

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, July 11, 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 MEP and DCSAA positions:
 - a. Building Official, MEP pay grade 24, Educational Facilities Code Compliance
 - b. Director, School Volunteer Initiatives, MEP pay grade 21, Office of Community Services

Revised
D-24

- c. Budget Supervisor, DCSAA pay grade 44, Financial Operations/Budget
- d. Coordinator III, Operational Accounting, DCSAA pay grade 42, Specialized Programs-Charter School Operations

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|-------------------------|--|
| 1. | JOB TITLE: | Building Official |
| 2. | DEPARTMENT: | Educational Facilities Code Compliance |
| 3. | IMMEDIATE SUPERVISOR: | Deputy Superintendent, Business Operations |
| 4. | PAY GRADE: | 24 |
| 5. | JOB CODE: | 0645 |
| 6. | BARGAINING UNIT: | 6 |
| 7. | POSITION AUTHORIZED: | Board Item B-20, November 14, 2001 |
| 8. | DATE OF LAST REVISION: | Board Item D-23, August 17, 2005 |
| 9. | MINIMUM QUALIF. CHANGE: | Board Item D-24, July 11, 2007 |
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OCCUPATIONAL SUMMARY

Administers applicable building code compliance and oversees the building plan reviews, permitting, inspections and acceptance process for education and ancillary facilities; oversees entities that perform building plan reviews, inspections and acceptance of educational and ancillary facilities for compliance with Florida Building Code, State Requirement for Educational Facilities, Florida Fire Prevention Code, and Life Safety Code.

EXAMPLE OF DUTIES

1. Coordinates with and oversees those entities that review and approve all plans and specifications; inspects and issues certifications of occupancy and certificates of final inspection, for new construction, remodeling, renovations of educational and ancillary facilities.
2. Coordinates with and oversees those entities that certify that all safety-to-life and Building Code requirements are met prior to occupancy of any educational or ancillary facility.
3. Coordinates with and oversees those entities that render decisions related to the interpretation of the code.
4. Approves and signs all plan review reports and inspection acceptance reports to ensure compliance with the building code.
5. Researches building codes, and issues clarifications, or interpretations, of the building codes to staff, contractors and Architects/Engineers.

6. Issues final decisions regarding code-related disputes among staff, contractors and Architects/Engineers.
7. Reviews and approves alternate construction materials on District projects.
8. Reviews applications from contractors and issues building permits and reviews cases of flagrant code violations by contractors and determines need for disciplinary measures.
9. Monitors, records and reviews planned work performed by the District's Maintenance Operations at all facilities, and issues annual or standard permit(s) for each facility.
10. Performs other duties related to the general administrative responsibilities of the position.

PHYSICAL REQUIREMENTS

This work 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 and outdoors and requires frequent in-county travel.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Architecture, Engineering, or Construction Management and State of Florida Licensed Architect, Engineer or Contractor.
2. Certified as a Building Code Administrator or Building Official, ~~or meets the eligibility requirements for a Provisional Certificate as set forth under Chapter 468, Florida Statutes, with a standard certificate within 6 months of application.~~
3. Minimum of ten (10) years experience as an architect, engineer, building code inspector or construction superintendent or certified contractor with at least five (5) years of such experience in supervisory positions.

OR

Combination of postsecondary education in construction or related field, not to exceed five (5) years and experience as an architect, engineer, building code inspector or construction superintendent or certified contractor which totals ten (10) years with at least five (5) years of such experience in supervisory positions.

4. Demonstrated ability to communicate effectively as evidenced by clarity and conciseness of oral presentations and submitted documents. in both oral and written form.
5. Maintain a valid Florida driver's license.

