

Dr. Dawn M. Baglos, Chief Human Capital Officer  
Office of Human Capital Management

**SUBJECT: REQUEST APPROVAL OF ADMINISTRATIVE APPOINTMENTS FOR  
2021-2022 AND JOB DESCRIPTIONS**

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

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

The administrative assignment recommendations are made in accordance with Board Policies 1111; 1120; 1130; 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. Outside candidates must successfully complete any State and District mandated background screening requirements [e.g., fingerprinting (Level II), drug screening], prior to hiring.

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.

The role of the Chief Strategy Officer is also being expanded to include the development and oversight of a District's eco-sustainability plan with the goal of achieving cost efficiencies and reducing the District's carbon footprint, resulting in long-term ecological sustainability. To accomplish this feat, the position of **Sustainability Officer** is being established. The Sustainability Officer will be responsible for developing, implementing, and monitoring processes and policies related to energy use, resource conservation, recycling, pollution reduction, and waste elimination to assist the District in achieving its goal of 100% clean energy.

With declines in student enrollment related to COVID-19 disruptions, increases in home-schooling, shifts to charter and private schools, and families opting to delay enrolling young children in non-compulsory grades, it is paramount that the Chief Strategy Officer focus on coordinating district initiatives that increase student enrollment. To accomplish this, the position of **Student and Families' Enrollment Officer** is being established. The Student and Families' Enrollment Officer will work collaboratively with the Chief Operating Officer, the Chief Communications Officer, the Chief Financial Officer, Region Superintendents, the Department of Attendance Services, the Office of Academics and Transformation, and community stakeholders to develop and implement a strategic and innovative student recruitment plan that positions Miami-Dade County Public Schools as the preferred choice for parents when deciding where to enroll their children in school, ultimately resulting in increased Full-time Equivalent units (FTE) for the District.

Furthermore, authorization of the Board is requested to establish and classify and update job descriptions made in accordance with School Board Policy 1600, Job Descriptions and with Florida Statutes 1001.42 and 1012.22. A copy of the job descriptions will be forwarded to Board Members under separate cover and will be placed on file in the offices of Citizen Information Center and the Board Recording Secretary.

**SCHOOL-SITE 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>
Karen C. Veras	District Supervisor, Instructional Support Office of School Improvement	21	Temporary Middle Assistant Principal Madison Middle School (Effective 04/25/2022)	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>
Yida Batista	ERP Analyst Assessment, Research, & Data Analysis	17	Lead Systems Analyst Assessment, Research, & Data Analysis	19
Darlene R. Fox	ERP Analyst Application Development & Client Support	17	ERP Team Application Development & Client Support	19
Donice M. Green	Coordinator, Compensation Office of Compensation Administration	19	Supervisor, Compensation Office of Compensation Administration	20
Michael Krtausch	Administrative Director, Facilities Operations Facilities Operations-Maintenance	24	Assistant Superintendent, Facilities Operations, Maintenance & Planning Facilities Operations-Maintenance	25

**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>
Elmo R. Lugo	Media Relations Specialist Office of Communications	36	Media Relations Director Office of Communications	21
Cecilia C. Monteagudo	Curriculum Support Specialist Bilingual Programs	--	District Supervisor, Instructional Support (Bilingual K-12) Bilingual Programs	21
Edgardo L. Reyes	Administrative Director, Instructional Support Title I Administration	24	Assistant Superintendent, Title I Division of Student & Family Support Programs (Grant Funded) (Succession Management)	25
Angela E. Thomas-Dupree	Principal, Adult Education D.A. Dorsey Technical College	PR	District Director, Career Education Adult/Tech Colleges/Educational Opportunity & Access	23
Kristin Trompeter	Instructional Supervisor, Teacher Incentive Office of Professional Development & Evaluation	21	Executive Director, New Teacher Support Group Office of Professional Development & Evaluation (Grant Funded) (Succession Management)	22

**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>
Jorge A. Andarsio	Foreperson-Carpenter Maintenance Service Center 1	--	Manager III, Facilities Operations Facilities Operations-Maintenance	39
Maritza G. De La Cerda	Senior Computer Operator Department of Family Support Services	--	Administrative Assistant I Department of Family Support Services	34
Charlieny Molinet	External Candidate	--	Administrative Assistant II Department of Environmental Management	35
Lydia D. Sprauve	Foreperson-Work Order Clerk Maintenance Service Center 3	--	Coordinator, Construction Facilities Operations-Maintenance	40

**RECOMMENDED:** That effective May 19, 2022, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida:

1. establish and classify the following administrative job descriptions:
  - a. Risk Compliance Coordinator, MEP pay grade 19
  - b. Instructional Support Specialist, Behavior Management, MEP pay grade 20
  - c. WLRN Assistant Engineering Manager, MEP pay grade 22
  - d. WLRN Management Liaison, MEP pay grade 24
  - e. Student and Families' Enrollment Officer, MEP pay grade 25
  - f. Sustainability Officer, MEP pay grade 25

2. approve the reclassification and/or updates, which include changes to title and minimum qualifications, of the following job descriptions:
  - a. Eco-Sustainability Officer, MEP pay grade 25 to Design and Planning Officer, MEP pay grade 25
  - b. Supervisor I, Food Services, DCSAA pay grade 43
3. appoint Nathaly Simon from Eco-Sustainability Officer, MEP pay grade 25, to Design and Planning Officer, MEP pay grade 25
4. approve a correction to the bargaining unit and pay grade for Maria C. Bruguera to Executive Director, Assessment, from MEP pay grade 22 to DCSAA pay grade 47, effective April 19, 2022.
5. approve the recommendation for appointments and lateral transfers to be effective May 19, 2022, 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 upon Board approval, pursuant to the Managerial Exempt Personnel (MEP) Manual, and in accordance with the salary schedule, the Superintendent shall have the authority to adjust compensation for MEP employees of the District within the designated pay grade and salary range as indicated herein.

**SALARY RANGES**  
<http://salary.dadeschools.net>

	*MEP		DCSAA		SCHOOL POLICE
26	\$114,945 - \$200,331	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

\*\*Newly hired and candidates returning to Miami-Dade County Public Schools are hired at the minimum of the designated pay grade unless noted and specified below.