Gardens Elementary School	AP	Temporary Assistant Principal, Palm Springs Elementary School (Effective 1/9/2006)	AP

**SCHOOL-SITE ADMINISTRATIVE LATERAL RE-ASSIGNMENTS**  
**ASSISTANT PRINCIPALS**

<b><u>NAME</u></b>	<b><u>CURRENT ASSIGNMENT</u></b>	<b><u>CURRENT PG</u></b>	<b><u>NEW ASSIGNMENT</u></b>	<b><u>NEW PG</u></b>
Adam L. Kosnitzky	Temporary Elementary Assistant Principal, Biscayne Gardens Elementary School	AP	Temporary Elementary Assistant Principal, Ruth K. Broad/Bay Harbor Elementary School (Effective 10/17/2005)	AP

**NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS**

<b><u>NAME</u></b>	<b><u>CURRENT ASSIGNMENT</u></b>	<b><u>CURRENT PG</u></b>	<b><u>NEW ASSIGNMENT</u></b>	<b><u>NEW PG</u></b>
Cynthia M. Clarke	Regional Administrative Director Curriculum, Regional Center I	24	Assistant Superintendent Leadership and Development, Training and Development	25
Jennifer D. Andreu	Elementary Principal, Flamingo Elementary School	P1	Regional Administrative Director Curriculum, Regional Center I (Effective 03/24/2006)	24

**RECOMMENDED:** That effective January 18, 2006, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida:

1. Establish and classify the following MEP position:

Director, Safe Schools/Healthy Students Program, MEP pay grade 21, Division of Student Services

2. approve the recommendations as set forth above for appointments and lateral transfers to be effective January 19, 2006 or as soon thereafter as can be facilitated, with the exception of the effective dates as noted throughout the item.

MV:mtp

<b>SALARY RANGE</b>			
25	102,998 - 140,481	P1	82,000 - 121,052
24	98,400 - 131,258	AP	61,200 - 104,362

## DRAFT

### MIAMI-DADE COUNTY PUBLIC SCHOOLS

#### JOB DESCRIPTION

##### IDENTIFICATION INFORMATION

1. JOB TITLE:	Director, Safe Schools/Healthy Students Program (Grant Funded Position)
2. DEPARTMENT:	Division of Student Services
3. IMMEDIATE SUPERVISOR:	Administrative Director; Division of Student Services
4. PAY GRADE:	21
5. JOB CODE:	TBA
6. BARGAINING UNIT:	6
7. DATE OF LAST REVISION:	December 7, 2005
8. POSITION AUTHORIZED:	Board Item D-21, January 18, 2006

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##### OCCUPATIONAL SUMMARY

Responsible for the coordination of the District's substance education program and monitoring the implementation and evaluation of the Safe Schools/Healthy Students Grant. Develops and monitors drug education curriculum mandated for all students Pre K-12.

##### EXAMPLE OF DUTIES

1. Prepares and submits timely grant proposals and program reports.
2. Participates in and organizes workshops, meetings, and visitations related to Safe Schools/Healthy Students programming.
3. Develops and monitors drug education curriculum mandated for all students Pre K-12.
4. Assists in the recruitment, training, placement and monitoring of all Safe Schools/Healthy Students personnel.
5. Provides consultative services relative to Safe Schools/ Healthy Students programs to District staff, Regional Center personnel, school level personnel, parents, community agencies, private schools, state/federal representatives, and international visitors.

6. Exercises proper stewardship of federal funds and works with SS/HS Task Force to demonstrate and measure progress towards achievement of project goals.
7. Assists with the coordination of all activities related to the Student Development Framework Program and the Comprehensive Counseling and Advisement Plan.
8. Meets regularly with instructional department chairpersons, community agencies, governmental service providers and school administrators to improve communication among schools, Regional Centers and the District offices.
9. Coordinates instructional program in-services training related to SS/HS program objectives and goals.
10. Assists in the evaluation of instructional programs and instructional materials.
11. Participates in program reviews and serves as a resource for follow-up activities.
12. Develops and prepares contracts for specific services to be provided.
13. Directs the preparation of all reports and evaluation data to be submitted to the federal government for review.
14. Performs other duties related to the general administrative responsibilities as assigned by the immediate supervisor.

## **PHYSICAL REQUIREMENTS**

This work requires the following physical activities: bending, stooping, reaching, sitting, standing, walking, pushing, pulling, 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, educational counseling, administration and supervision or related field. Master's degree preferred.
2. Minimum of three (3) years successful experience as a department head or other leadership experience.
3. Minimum of three (3) years experience in the area of drug prevention and intervention and demonstrated familiarity with major trends and requirements in drug education and safe schools/healthy student's issues and initiatives.
4. Valid Florida teaching certification in Educational Leadership, School Administration, or Supervision.