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

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|---------------------------|--|
| 1. JOB TITLE: | Director, School Volunteer Initiatives |
| 2. DEPARTMENT: | Office of Community Services |
| 3. IMMEDIATE SUPERVISOR: | Administrative Director |
| 4. PAY GRADE: | 21 |
| 5. JOB CODE: | 0790 |
| 6. BARGAINING UNIT: | 6 |
| 7. POSITION AUTHORIZED: | Board Item A-2, June 15, 2005 |
| 8. DATE OF LAST REVISION: | N/A (has not been taken to Board since authorized) |
| 9. MINIMUM QUAL. CHANGE: | Board Item D-24, July 11, 2007 |
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OCCUPATIONAL SUMMARY

Works in staff capacity with principals, and works cooperatively with school site, Regional Center and district office personnel to direct, support, monitor, and supervise all aspects of the community services program. Directs and implements program components of the Office of Community Services. The Director is also responsible for overseeing department delivery for all schools.

EXAMPLE OF DUTIES

1. Works cooperatively with area and district office personnel in establishing objectives and policies of the district's Office of Community Services.
2. Directs the design and development, in cooperation with program director and community representatives, trainings, workshops and meetings for school staff members to improve skills and implement programs.
3. Designs and develops trainings/seminars for community representatives to support the instructional programs.
4. Assists the Regional Center line directors with the evaluation of community services programs.
5. Develops, prepares and manages contracted/grant projects related to community services.

6. Assists in the development of strategies designed to increase the school system's effort in promoting community involvement.
7. Works cooperatively with the Florida Department of Education to supervise and implement local and statewide community involvement initiatives and programs.
8. Directs school level support including background checks for volunteers, parent trainings, business partnerships, internships and overall community support.
9. Maintains involvement with local, state and national professional groups associated with community involvement and implements and interprets policies, procedures and guidelines related to school volunteers.
10. 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 Administration and Supervision or Educational Leadership.~~
2. ~~A valid teaching certificate.~~
3. 2. Experience in planning and conducting staff development and ~~conference type programs in the area of~~ developing community involvement and programming for schools.
4. ~~Experience in developing community involvement programming for schools and experience in working in the areas of school/community relationships and partnerships preferred.~~
5. 3. Demonstrated ability to communicate effectively in both oral and written form, and through technology.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|------------------------|--|
| 1. | JOB TITLE: | Budget Supervisor |
| 2. | DEPARTMENT: | Financial Operations/Budget |
| 3. | IMMEDIATE SUPERVISOR: | Executive Director, School Budgets |
| 4. | PAY GRADE: | 44 |
| 5. | JOB CODE: | 0058 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | POSITION AUTHORIZED: | Board Item D-8, July 13, 2005 |
| 8. | DATE OF LAST REVISION: | N/A (has not been taken to Board since authorized) |
| 9. | MINIMUM QUAL. CHANGE: | Board Item D-24, July 11, 2007 |
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OCCUPATIONAL SUMMARY

Develops budgets for various operational functions and programs. Compiles data and distributes Materials, Equipment, and Supplies Allocations (MESA). Provides monthly and quarterly projections to upper level management. Serves as Liaison between budget department, District offices, region offices, and school sites. Analyzes, classifies and interprets all pertinent budget data in preparation of budget forecasts and subsequently develops and implements procedures for budget control.

EXAMPLE OF DUTIES

1. Analyzes and interprets historical data for designated parts of the District's budget to construct major budget documents and work papers adhering to activities delineated in the Budget Preparation Calendar.
2. Develops and implements procedures for coordinating and controlling budgetary transactions by designing, monitoring, and updating computerized reports for the accuracy and appropriateness of entries in the fiscal forecasts, operating budget for assigned operational and district programs, continuation, preliminary, tentative and adopted budgets.
3. Drafts recommendations for proposed amendments to the designated parts of the budget and prepares chronological reports of amended transactions.
4. Prepares regular analyses on monthly and quarterly basis for accurately projecting and reporting revenues and expenditures to assist the managerial decision-making process and to determine the District's posture as to whether the Florida Department of Education expenditure requirements will be met.

