

May 16, 2007

Carolyn Spaht, Chief of Staff

**SUBJECT: JOB DESCRIPTIONS UPDATE FOR MEP AND/OR
PROFESSIONAL AND TECHNICAL POSITIONS**

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

**LINK TO DISTRICT
STRATEGIC PLAN: CREATE AND UPDATE JOB DESCRIPTIONS**

As explained in a memorandum sent to the Board on March 2, 2005, and as specified at the School Board meeting of August 17, 2005, Agenda Item D-23, some job descriptions have not been updated in many years and do not comport with state requirements, technical skill requirements to reflect current job market, and/or organizational needs pursuant to the 2005-2008 Strategic Plan. In addition, activities of assessing existing job descriptions, aligning core functions and tasks with job descriptions, and modifying/creating job descriptions as needed, are explicitly outlined in the 2005-08 District Strategic Plan.

Moreover, to comply with the MEP Manual and DCSAA Contract, "job descriptions shall be maintained on a current basis."

Therefore, job description updates will be presented to the Board, for approval, on a periodic basis.

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 descriptions identifying additions, deletions of the minimum qualifications and change of title.

There is no cost to the District for this item.

RECOMMENDED: That effective, May 16, 2007, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida:

1. Approve changes to minimum qualifications for the following DCSAA positions:
 - a. Supervisor II, Long Range Planning, DCSAA pay grade 44, Performance Improvement
 - b. Supervisor, Performance Improvement, DCSAA pay grade 43, Performance Improvement
 - c. Coordinator III, Systems and Programs, Performance Improvement

Revised
D-24

2. Approve changes to minimum qualifications and title change for the following MEP position:

- a. Administrative Director, Office of Accountability and Systemwide Performance, MEP pay grade 24, Accountability and Systemwide Performance

DRAFT**MIAMI-DADE COUNTY PUBLIC SCHOOLS****JOB DESCRIPTION****IDENTIFICATION INFORMATION**

1. JOB TITLE:	Supervisor II, Long Range Planning
2. DEPARTMENT	Performance Improvement
3. IMMEDIATE SUPERVISOR:	District Director, Performance Improvement
4. PAY GRADE:	44
5. JOB CODE:	0456
6. BARGAINING UNIT:	8
7. POSITION AUTHORIZED:	Board Item E-8, August 22, 1990
8. DATE OF LAST REVISION:	N/A (has not been taken to Board since authorized)
9. MINIMUM QUAL. CHANGE:	Board Item D-24, May 16, 2007

OCCUPATIONAL SUMMARY

Manages the organizational performance management and performance planning efforts for the District and provides assistance to staff in developing and implementing strategic goals and objectives. Designs and delivers systems to evaluate performance and outcome measures. Monitors the external marketplace and evaluates alignment of business goals and objectives as they relate to performance measures.

EXAMPLE OF DUTIES

1. Assists in the development and implementation of the District's performance planning, business process improvement, and organizational performance management efforts.
2. Coordinates and facilitates the implementation of performance planning and process improvement efforts.
3. Assists staff regarding development of efficiency measures.
4. Identifies opportunities for process improvement and ensures coordination of efforts with other District programs and systems.
5. Develops and conducts training programs for organizational development and performance planning concepts.
6. Assists in the preparation and development of budgets.
7. Analyzes trends in achieving various performance/outcome measures.

8. Maintains an accountability system for tracking strategic objectives, performance measures, and customer service initiatives.
9. Coordinates performance planning meetings with outside committees and other departments within the District.
10. Performs other duties related to the general administrative responsibilities of the position.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: sitting, mobility, 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 business administration, public administration, computer science, education or equivalent field ~~or a combination of eight (8) years education, training or work related experience in performance planning substantially equivalent to a Bachelor's degree.~~
2. Three (3) years of progressive ~~responsibility~~ experience in administration, information technology, performance planning and management, business process analysis, organizational development, or quality improvement management and training. ~~Advanced degree and leadership experience desirable, and Master's degree may substitute for one year of direct work experience.~~
3. ~~Ability to develop and implement methods and procedures, plans, schedules, training programs and other solutions in order to effectuate strategic management, performance measurement, and organizational change efforts to match organization needs/directions.~~
4. Knowledge of the ~~Project Management Book of Knowledge (PMBOK) or any other project planning models and skill~~ experience with in using a variety of state-of-the-art software packages, such as presentation and spreadsheet programs, database programs, project management, or business process analysis, ~~modeling, and use of the Internet.~~
4. ~~Ability to interface with management at all levels.~~
5. Demonstrated ability to communicate effectively in both oral and written form.

