

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.

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.

D-21

SCHOOL-SITE LATERAL ADMINISTRATIVE ASSIGNMENTS
MANAGERIAL EXEMPT

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Juan C. Boue	Senior Principal Ronald W. Reagan/Doral Senior High School	PR	Middle Principal Ruben Dario Middle School	PR
Michelle L. Coto	K-8 Center Principal Key Biscayne K - 8 Center	PR	Middle Principal Shenandoah Middle School	PR
Ramon J. Garrigo	K-8 Center Principal Everglades K-8 Center	PR	Senior Principal Ronald W. Reagan/Doral Senior High School	PR
Emirce Guerra	Exceptional Education Principal Robert Renick Educational Center	PR	Elementary Principal Gertrude K. Edelman/Sabal Palm Elementary School	PR
Patrick Lacouty	Senior Principal North Miami Senior High School	PR	K-8 Center Principal Thomas Jefferson/Biscayne Gardens K-8 Center	PR
Aisha V. Marrero	K-8 Center Principal North County K-8 Center	PR	Exceptional Education Principal Robert Renick Educational Center	PR

SCHOOL-SITE LATERAL ADMINISTRATIVE ASSIGNMENTS
MANAGERIAL EXEMPT

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Deborah G. Riera	Senior Principal Miami Beach Senior High School	PR	K-8 Center Principal Everglades K-8 Center	PR
Mileydis Torrens	Elementary Principal Mae M. Walters Elementary School	PR	Elementary Principal Joella C. Good Elementary School	PR

NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
MANAGERIAL EXEMPT

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Bianca M. Calzadilla	Middle Principal Shenandoah Middle School	PR	District Director, Professional Standards Office of Professional Standards	23
Adam L. Kosnitzky	Senior Principal Dr. Michael M. Krop Senior High School	PR	District Director, Mental Health Services Department of Mental Health Services	23
Taissa Tellez	Secretary/Treasurer Elementary School Meadowlane Elementary School	--	Staff Specialist Accounts Payable Department	18

NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
MANAGERIAL EXEMPT

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Regina Wimberly	Instructional Supervisor, Teacher Incentive Office of Professional Development & Evaluation (Grant Funded)	21	Executive Director, Center for Professional Learning Office of Professional Development & Evaluation (Grant Funded)	22

NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
PROFESSIONAL TECHNICAL

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Carlos A. Carias	Senior Production Operator Computer Operations & Production Control	--	Network Operations Center (NOC) Manager I Computer Operations & Production Control	40
Juan C. Nelson	Database Administrator Network, Cybersecurity & Technical Services	43	Senior Database Administrator Network, Cybersecurity & Technical Services	44
Laynet Perez	Paralegal School Board Attorney's Office (Contracted)	--	Investigator, CIU Civilian Investigative Unit	42

RECOMMENDED: That effective June 23, 2022, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida:

1. establish and classify District Director, Head Start/Early Head Start (HS/EHS), MEP paygrade 23, Department of Early Childhood Programs.
2. approve the title and minimum qualification change of Asbestos Design Coordinator, DCSAA paygrade 40 to Environmental Design Coordinator, DCSAA paygrade 40, Department of Environmental Management.
3. approve the recommendation for appointments and lateral transfers to be effective June 23, 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 pursuant to the MEP Manual.


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

MEMORANDUM

June 10, 2022

TO: The Honorable Chair and Members of The School Board of Miami-Dade County, Florida

FROM: Dr. Jose L. Dotres, Superintendent of Schools 

SUBJECT: SUPPLEMENTAL INFORMATION FOR AGENDA ITEM D-21, SCHOOL BOARD MEETING OF JUNE 22, 2022

Attached, please find the job descriptions that serve as supplemental information for Agenda item D-21.

If you have any questions, please contact Dr. Dawn M. Baglos, Chief Human Capital Officer, Office of Human Capital Management, at 305 995-4717.

JLD:dsj
M395

Attachment

cc: School Board Attorney
Superintendent's Cabinet
School Board Agenda Office

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

- | | | |
|----|-----------------------|--|
| 1. | JOB TITLE: | District Director, HS/EHS |
| 2. | DEPARTMENT: | Department of Early Childhood Programs |
| 3. | IMMEDIATE SUPERVISOR: | Administrative Director |
| 4. | PAY GRADE: | 23 |
| 5. | JOB CODE: | TBD |
| 6. | BARGAINING UNIT: | 6 |
| 7. | POSITION AUTHORIZED: | Board Item D-21, June 22, 2022 |
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OCCUPATIONAL SUMMARY

Recommends policies for the development and improvement of educational and support services for Head Start/Early Head Start Programs. Provides leadership in the implementation of the Head Start Act (45 CFR 1301 et. seq.), and the Head Start Program Performance Standards (45 CFR Chapter XIII). Facilitates the monitoring of program governance, operations, financial and administrative requirements, and Federal administrative procedures, to develop a common culture of excellence throughout the District and Regional offices responsible for the schools participating in the program.

