

Vera A. Hirsh, Assistant Superintendent
Human Resources, Recruiting and Performance Management

**SUBJECT: ESTABLISH AND CLASSIFY MANAGERIAL EXEMPT PERSONNEL
(MEP) POSITIONS**

**APPOINTMENTS AND LATERAL ASSIGNMENTS OF MANAGERIAL
EXEMPT, PROFESSIONAL AND TECHNICAL PERSONNEL FOR
2009-2010**

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

**LINK TO DISTRICT
STRATEGIC PLAN: GENERAL OPERATIONS**

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). 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.

There is no cost to the District for this item.

Revised
D-21

Establish and classify the following MEP positions:

School/District Operations

Provost, MEP, pay grade 24

The Provost is a high-ranking school-site educational administrator providing extraordinary leadership and creative vision to the educational institution's academic programs, curriculum development, and parental involvement and community engagement activities. The Provost has final responsibility for the leadership of the educational institution including strategic and budgetary planning; and faculty and staff development, recruitment, hiring, and evaluation.

Dean, MEP, pay grade 21

The Dean will assist the Provost in providing leadership for the development, implementation and evaluation of programs in an educational institution in order to ensure the instructional programs effectiveness and quality and provide the maximum opportunity for student achievement and growth.

**SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
PRINCIPALS**

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>	
Cathay S. Abreu	Interim Elementary Principal Joe Hall Elementary School	P1	Elementary Principal Joe Hall Elementary School (Effective 07/01/2009)	P1	
Eduardo L. Alonso	Interim Middle Principal Cutler Ridge Middle School	P2	Middle Principal Cutler Ridge Middle School (Effective 07/28/2009)	P2	
Alexis Cazanias	Interim Adult Principal Coral Gables Adult	P2	Adult Principal Coral Gables Adult (Effective 07/01/2009)	P2	
Julian Cazanias	Middle School Principal Henry H. Filer Middle School	P2	Senior High Principal Miami Jackson Senior High School	P3	} ADDED
Adolfo L. Costa	Middle School Principal Allapattah Middle School	P2	Senior High Principal Coral Gables Senior High School	P3	
Maria Costa	Middle Assistant Principal Herbert A. Ammons Middle School	AP	Interim Middle School Principal Herbert A. Ammons Middle School	P2	} ADDED
Annette M. Diaz	Interim Elementary Principal Campbell Drive Elementary School	P2	Elementary Principal Wesley Matthews Elementary School	P1	} REVISED
Carlos A. Diaz	Elementary Principal Christina M. Eve Elementary School	P1	K-8 Center Principal Winston Park K-8 Center	P2	} ADDED
Miguel A. Balsera	Elementary Assistant Principal Tropical Elementary School	AP	Interim Elementary Principal Bent Tree Elementary School	P1	} ADDED

SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>	
Patricia M. Fernandez	Middle Assistant Principal Carol City Middle School	AP	Interim Elementary Principal Miami Shores Elementary School	P1	} A D D E D
Maileen A. Ferrer	Interim Elementary Principal Perrine Elementary School	P1	Elementary Principal Perrine Elementary School (Effective 07/01/2009)	P1	
Thelma Fornell	Elementary Assistant Principal South Miami Heights Elementary School	AP	Interim Elementary Principal Campbell Drive Elementary School	P1	} A D D E D
Marta Garcia	Elementary Assistant Principal Blue Lakes Elementary School	AP	Interim Elementary Principal Royal Palm Elementary School	P1	
Ann L. Gary	Interim Elementary Principal Paul Laurence Dunbar Elementary School	P1	Elementary Principal Paul Laurence Dunbar Elementary School (Effective 07/01/2009)	P1	
Tangela D. Goa	Interim Elementary Principal Van E. Blanton Elementary School	P1	Elementary Principal Van E. Blanton Elementary School	P1	
Manuel Gonzalez	Adult Assistant Principal Hialeah Miami Lakes Adult	AP	Principal Adult Education Hialeah High Adult	P2	} A D D E D
Martha T. Jaureguizar	Elementary Assistant Principal William Lehman Elementary School	AP	Interim Elementary Principal Kendale Lakes Elementary School	P1	

SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>	
Carmen Jones-Carey	Interim Middle Principal Horace Mann Middle School	P2	Middle School Principal Horace Mann Middle School	P2	} RE V I S E D
Lourdes A. Lopez	Elementary Assistant Principal Sylvania Heights Elementary School	AP	Interim Elementary Principal Bowman Foster Ashe Elementary School	P1	
Maritza D. Jimenez	Senior Assistant Principal Hialeah Gardens Senior High School	AP	Interim Middle School Principal Hialeah Gardens Middle School	P2	} A D D E D
Melissa M. Mesa	Interim Elementary Principal Crestview Elementary School	P1	Elementary Principal Crestview Elementary School (Effective 07/01/2009)	P1	
Todd W. Morrow	Interim Elementary Principal Robert Russa Moton Elementary School	P1	Elementary Principal Robert Russa Moton Elementary School (Effective 07/01/2009)	P1	
Pablo G. Ortiz	Middle School Principal Jorge Mas Canosa Middle School	P2	Provost Miami Edison Senior High School	24	} A D D E D
Sandra C. Pelham	Interim Elementary Principal Miami Park Elementary School	P1	Elementary Principal Miami Park Elementary School (Effective 07/01/2009)	P1	
Eva N. Ravelo	Interim Elementary Principal Coconut Grove Elementary School	P1	Elementary Principal Coconut Grove Elementary School (Effective 07/28/2009)	P1	
Renny L. Neyra	Elementary Assistant Principal Miami Heights Elementary School	AP	Interim Elementary Principal Pine Villa Elementary School	P1	} A D D E D

SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>	
Alfredia D. Robinson	Middle Assistant Principal Highland Oaks Middle School	AP	Interim Elementary Principal North County Elementary School	P1	} ADDED
Cory R. Rodriguez	Interim Elementary Principal Avocado Elementary School	P1	Elementary Principal Redland Elementary School	P1	
Maria T. Rodriguez	Elementary Principal Biscayne Elementary School	P1	K-8 Center Principal Ruth K. Broad/Bay Harbor K-8 Center	P2	} ADDED
Rodolfo Rodriguez	Interim Elementary Principal Marjory Stoneman Douglas Elementary School	P1	Elementary Principal Marjory Stoneman Douglas Elementary School (Effective 07/01/2009)	P1	
Raymond J. Sands	Vice Principal Miami Edison Senior High School	VP	Interim Elementary Principal Nathan B. Young Elementary School	P1	} ADDED
Christopher J. Shinn	Interim Senior High Principal Hialeah-Miami Lakes Senior High School	P3	Senior High Principal Hialeah-Miami Lakes Senior High School (Effective 07/01/2009)	P3	
Eduardo J. Tagle	Elementary Assistant Principal Palm Springs North Elementary School	AP	Interim Elementary Principal Ben Sheppard Elementary School	P1	} ADDED
Hilca Thomas	Interim Middle Principal Howard D. McMillan Middle School	P2	Middle Principal Howard D. McMillan Middle School (Effective 07/01/2009)	P2	

SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>	
Leonard T. Torres	Senior Assistant Principal Ronald W. Reagan/Doral Senior High School	AP	Interim Middle School Principal Allapattah Middle School	P2	} A D D E D
Benny Valdes	Senior Assistant Principal Miami Senior High School	AP	Interim Senior High Principal Miami Senior High School	P3	
Cynthia Valdes-Garcia	Senior Assistant Principal Miami Douglas MacArthur South Senior High School	AP	Interim Senior High Principal Miami Douglas MacArthur South Senior High School	P3	
Lucy Varona	Elementary Assistant Principal David Fairchild Elementary School	AP	Interim Elementary Principal David Fairchild Elementary School	P1	
Miguel Veloso	Interim Adult Principal Miami Springs Senior Adult	P2	Principal Adult Education Miami Springs Senior Adult (Effective 07/01/2009)	P2	
Haydee Villanueva	Elementary Assistant Principal Meadowlane Elementary School	AP	Interim Elementary Principal South Hialeah Elementary School	P1	} A D D E D
Thalya Watkins	Interim Elementary Principal Earlington Heights Elementary School	P1	Elementary Principal Earlington Heights Elementary School (Effective 07/01/2009)	P1	
Claudine Winsor	Interim Elementary Principal John G. Dupuis Elementary School	P1	Elementary Principal John G. Dupuis Elementary School (Effective 07/01/2009)	P1	

SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>	
Maria G. Zabala	Elementary Assistant Principal Fienberg/Fisher K-8 Center	AP	Interim K-8 Center Principal Fienberg/Fisher K-8 Center	P2	} A D D E D