DRAFT**MIAMI-DADE COUNTY PUBLIC SCHOOLS****JOB DESCRIPTION****IDENTIFICATION INFORMATION**

1. JOB TITLE:	Supervisor, Performance Improvement
2. DEPARTMENT:	Performance Improvement
3. IMMEDIATE SUPERVISOR:	Administrative Director, Performance Improvement
4. PAY GRADE:	43
5. JOB CODE:	0864
6. BARGAINING UNIT:	8
7. POSITION AUTHORIZED:	Board Item H-5, January 14, 2004
8. DATE OF LAST REVISION:	N/A (has not been taken to Board since authorized)
9. MINIMUM QUAL. CHANGE:	Board Item D-24, May 16, 2007

OCCUPATIONAL SUMMARY

Provides district wide support related to quality performance improvement. Conducts research, prepares reports, and assists in the development of internal and external scans. Develops accountability measures for School Improvement Plans and Educational Excellence School Advisory Councils. Assists in planning processes to implement district goals and objectives.

EXAMPLE OF DUTIES

1. Provides assistance in coordinating planning activities district wide.
2. Assists in coordinating planning functions with other segments of the department and with other district work sites.
3. Prepares supporting documentation, as required, to assist in the cross-referencing of the segments of the planning process.
4. Conducts research, prepares internal and external scans, and develops reports.
5. Analyzes data, reports, and surveys and transforms data into information for district personnel and stakeholders to use in decision making.
6. Assists with the development of quality tools and materials.
7. Assists in planning, coordinating, and conducting staff development related to performance improvement.

8. Makes recommendations relating to performance improvement and the selection and use of appropriate technology.
9. Monitors local, state, and national rules, regulations, and legislation related to performance improvement initiatives for the District.
10. Assists in writing Board Agenda Items, including backup documentation.
11. Performs other duties related to the general administrative responsibilities of the position.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: sitting, mobility, 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 ~~planning~~, administration, management, education, evaluation, or related field; ~~Masters preferred.~~
2. ~~Minimum of~~ Three (3) years of successful performance improvement/quality management experience.
3. Knowledge of research methodology, applied statistics, experience with performance enhancement initiatives, computer applications, and school improvement and ~~total quality~~ processes.
4. Demonstrated ability to communicate effectively in both oral and written forms. ~~orally and in writing as evidenced by clarity and conciseness of oral presentations and submitted written material.~~
5. ~~Ability to work independently as well as cooperatively and constructively with all levels of school and district staff and with stakeholders in a multi-disciplinary setting.~~

DRAFT**MIAMI-DADE COUNTY PUBLIC SCHOOLS****JOB DESCRIPTION****IDENTIFICATION INFORMATION**

- | | | |
|----|------------------------|--|
| 1. | JOB TITLE: | Coordinator III, Systems and Programs |
| 2. | DEPARTMENT: | Performance Improvement |
| 3. | IMMEDIATE SUPERVISOR: | District Director, Performance Improvement |
| 4. | PAY GRADE: | 42 |
| 5. | JOB CODE: | 0285 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | POSITION AUTHORIZED: | Board Item C-4, January 8, 1986 |
| 8. | DATE OF LAST REVISION: | Board Item E-8, August 23, 2000 |
| 9. | MINIMUM QUAL. CHANGE: | Board D-24, May 16, 2007 |

OCCUPATIONAL SUMMARY

Responsible for providing technical and analytical assistance in the solution of data processing problems. Interacts with staff to summarize problem characteristics and define information requirements. Performs analysis of data and generates reports pertaining to assessment, performance management, and required local and state data collection activities.

