

Office of Human Resources
Mariaelena Vidal, Human Resources Officer

SUBJECT: JOB DESCRIPTIONS UPDATE FOR ADMINISTRATIVE AND PROFESSIONAL AND TECHNICAL POSITIONS

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

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 description identifying additions and deletions of the minimum qualifications.

RECOMMENDED: That effective January 19, 2006, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida, approve changes to minimum qualifications for the following MEP and DCSAA positions:

- a. Instructional Supervisor, Industrial/Technology Education, MEP pay grade 21, Office of Instructional Support
- b. Instructional Supervisor, Business Technology Education, MEP pay grade 21, Office of Instructional Support
- c. Instructional Supervisor, Health Science Education, MEP pay grade 21, Office of Instructional Support
- d. Supervisor II, Stores and Distribution, DCSAA pay grade 44, Stores and Distribution

MV:mtp

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

1. JOB TITLE: Instructional Supervisor, ~~Technology Education~~
Industrial/Technology Education
 2. DEPARTMENT: Office of Instructional Support
 3. IMMEDIATE SUPERVISOR: District Director, Division of Applied Learning
 4. PAY GRADE: 21
 5. JOB CODE: 0257
 6. BARGAINING UNIT: 6
 7. DATE OF LAST REVISION: August 25, 1999
 8. POSITION AUTHORIZED: Board Item A-3, August 25, 1999
 9. MINIMUM QUALIFICATION AND TITLE CHANGE: Board Item D-24, January 18, 2006
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OCCUPATIONAL SUMMARY

Initiates, plans, implements, monitors, and supervises Technology Education programs. Makes policy recommendations relative to the standards, improvements, and overall operation of Technology Education programs. Performs classroom observations, monitors all program expenditures, provides technical assistance, coordinates curriculum development and change, conducts program reviews, provides staff development services, and maintains contact with the appropriate members of State Department of Education, business, and the community.

EXAMPLE OF DUTIES

1. Explains and interprets specialized matters pertinent to Technology Education programs for school, area, and district level administrators and for business and industry.
2. Recruits, screens, recommends and processes Technology Education teachers for employment.
3. Plans, coordinates, and conducts pre-service and inservice staff development programs with the appropriate institutions, agencies, or departments within the system.
4. Observes instruction in classrooms and laboratories and consults with principals and teachers for the purpose of improving instruction and maintaining program standards.

5. Makes recommendations for improvements and/or expanding programs and develops proposals for funding such improvement and/or expansion.
6. Monitors the requisitions for equipment and supplies for Technology Education programs to assure that equipment and supplies are appropriate for the program and that funds are spent in accordance with the guidelines.
7. Reviews and recommends facility and educational specifications for Technology Education programs.
8. Maintains personal contact with the appropriate members of the State Department of Education, business, and the community as it relates to implementing programs, program standards and reviews, and making program changes.
9. Coordinates the participation of Technology Education students in district, region, state, and national youth activities.
10. Directs the use and operation of an appropriate Technology Education Advisory Committee.
11. Develops, implements, and monitors Technology Education federal projects funded under the Carl D. Perkins vocational and Applied Technology Act, and identifies other sources of grant funding, assists in the development of grants, and monitors implementation.
12. Directs the development and upgrading of Technology Education curriculum materials.
13. Supervises the development and implementation of articulation agreements between secondary technology education programs and related postsecondary programs, to comply with the Bright Futures Endorsement and Scholarship Program, Tech Prep, and other legislation and/or initiatives.
14. Monitors and approves the requests for the repair of Technology Education equipment.
15. Directs the State Program Review Process for Dade County's Technology Education programs.
16. Develops and provides prototypical specifications for equipment, furniture, and software for all Technology Education programs for Design Standards and Technology Education instructors.
17. Chairs the Technology Education Textbook Committee, to review and evaluate textbooks and other instructional materials and makes recommendations to the state textbook adoption committee.
18. Promotes safe working conditions and practices for Technology Education staff and students.

19. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job.
20. Performs other duties related to general administrative responsibilities as assigned by the immediate supervisor.

PHYSICAL REQUIREMENTS

This is light work which requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing, and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. ~~Master's Degree (Rank II) with certification in Administration and/or Supervision or Director of Vocational Education Certificate.~~ Master's Degree in education with certification in Industrial Arts/Technology Education; administration and/or supervision or Educational Leadership.
2. Minimum of three (3) years of full-time teaching experience in Industrial Arts/Technology Education.
3. Administrative and supervisory experience in vocational education preferred.
4. Demonstrated ability to communicate effectively in both oral and written form.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

1. JOB TITLE: Instructional Supervisor, Business Technology
Education
 2. DEPARTMENT: Office of Instructional Support
 3. IMMEDIATE SUPERVISOR: District Director, Division of Applied Learning
 4. PAY GRADE: 21
 5. JOB CODE: 0181
 6. BARGAINING UNIT: 6
 7. DATE OF LAST REVISION: August 25, 1999
 8. POSITION AUTHORIZED: Board Item A-3, August 25, 1999
 9. MINIMUM QUALIFICATION
AND TITLE CHANGE: Board Item D-24, January 18, 2006
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OCCUPATIONAL SUMMARY

Initiates, plans, implements, monitors, and supervises Business Technology Education programs at the secondary and post secondary levels. Make policy recommendations relative to the standards, improvements, and overall operation of the Business Technology Education programs. Performs classroom observations, monitors all program expenditures, provides technical assistance, coordinates curriculum development and change, conducts program reviews, provides staff development services, and maintains contact with the appropriate members of state, business, and the community.