SCHOOL-SITE LATERAL ADMINISTRATIVE RE-ASSIGNMENTS
PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>	
William Aristide	Vice Principal Miami Carol City Senior High School	VP	Dean Miami Edison Senior High School	21	} A D D E D
Tamela L. Brown	Elementary Principal Pine Villa Elementary School	P1	Elementary Principal Whispering Pines Elementary School	P1	} A D D E D
Crystal C. Coffey	Elementary Principal Goulds Elementary School	P1	Elementary Principal Avocado Elementary School	P1	} A D D E D
Paulette D. Covin-Fredrik	Middle School Principal Parkway Middle School	P2	Exceptional Education Principal Robert Renick Education Center	P2	} A D D E D
Margaret D. Ferrarone	Elementary Principal Kendale Lakes Elementary School	P1	Elementary Principal Laura C. Saunders Elementary School	P1	} A D D E D
Jo Anne D. Gans	Senior High Principal Coral Gables Senior High School	P3	Middle School Principal Rockway Middle School	P2	} A D D E D

SCHOOL-SITE LATERAL ADMINISTRATIVE RE-ASSIGNMENTS
PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>	
Lidia M. Gonzalez	Temporary Elementary Principal Whispering Pines Elementary School	P1	Interim Elementary Principal Christina M. Eve Elementary School	P1	} A D D E D
Allison Harley	Exceptional Education Principal Robert Renick Education Center	P2	Middle School Principal Parkway Middle School	P2	} A D D E D
Wanda R. Heidelberg	Elementary Principal Lenora Braynon Smith Elementary School	P1	Elementary Principal Lillie C. Evans Elementary School	P1	} A D D E D
Suzet M. Hernandez	Elementary Principal Laura C. Saunders Elementary School	P1	Elementary Principal South Miami Heights Elementary School	P1	} A D D E D
Kristal B. Hickmon	Regional Administrative Director South Regional Center	24	Middle School Principal Richmond Heights Middle School	P2	} A D D E D
Lavette S. Hunter	Senior High Principal Miami Edison Senior High School	P3	Senior High Principal William H. Turner Technical Arts Senior High School	P3	} A D D E D
Apryle L. Kirnes	Elementary Principal Nathan B. Young Elementary School	P1	Elementary Principal Miami Gardens Elementary School	P1	} A D D E D
Deborah L. Love	Senior High Principal Miami Jackson Senior High School	P3	Middle School Principal Henry H. Filer Middle School	P2	} A D D E D

SCHOOL-SITE LATERAL ADMINISTRATIVE RE-ASSIGNMENTS
PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>	
Yecenia M. Martinez-Lopez	Elementary Principal Miami Shores Elementary School	P1	Elementary Principal Oak Grove Elementary School	P1	} A D D E D
Eileen W. Medina	Elementary Principal Redland Elementary School	P1	Elementary Principal Norma Butler Bossard Elementary School	P1	} A D D E D
Georgette C. Menocal	Elementary Principal Ben Sheppard Elementary School	P1	Elementary Principal Ludlam Elementary School	P1	} A D D E D
Orlando B. Milligan	Elementary Principal Jesse J. McCrary, Jr. Elementary School	P1	Elementary Principal Lenora Braynon Smith Elementary School	P1	} A D D E D
David K. Moore	Senior High Principal Miami Douglas MacArthur South Senior High School	P3	Senior High Principal Miami Southridge Senior High School	P3	} A D D E D
Guillermo A. Munoz	Senior High Principal School for Advanced Studies South	P3	Senior High Principal Westland Hialeah Senior High School	P3	} A D D E D
Maria D. Pabellon	Elementary Principal South Miami Heights Elementary School	P1	Elementary Principal Goulds Elementary School	P1	} A D D E D
Andy J. Pierre-Louis	K-8 Center Principal South Regional Center	P2	Elementary Principal Jesse J. McCrary, Jr. Elementary School	P1	} A D D E D

SCHOOL-SITE LATERAL ADMINISTRATIVE RE-ASSIGNMENTS
PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>	
Martin T. Reid	Senior High Principal Miami Southridge Senior High School	P3	Middle School Principal Arthur & Polly Mays Middle Community School	P2	} A D D E D
Pamela G. Sanders	Elementary Principal Ludlam Elementary School	P1	Elementary Principal Frederick Douglass Elementary School	P1	
Jean E. Teal	Regional Administrative Director North Central Regional Center	24	Elementary Principal Fulford Elementary School	P1	
Rafael A. Villalobos	Senior High Principal Law Enforcement / Forensic Senior	P3	Senior High Principal Booker T. Washington Senior High School and Law Enforcement/Forensic Senior	P3	
Rhonda Y. Williams	Senior High Principal Booker T. Washington Senior High School	P3	Elementary Principal Barbara J. Hawkins Elementary School	P1	

NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>	
Steffond L. Cone	Elementary Principal Oak Grove Elementary School	P1	Region Administrative Director Region Center V	24	} A D D E D
Jose L. Dotres	Regional Administrative Director North Regional Center	24	Temporary Region Superintendent Region Center II	25	

NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>	
Reginald H. Johnson	Elementary Principal Lillie C. Evans Elementary School	P1	Administrative Director, Instructional Support	24	} A D D E D
Charmyn M. Kirton	Elementary Principal Norma Butler Bossard Elementary School	P1	Region Administrative Director Region Center IV	24	
Martha H. Montiel	Middle School Principal Hialeah Gardens Middle School	P2	Region Administrative Director Region Center I	24	} A D D E D
Barbara A. Mendizabal	Regional Administrative Director South Central Regional Center	24	Region Administrative Director Region Center V	24	
Madeleine V. Rodriguez	Director, Personnel Support Programs Human Resources	21	Executive Director, Civil Rights Compliance Civil Rights Compliance	22	} A D D E D
Andrea M. Williams	Coordinator III, Compliance Civil Rights Compliance (No replacement; office reduced by one)	42	Director, Personnel Support Programs Human Resources	21	

NON-SCHOOL-SITE LATERAL ADMINISTRATIVE RE-ASSIGNMENTS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>	
Jennifer D. Andreu	Regional Administrative Director North Regional Center	24	Region Administrative Director Region Center I	24	} A D D E D

NON-SCHOOL-SITE LATERAL ADMINISTRATIVE RE-ASSIGNMENTS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>	
Nicki L. Brisson	Director, General Education SCPO Magnet/Innovative Programs	21	Director, General Education (Grant Funded) SCPO Charter Schools Operations	21	} A D D E D
Valtena G. Brown	Assistant Superintendent, Early Childhood Curriculum & Instruction	25	Region Superintendent Region Center V	25	
Vanessa W. Byers	Executive Director, District Budget Curriculum & Instruction	22	Executive Director, District Budget Attendance Services	22	
Janice M. Cruse	Regional Administrative Director South Central Regional Center	24	Region Administrative Director Region Center V	24	
Melanie K. Fox	Regional Administrative Director South Regional Center	24	Region Administrative Director Region Center IV	24	
Jorge L. Garcia	Regional Administrative Director North Central Regional Center	24	Region Administrative Director Region Center III	24	
Lourdes P. Gimenez	Regional Administrative Director North Regional Center	24	Region Administrative Director Region Center II	24	
Paul J. Greenfield	Regional Administrative Director North Regional Center	24	Region Administrative Director Region Center II	24	

NON-SCHOOL-SITE LATERAL ADMINISTRATIVE RE-ASSIGNMENTS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>	
Marie F. Harrison	Regional Administrative Director South Central Regional Center	24	Region Administrative Director Region Center II	24	} A D D E D
Janet S. Hupp	Regional Superintendent South Regional Center	25	Region Superintendent Region Center IV	25	
Carmen B. Marinelli	Regional Superintendent School Operations	25	Region Superintendent Region Center I	25	
Alexis L. Martinez	Regional Administrative Director South Regional Center	24	Region Administrative Director Region Center IV	24	
Marcos M. Moran	Regional Superintendent North Regional Center	25	Assistant Superintendent, School Operations School Operations	25	
Essie S. Pace	Regional Superintendent North Central Regional Center	25	Region Superintendent Region Center III	25	
Albert Payne, Jr.	Regional Administrative Director North Central Regional Center	24	Region Administrative Director Region Center III	24	
DanySu F. Pritchett	Regional Administrative Director South Central Regional Center	24	Region Administrative Director Region Center II	24	

NON-SCHOOL-SITE LATERAL ADMINISTRATIVE RE-ASSIGNMENTS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>	
Vivian M. Santiesteban-Pardo	Regional Administrative Director North Central Regional Center	24	Region Administrative Director Region Center III	24	} A D D E D
Neraida F. Smith	Regional Administrative Director South Regional Center	24	Region Administrative Director Region Center I	24	
Blanca M. Valle	Regional Administrative Director South Regional Center	24	Region Administrative Director Region Center V	24	
Richard M. Vidal	Regional Administrative Director North Regional Center	24	Region Administrative Director Region Center I	24	
Vanassa L. Washington	Regional Administrative Director North Central Regional Center	24	Region Administrative Director Region Center III	24	
Winston A. Whyte	Regional Administrative Director South Central Regional Center	24	Region Administrative Director Region Center IV	24	

RECOMMENDED: That effective July 16, 2009, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida:

1. Establish and classify the following MEP positions:

Provost, MEP, pay grade 24, School/District Operations, and

Dean, MEP, pay grade 21, School/District Operations

2. approve the recommendations as set forth above for appointments and lateral transfers to be effective July 16, 2009, or as soon thereafter as can be facilitated, with the exception of the effective dates as noted throughout the item.