EXAMPLE OF DUTIES

1. Exercises fiscal management responsibilities to monitor the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200 and 45 CFR Part 75).
2. Coordinates and plans HS/EHS initiatives and identifies resources, policies and procedures required to implement the Head Start Program Performance Standards.
3. Maintains an overview of the organization to ensure that all services and systems are developed in accordance with HS/EHS Performance Standards and congruent with the Grantee's policies and procedures.
4. Ensures that the District adheres to federal, state, and local requirements, including licensing, contractual, and related standards.
5. Analyzes and monitors programs for compliance with local, state, and federal requirements.

6. Facilitates the coordination of professional development opportunities, trainings, and technical assistance to all HS/EHS employees at all levels to improve quality performance outcomes.
7. Supervises staff in coordinating and scheduling performance management activities and program operations.
8. Collects and analyzes data, reports, and surveys from work units across the participating HS/EHS schools to determine the significant areas of opportunities for improvement, to monitor progress, and to make recommendations for follow-up actions.
9. Keeps up-to-date on local, state, and national rules, regulations, and legislation; provides assistance on their interpretation; and projects their possible impact on implementation of the Head Start Program Performance Standards.
10. Collaborates with the Grantee, District, community, and private sector entities to provide family support and assistance for all service area plans, to include medical, nutrition, mental health, and education.
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. Master's degree in education, educational leadership, or related field with certification in administration and/or supervision, early childhood education and/or one or more areas of exceptional student education.
2. Minimum of five (5) years of progressive administrative experience.
3. Teaching experience in elementary education and/or early childhood preferred.
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: ~~Asbestos~~ Environmental Design Coordinator
 2. DEPARTMENT: Department of ~~Asbestos~~ Environmental Management
 3. IMMEDIATE SUPERVISOR: Supervisor/~~Designs and Programs II~~
 4. PAY GRADE: 40
 5. JOB CODE: 0641
 6. BARGAINING UNIT: 6
 7. POSITION AUTHORIZED: Board Item A-3, July 10, 2002
 8. DATE OF LAST REVISION: ~~N/A (has not been taken to Board since authorized)~~ Board Item D-21, June 22, 2022
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OCCUPATIONAL SUMMARY

Responsible for the design of Miami-Dade County Public Schools (M-DCPS) ~~asbestos~~ environmental ~~abatement~~ mitigation projects and assists the Supervisor in the administration of the ~~asbestos~~ environmental management program, coordinating and overseeing the activities of the ~~Asbestos Program~~ inspectors for the assigned regions.

EXAMPLE OF DUTIES

1. Designs or coordinates with outside consultants to design ~~asbestos~~ environmental ~~abatement~~ mitigation projects and ~~asbestos-containing re-roofing projects~~ in M-DCPS facilities. Coordinates with ~~Asbestos Program~~ inspectors to establish the scope of ~~abatement~~ the mitigation work.
2. Ensures that all ~~asbestos~~ environmental ~~abatement~~ mitigation projects are designed in compliance with all Federal, State and Local ~~asbestos~~ regulations and are accomplished using industry standard techniques and systems.
3. Reviews ~~all~~ M-DCPS renovation projects at each phase for compliance with all Federal, State and Local ~~asbestos~~ abatement procedures. Determines need for ~~asbestos-abatement~~ environmental mitigation prior to renovation projects.
4. Prepares contract documents, technical reports, records and other documentation. Assists in the preparation of the term bid packages for ~~asbestos-abatement~~ environmental projects.

5. Coordinates ~~asbestos~~ environmental ~~abatement~~ mitigation activities with the Design/Construction Coordinators, Architects, Engineers, Maintenance Department personnel, school principals and other M-DCPS personnel, for all projects associated with the Capital Outlay Program, Job Order Contracts (JOC), and maintenance operations.
6. Prepares addendums and change orders for ~~asbestos-abatement~~ environmental mitigation projects requested by M-DCPS personnel and/or contractors. Coordinates asbestos abatement bid packages, addendums and change orders with Contract Administration and Procurement Management personnel.
7. Represents the Department of ~~Asbestos~~ Environmental Management at pre-bid conferences for all environmental mitigation projects ~~affecting asbestos materials~~.
8. Assists the immediate supervisor in the administration of the ~~Asbestos~~ Environmental Management Program, overseeing the activities of the ~~Asbestos Program~~ inspectors in the preparation of Inspection and Surveillance Reports, Management Plans, and materials sampling.
9. Performs other duties related to 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~~, Environmental Science, Engineering, Industrial Hygiene or a related field and ~~two (2) years of design and contract document experience~~ or Associate's degree in related field and ~~four (4)~~ two (2) years of directly related work experience or a High School diploma and four (4) years documented building, asbestos, safety or environmental inspections experience.
2. ~~Two (2) years of experience in asbestos management and/or abatement.~~
3. 2. Demonstrated knowledge of Federal, State and Local ~~asbestos~~ environmental regulations.
4. 3. Ability to communicate effectively in both oral and written forms.
5. 4. Possession of valid Florida driver's license.