EXAMPLE OF DUTIES

1. Explains and interprets specialized matters pertinent to Business Technology Education for school, region, and district level administrators and for business and industry.
2. Recruits, screens and recommends Business Technology Education teachers for employment.
3. Plans, coordinates, and conducts pre-service and inservice staff development programs with appropriate institutions, agencies or departments within the system.
4. Observes instruction in classrooms and laboratories and consults with principals and teachers for the purpose of improving instruction and maintaining program standards.

5. Makes recommendations for improvement and/or expanding programs and develops proposals for funding such improvement or expansion.
6. Monitors the requisitions for equipment and supplies for Business Technology Education programs to assure that equipment and supplies are appropriate for the program and that funds are spent in accordance with the guidelines.
7. Coordinates the use and operation of program advisory committees for Business Technology Education programs.
8. Reviews and recommends facility and educational specifications for Business Technology Education programs.
9. Coordinates Business Technology Education students' participation in district, regional, state, and national youth activities.
10. Develops implementations and monitors Business Technology Education Federal Projects funded under the Carl D. Perkins vocational and Applied Technology Act, and identifies other sources of grant funding. Assists in the development of grants and monitors implementation.
11. Directs the development and upgrading of Business Technology Education curriculum materials.
12. Provides Business Technology Education programs with appropriate software and specific equipment/furniture specifications.
13. Directs the State Program Review Process for Miami-Dade County's Business Technology Education programs.
14. Chairs Business Technology Education Textbook Committee; identifies and works with teachers, students, and administrators to review and evaluate textbooks and other instructional materials; makes recommendations to state textbook adoption committee.
15. Chairs Purchasing Department Equipment Specifications Committee charged with evaluating selected equipment used in classroom and administrative offices.
16. Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job.
17. Performs other duties related to general administrative responsibilities as assigned by the immediate supervisor.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. ~~Master's degree with certification in Business Technology Education; administration and/or supervision, or an approved plan to obtain such certification.~~ Master's degree with certification in Business Technology Education, Educational Leadership; administration and/or supervision.
2. Minimum of three (3) years of full-time teaching experience in Business Technology Education.
3. Administration and supervisory experience in vocational education preferred.
4. Demonstrated ability to communicate effectively in both oral and written form.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. JOB TITLE: | Instructional Supervisor, Health Science Education |
| 2. DEPARTMENT: | Office of Instructional Support |
| 3. IMMEDIATE SUPERVISOR: | District Director, Division of Applied Learning |
| 4. PAY GRADE: | 21 |
| 5. JOB CODE: | 0225 |
| 6. BARGAINING UNIT: | 6 |
| 7. DATE OF LAST REVISION: | May 10, 2005 |
| 8. POSITION AUTHORIZED: | Board Item A-3, August 25, 1999 |
| 9. MINIMUM QUAL. CHANGE: | Board Item D-24, January 18, 2006 |
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OCCUPATIONAL SUMMARY

Initiates, plans, implements, monitors, and supervises Health Science Education programs at the secondary and postsecondary levels. Make policy recommendations relative to the standards, improvements, and overall operation of the Health Science programs. Performs classroom observations, monitors all program expenditures, provides technical assistance, coordinates curriculum development and change, conducts program reviews, provides staff development services district-wide, and maintains contact with the appropriate members of state, business, and the communities.

EXAMPLE OF DUTIES

1. Explains and interprets specialized matters pertinent to Health Science Education programs at the secondary and postsecondary levels for a school, region, and district level administrators and for business and industry.
2. Recruits, screens, and recommends Health Science teachers for employment.
3. Plans, coordinates, and conducts pre-service and in-service staff development programs with appropriate institution, agency or department within the system.
4. Observes instruction in classrooms and laboratories and consults with principals and teachers for the purpose of improving instruction and maintaining program standards.
5. Makes recommendations for improvement and/or expanding programs and develops proposals for funding such improvement or expansion.