SALARY RANGE	
MEP*	DCSAA
25.	\$114,245 - \$147,002
24	\$112,248 - \$141,385
P3	\$107,927 - \$141,999
P2	\$98,852 - \$139,359
P1	\$94,530 - \$136,720
22	\$81,666 - \$127,062
VP	\$78,902 - \$125,823
21	\$75,669 - \$119,532
AP	\$71,854 - \$111,167

* MEP salary ranges are adjusted for the 250 day calendar, approved June 17, 2009 by Board agenda item D-26.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

- | | | |
|----|-----------------------|---|
| 1. | JOB TITLE: | Provost |
| 2. | DEPARTMENT: | School/District Operations |
| 3. | IMMEDIATE SUPERVISOR: | Deputy Superintendent of School/District Operations |
| 4. | PAY GRADE: | 24 |
| 5. | JOB CODE: | TBD |
| 6. | BARGAINING UNIT: | 6 |
| 7. | POSITION AUTHORIZED: | Board Item D-21, July 15, 2009 |
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OCCUPATIONAL SUMMARY

The Provost is a high-ranking school-site educational administrator providing extraordinary leadership and creative vision to the educational institution's academic programs, curriculum development, strategic partnerships, and parental involvement and community engagement activities. The Provost has final responsibility for the leadership of the educational institution including strategic and budgetary planning; and faculty and staff development, recruitment, hiring, and evaluation.

EXAMPLE OF DUTIES

1. Provides academic and executive level leadership and supervision for all academic and student service programs.
2. Identifies school level objectives each year, develops a plan for attainment, and demonstrate achievement of objectives by the end of the school year.
3. Oversees the development and maintenance of quality in education, student service programs and operations consistent with the goals and objectives of the educational institution.
4. Provides direction, leadership and motivation for all faculty and staff.
5. Promotes and fosters professional development activities related to academic leadership, classroom instruction, instructional technology and support staff development.
6. Sets high standards for assessing the quality of programs, teaching of curriculum and student learning.
7. Reviews and analyzes data necessary for academic planning and decision-making related to student achievement.
8. Directs the planning, development and implementation of the budget with responsibility for monitoring its accountability.

9. Establishes and ensures strategic partnerships with institutions of higher education.
10. Engages the surrounding community and ensures that the educational institution's values reflect those of the community it serves.
11. Leads the recruitment, selection, evaluation, retention and success of faculty.
12. Attracts and retains a diverse student population.
13. 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. Master's degree in Educational Administration, Administration and Supervision, Educational Leadership, or a related field.
2. Minimum of five (5) years of supervisory experience.
3. Demonstrated ability to communicate effectively in both oral and written forms.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

- | | | |
|----|-----------------------|--------------------------------|
| 1. | JOB TITLE: | Dean |
| 2. | DEPARTMENT: | School/District Operations |
| 3. | IMMEDIATE SUPERVISOR: | Provost |
| 4. | PAY GRADE: | 21 |
| 5. | JOB CODE: | TBD |
| 6. | BARGAINING UNIT: | 6 |
| 7. | POSITION AUTHORIZED: | Board Item D-21, July 15, 2009 |
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OCCUPATIONAL SUMMARY

The Dean will assist the Provost in providing leadership for the development, implementation and evaluation of programs in an educational institution in order to ensure the instructional programs effectiveness and quality and provide the maximum opportunity for student achievement and growth.

EXAMPLE OF DUTIES

1. Assists in the development, implementation, administration, evaluation and monitoring of the effectiveness of programs, policies and budgets necessary to accomplish the mission, goals and objectives of the educational institution.
2. Assists in the implementation of the total instructional program, enforcing standards relative to continuous student progress, achievement, and promotion.
3. Helps develop and enforce policies that foster and maintain a rich environment for teaching and learning.
4. Assists the Provost in focusing on increased student achievement gains for continuous school improvement and on assessment of student achievement.
5. Assists with standards for assessing the quality of programs, teaching of the curriculum and student learning.
6. Participates in the recruitment, selection, evaluation, retention and success of faculty.

7. Assists with the review and analysis of data necessary for academic planning and decision-making related to student achievement.
8. Assist in the budget planning, development, implementation and accountability of the institution.
9. 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. Master's degree in Educational Administration, Administration and Supervision, Educational Leadership, or a related field.
2. Minimum of three (3) years of supervisory experience.
3. Demonstrated ability to communicate effectively in both oral and written forms.