EXAMPLE OF DUTIES

1. Develops and maintains data collection, storage, retrieval, and processing systems.
2. Designs and implements computer-based systems using programming language such as Visual Basic, VB.net, and SQL.
3. Manages and maintains specific data from multiple evaluation files for use in specialized departmental studies.
4. Designs, codes, and documents program logic. Defines the programming language methodology and equipment requirements for new and existing applications.
5. Plans and implements all phases of data processing relative to assigned projects.
6. Designs and implements systems using statistical software.

7. Trains staff in the use of operating systems, basic programming techniques, statistical software, and microcomputer equipment.
8. Performs periodic maintenance of computer files and libraries.
9. Designs system improvements and identifies data processing applications.
10. Responsible for continuing self-education in new microcomputer software and hardware developments for implementing changes and upgrades as necessary.
11. Responsible for the development of Internet based applications for the dissemination of school level data.
12. Performs other duties related to the general administrative responsibilities of the position.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: sitting, mobility, 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 computer science or related field

OR

~~Five (5)~~ Eight (8) years of data processing experience, including extensive SAS statistical programming.

2. Three (3) years as a Programmer Analyst or equivalent.
3. Experience with SAS or COGNOS and ~~or~~ Microsoft Access preferred. } REVISED
4. Demonstrated ability to communicate effectively in both oral and written forms.

DRAFT**MIAMI-DADE COUNTY PUBLIC SCHOOLS****JOB DESCRIPTION****IDENTIFICATION INFORMATION**

- | | | |
|----|-------------------------------|---|
| 1. | JOB TITLE: | Administrative Director, Office of Performance Improvement <u>Accountability and Systemwide Performance</u> |
| 2. | DEPARTMENT: | Accountability and Systemwide Performance |
| 3. | IMMEDIATE SUPERVISOR: | Chief, Accountability and Systemwide Performance |
| 4. | PAY GRADE: | 24 |
| 5. | JOB CODE: | 0314 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | POSITION AUTHORIZED: | Board Item A-2, December 19, 1991 |
| 8. | DATE OF LAST REVISION: | N/A (has not been taken to Board since authorized) |
| 9. | MINIMUM QUAL. & TITLE CHANGE: | Board Item D-24, May 16, 2007 |
-

OCCUPATIONAL SUMMARY

Provides administrative assistance and direction for the District's performance management tools and accountability systems. Facilitates the development and implementation of the District's school improvement process. Assists staff in the interpretation and use of student data as it relates to performance scorecards and School Improvement Plans. Directs the development, implementation, and maintenance of diverse technological systems and statistical analysis pertaining to District objectives.

EXAMPLE OF DUTIES

1. Aligns district wide metrics with strategic goals, objectives, and initiatives.
2. Assists in the design and implementation of District accountability systems, including School Improvement Plans.
3. Assists in the design and development of school, regional, and function level scorecards as part of the District's internal accountability system and performance incentive pay system for Managerial Exempt Personnel.
4. Supervises the analysis of data into information that helps guide policy and decision-making.
5. Assists in the design and implementation processes to integrate the Continuous Improvement Model in all school and non-school work locations to ensure a district wide culture of continuous improvement.
6. Collaborates with District offices to identify opportunities for process improvement in district wide functions by conducting needs assessments and benchmarking studies.

7. Prepares and disseminates reports and information regarding success stories and best practices in Miami-Dade County Public Schools.
8. Assists with the development of reports on performance metrics.
9. Monitors state and federal accountability mandates, including the implementation of School Advisory Councils and the A+ Plan.
10. Provides assistance for the appropriate implementation of compliance requirements in the school improvement process.
11. Performs other duties related to general administrative responsibilities of the position.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: sitting, mobility, lifting, finger dexterity, grasping, repetitive motions, talking hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Master's degree in education, ~~or related field with certification in educational administration/ and/or supervision, human resource management, organizational development, business administration, or related field.~~ educational leadership, or school principal.
2. ~~Minimum of~~ Five (5) years teaching experience at elementary and/or secondary level.
3. ~~Minimum of~~ Seven (7) years of progressive responsibility in administration, administrative experience with increasing responsibilities.
4. ~~Ability to deal tactfully and effectively with others~~ Knowledge and experience in the design and implementation of effective accountability systems within an educational organization.
5. Demonstrated ability to communicate effectively in both oral and written form.