

Jose L. Dotres, Chief Human Capital Officer  
Office of Human Capital Management

**SUBJECT:                   REQUEST APPROVAL OF:**  
**1. ADMINISTRATIVE APPOINTMENTS FOR 2018-2019**  
**2. ESTABLISH AND CLASSIFY JOB DESCRIPTIONS**

**COMMITTEE:               PERSONNEL, STUDENT, SCHOOL, AND COMMUNITY SUPPORT**

**LINK TO STRATEGIC  
BLUEPRINT:               HIGHLY EFFECTIVE TEACHERS, LEADERS AND STAFF**

The administrative assignment recommendations are made in accordance with Board Policies 1120, 1130.01, 3120.01, 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. Based upon current job trends, a competitive market analysis, and/or a demonstrated market demand, the Superintendent has the authority to adjust compensation upon appointment and thereafter, within the pay grade set forth in this item, to effectively recruit and retain the most talented workforce.

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

Authorization of the Board is requested to establish and classify new administrative position classifications in accordance with School Board Policy 1120.01, Managerial Exempt Personnel, and the labor contract with the Dade County School Administrators' Association (DCSAA). The administrative assignment recommendations are made in accordance with Board Policy 1130, Assignments, and the Miami-Dade County Public Schools/Dade County School Administrators' Association labor contract; and pursuant to Florida Statutes 1001.42 and 1012.22.

Under Curriculum and Instruction, the job descriptions for the positions of Executive Director (MEP), District Supervisor (MEP), and Coordinator II (DCSAA) presented for the Department of Early Childhood Programs will fulfill the required action needed to meet Head Start Standard 1302.101, Management Systems.

Copies of the job descriptions will be provided to the Board under separate cover.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, approve the:

1. recommendation for appointments, reclassifications, and lateral transfers to be effective November 21, 2018, or as soon thereafter as can be facilitated, with the exception of the effective dates as noted throughout the item and authorize compensation adjustments upon appointment and thereafter as stipulated in this item.
2. establishment and classification of the following MEP and DCSAA positions:
  - a. Executive Director, HS/EHS, MEP, pay grade 22, Department of Early Childhood Programs
  - b. District Supervisor, HS/EHS, MEP, pay grade 21, Department of Early Childhood Programs
  - c. Coordinator II, HS/EHS, DCSAA, pay grade 41, Department of Early Childhood Programs

**SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS**  
**ASSISTANT PRINCIPAL**

| <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> |
|--------------------|---|--------------------------|--|----------------------|
| Massiel J. Lorenzo | Teacher<br>West Hialeah<br>Gardens Elementary<br>School | --                       | Temporary Elementary<br>Assistant Principal<br>Mae M. Walters<br>Elementary School<br>(Effective 10/23/2018) | AP                   |
| Kadie Montano      | Teacher<br>South Hialeah<br>Elementary School           | --                       | Temporary Elementary<br>Assistant Principal<br>G.W. Carver Elementary<br>School<br>(Effective 10/23/2018)    | AP                   |

**SCHOOL-SITE LATERAL 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> |
|--------------------|---|--------------------------|--|----------------------|
| Denise Formoso     | Temporary<br>Elementary<br>Assistant Principal<br>Ludlam Elementary<br>School | AP                       | Elementary Assistant<br>Principal<br>Ludlam Elementary<br>School | AP                   |

**NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS**  
**MANAGERIAL EXEMPT**

| <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> |
|--------------------|---|--------------------------|--|----------------------|
| Magaly Ercilla     | Teacher<br>Ponce de Leon<br>Middle School | --                       | Instructional Supervisor,<br>ESE<br>Office of Exceptional<br>Student Education<br>(Grant Funded) | 21                   |

**NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS**  
**MANAGERIAL EXEMPT**

| <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> |
|--------------------|---|--------------------------|---|----------------------|
| Jeny Priante       | Staff Auditor II<br>Office Management & Compliance Audits | 40                       | Audit Specialist<br>Office Management & Compliance Audits                     | 19                   |
| Neil R. Singh      | Outside Candidate   | --                       | Audit Director, Capital Construction<br>Office Management & Compliance Audits | 21                   |

**NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS**  
**PROFESSIONAL & TECHNICAL**

| <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> |
|--------------------|---|--------------------------|--|----------------------|
| Ana M. Ochoa       | Accounts Payable Senior Specialist<br>Accounts Payable Department | --                       | Administrative Assistant I, Finance<br>Accounts Payable Department | 34                   |

**SALARY RANGES**

<http://salary.dadeschools.net/>

| <i>*MEP</i> |                        | <i>DCSAA</i> | <i>School Police</i>  |    |                        |
|-------------|------------------------|--------------|-----------------------|----|------------------------|
| 26          | \$ 114,945 - \$174,000 | 47           | \$ 70,866 - \$125,310 | S3 | \$ 108,384 - \$139,160 |
| 25          | \$ 106,245 - \$164,000 | 46           | \$ 67,494 - \$119,351 | S2 | \$ 87,849 - \$128,775  |
| 24          | \$ 101,335 - \$154,000 | 45           | \$ 64,280 - \$113,662 |    |                        |
| PR          | PDCM                   | 44           | \$ 61,220 - \$108,255 |    |                        |
| 23          | \$ 91,335 - \$144,000  | 43           | \$ 58,300 - \$103,094 |    |                        |
| 22          | \$ 81,666 - \$134,000  | 42           | \$ 55,532 - \$ 98,200 |    |                        |
| 21          | \$ 75,669 - \$124,000  | 41           | \$ 52,889 - \$ 93,525 |    |                        |
| VP          | \$ 78,902 - \$100,658  | 40           | \$ 50,364 - \$ 89,065 |    |                        |
| AP (12m)    | \$ 76,792 - \$ 96,792  | 39           | \$ 47,970 - \$ 84,826 |    |                        |
| AP (10m)    | \$ 71,854 - \$ 91,854  | 38           | \$ 45,691 - \$ 80,798 |    |                        |
| 20          | \$ 70,133 - \$114,000  | 37           | \$ 43,507 - \$ 76,937 |    |                        |
| 19          | \$ 65,247 - \$ 98,000  | 36           | \$ 41,432 - \$ 73,267 |    |                        |
| 18          | \$ 60,633 - \$ 88,000  | 35           | \$ 39,464 - \$ 69,790 |    |                        |
| 17          | \$ 54,858 - \$ 78,000  | 34           | \$ 37,588 - \$ 66,476 |    |                        |
| 16          | \$ 51,809 - \$ 68,000  | 33           | \$ 35,787 - \$ 63,290 |    |                        |
|             |                        | 32           | \$ 34,097 - \$ 60,300 |    |                        |
|             |                        | 31           | \$ 32,470 - \$ 57,424 |    |                        |
|             |                        | 30           | \$ 30,919 - \$ 54,676 |    |                        |

PDCM – Principal Differentiated Compensation Model

\*The Superintendent shall have the authority to adjust compensation for MEP employees of the District within the designated pay grade and salary range.