5. Compiles, evaluates and reconciles the Budget and Computerized Assisted Staff Allocation System data with the Table of Authorized Positions and monitors and updates the position control system daily as well as analyze FTE historical data for use in MESA entitlements.
6. Trains, approves and monitors budgets as part of the School Support Center Budget Development process.
7. Adheres to goals and objectives as outlined in the Districts Strategic Planning Documents.
8. Develops, prepares and conducts in-services training workshops for administrative, clerical staff, and members of District/school advisory groups.
9. Prepares and evaluates financial and statistical information submitted to State, Local and Federal agencies.
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, finance or related fields. —2. Minimum of three (3) years of experience in financial analysis, budgeting, accounting or auditing.

OR

An Associate's degree in Business Administration or other related field and ten (10) years of documented professional experience in financial analyses and budgeting.

4. 2. Proficiency with using computer spread sheet technology (i.e., Excel/Lotus 123) for financial and budget tracking and forecasting applications.
3. Documented experience with on-line mainframe computer applications.
3. 4. Demonstrated ability to communicate effectively in both oral and written form.

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

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|---------------------------|---|
| 1. JOB TITLE: | Coordinator III, Operational Accounting |
| 2. DEPARTMENT: | Specialized Programs - Charter School
Operations |
| 3. IMMEDIATE SUPERVISOR: | Executive Director |
| 4. PAY GRADE: | 42 |
| 5. JOB CODE: | 0373 |
| 6. BARGAINING UNIT: | 8 |
| 7. POSITION AUTHORIZED: | Board Item C-4, January 8, 1986 |
| 8. DATE OF LAST REVISION: | Board Item A-3, June 9, 1993 |
| 9. MINIMUM QUAL. CHANGE: | Board Item D-24, July 11, 2007 |
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OCCUPATIONAL SUMMARY

Coordinates and monitors the charter schools financial reporting process and related activities. Coordinates monthly payment Florida Educational Finance Program (FEFP) and Capital Outlay Funds. Assists with the processing of grants, and various other payments such as stipends, Title I, Recognition Funds, etc. Assists the Director and Executive Director with needed internal or external reporting issues.

EXAMPLE OF DUTIES

1. Monitors the State's FEFP revenue distribution and calculates monthly payments due to each charter school.
2. Monitors Capital Outlay distributions from the State and calculates appropriate disbursements to each charter school based on authorized expenditures.
3. Reviews quarterly and annual financial statements for propriety in accordance with reporting requirements and guidelines. Follows-up with school management on issues of non-compliance, untimely reporting and other deficiencies.
4. Interprets State of Florida laws and regulations and Florida Department of Education rules and guidelines regarding charter school financial management and reporting, as well as new accounting pronouncements Governmental Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and other authoritative sources that apply to charter schools as component units of the District.

5. Develops, implements and updates uniform financial statement formats for use by charter schools in quarterly and annual reporting of financial information to the District.
6. Coordinates the gathering of audited financial statement information from charter schools for submission to the Controller's Office.
7. Reviews audit reports for propriety and completeness in accordance with contract provisions and applicable accounting standards. Communicates to immediate supervisor financial concerns based on review of audited financial statements.
8. Works with external auditors to resolve issues related to charter school financial reporting.
9. Participates in committees, as deemed necessary by supervisor, by providing technical support relating to financial issues involving charter schools and provides technical assistance to charter schools with regards to financial reporting requirements and guidelines.
10. Performs other duties related to the general administrative responsibilities of the position.

PHYSICAL REQUIREMENTS 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, Accounting, or related field. ~~preferably an MBA or CPA desired.~~
2. Four (4) years experience in large governmental automated accounting systems.
3. Knowledge of microcomputer applications (such as Word and Excel), mainframe, and networking systems.
4. Demonstrated ability to communicate effectively in both oral and written forms.
5. ~~Ability to work well under strict deadlines.~~