6. Monitors and approves requisitions for equipment and supplies for Health Science Education programs in order to assure that equipment and supplies are appropriate for the program and that funds are spent in accordance with the guidelines.
7. Coordinates the use and operation of program advisory committees for Health Science Education programs.
8. Monitors and approves requests for repair of equipment used in Health Science Education programs.
9. Promotes and monitors practices for safe working conditions for staff and students.
10. Develops, reviews, and revises affiliation agreements and contracts for programs at the secondary and postsecondary levels.
11. Coordinates secondary and postsecondary participation in District, regional, state, and national activities for Health Science students.
12. Develops, implements, and monitors Health Science Education Federally Funded Projects funded under the Carl D. Perkins vocational and Applied Technology Act, and identifies other sources of grant funding. Assists in the development of grants, and monitors implementation.
13. Directs development and updating of Health Science curriculum materials.
14. Provides Health Science programs with appropriate software and specific equipment/furniture specifications.
15. Directs the program review process for local, state, and national regulatory agencies for all Health Science programs.
16. Directs and manages the nursing assisting testing program for certification as mandated by the state regulatory board, Agency for Health Care Administration.
17. Directs development of educational articulation agreements at the secondary and postsecondary levels for all Health Science programs.
18. Supervises District Health Science Education Staff.
19. Performs other duties related to the above, as the above duties describe only the typical, primary features of the job.
20. Performs other duties related to general administrative responsibilities as assigned by the immediate supervisor.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing, and visual acuity. The work is performed primarily outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. ~~Master's degree or Advanced Vocational Certificate with certification in administration and supervision or Educational Leadership, or Director of Vocational Education, or approved plan to obtain administrative certificate.~~ Certification as a Registered Nurse and Master's degree with certification in administration and supervision or Educational Leadership.
2. Minimum of three (3) years of full-time teaching experience in Health Science Education.
3. Minimum of ~~two (2)~~ three (3) years work experience/training as a health occupation professional with current active license by the State of Florida Regulatory Agency.
4. Demonstrated ability to communicate effectively in both oral and written form.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

1. JOB TITLE: Supervisor II, Stores and Distribution
 2. DEPARTMENT: Stores and Distribution
 3. IMMEDIATE SUPERVISOR: Executive Director, Procurement Support Operations
 4. PAY GRADE: 44
 5. JOB CODE: 0420
 6. BARGAINING UNIT: 8
 7. DATE OF LAST REVISION: December 12, 2005
 8. POSITION AUTHORIZED: Board Item C-4, January 8, 1986
 9. REVISED MINIMUM QUALIFICATIONS: Board Item D-24, January 18, 2006
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OCCUPATIONAL SUMMARY

Supervises the receipt, storage and distribution of commodities purchased by the School System. Supervises large volume warehouses, data entry equipment, inventory programs, a distribution fleet, and personnel through subordinate staff. Oversees the proper collection and disposition of used and surplus supplies, furniture and equipment.

EXAMPLE OF DUTIES

1. Plans, implements and supervises, receipt, storage, disbursement, transfer, inventory, audit and accounting for warehoused commodities.
2. Responsible for the District textbooks, including but not limited to ordering, receipt, storage, distribution, inventory, audit and accounting.
3. Responsible for receipt, storage, property tagging and delivery of all supplies, furniture, and equipment purchased for capital projects.
4. Responsible for proper implementation of State laws and Board rules related to inventory and property controls.
5. Oversees the collection, storage and re-issue, or final disposition of surplus and used equipment, furniture and textbooks, both controlled and expendable. Insuring proper documentation under State laws and/or School Board policies.
6. Responsible for the District auctions, including, but not limited to collection of surplus property, set-up, documentation, receipt of monies and deposit of cash in District accounts.

7. Supervises all in-house computer functions, programs and equipment.
8. Responsible for function, update, implementation and changes to department's on-line programs.
9. Oversees the tagging of capital property acquired by the District insuring all State laws and Board rules are adhered to.
10. Directs department resources to support District's efforts in emergency situations.
11. Responsible for the implementation and management of the Mail Service for the District. Oversees the distribution of the District's tests, surveys, and reports insuring the integrity and security of these.
12. Assigns, trains, supervises and evaluates staff.
13. Responsible for developments, implementation and enforcement of relevant methods and procedures.
14. Implements improvements in economy, efficiency and quality of Stores and mail Distribution functions.
15. Develops the unit's budget.
16. Sets performance objectives, goals and standards for department and subordinate staff.
17. Works with community leaders, area and associate superintendents, principals, and department heads in accomplishing the goals and objectives of the School System.
18. Performs other duties comparable to the above duties describe only the typical, primary features of the job.
19. Performs other duties relating to general administrative responsibilities as assigned by the immediate supervisor.

PHYSICAL REQUIREMENTS

This is light work which requires the following physical activities: bending, stooping, kneeling, crouching, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, talking, hearing and visual acuity. The work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Business Administration, Engineering, Management, Accounting, or other related field, and five (5) years of overall management supervision of a large supply/stockroom operation or function engaged in procurement, inventory/facilities management, distribution or warehousing operations in a governmental, industrial, or institutional environment. Associate of Arts degree in Business Administration, Management or related field, and five (5) years of documented progressive supervisory experience in an automated large volume distribution and warehousing facility

OR

- ~~Seven (7) years of documented large volume warehousing and distribution supervisory experience, including four (4) years of automated inventory systems and budget preparation.~~
2. A minimum of three (3) years of the above experience must be directly involved in the operation of a fully automated control system. The ability to deal with complex personnel problems and to arrive at the correct solution.
 3. ~~The ability to develop and deal with complex budgets and multiple asset accounts.~~
 4. ~~Ability to communicate effectively as evidence by clarity and conciseness or in both oral presentations and written forms documents.~~
 5. ~~Five (5) years of volume Stores and Mail Distribution supervisory experience, including one (1) year with automated systems.~~