

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

**SUBJECT: REQUEST APPROVAL OF THE SUPERINTENDENT'S  
REALIGNMENT, RESTRUCTURING, AND REORGANIZATION OF  
SELECTED DISTRICT OFFICES**

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

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

Authorization of the Board is requested to approve the reorganization and restructuring of selected district offices. In accordance with School Board Policies 1111; 1120; 1120.01; 1121; 1130; 1130.01; 1130.02; 1600; 3120.01, and the Miami-Dade County Public Schools/Dade County School Administrators' Association labor contract; it is within the Superintendent's authority to recommend to the Board for approval this organizational realignment within the district.

The Superintendent's purpose in developing and recommending this restructuring of selected District offices reaffirms the district's goal of increasing student achievement through the continued implementation of best practices by realigning personnel functions and streamlining business practices in response to the evolving educational and talent landscape. To that end, several District Bureaus/Departments are realigning personnel functions and streamlining business practices over a two-phase plan intended to maximize efficiencies and eliminate redundancies while preserving an exceptional customer service experience for students and stakeholders of Miami-Dade County Public Schools. This Board item represents proposed personnel moves resulting in no additional cost to the District.

### **Chief of Staff**

In an effort to continue to strengthen the development of community stakeholders, increase minority participation in District business programs, and meet the diverse business and economic needs of the community, the Office of Economic Opportunity (OEO) will now report to the Chief of Staff. This shift in reporting lines will create greater alignment when working collaboratively with District departments, increasing outreach to minority communities and non-profits to promote economic growth for underserved communities, and liaising with local, state, and national urban organizations. Additionally, adjusting the reporting lines of OEO will facilitate the direction and development of strategic initiatives related to equity, access, diversity, and inclusion.

### **Office of School Operations**

Every child in Miami-Dade County Public Schools has the right to an excellent public education in a safe, healthy, and welcoming facility. The District recognizes that strong operational systems are necessary to create these conditions for learning. School Operations is responsible for providing the necessary support to schools from county line to county line. It is the mission of the School Operations team to ensure that every school site receives support and guidance toward creating and maintaining a safe and caring environment that supports student learning and achievement. For a school to successfully operate, a safe and orderly environment, conducive to learning, must

be established and maintained. To allow for a laser-like, singular focus on schools and school communities, The Office of School Operations will be realigned into two distinct bureaus – the **Office of School Leadership and Performance** and the **Office of District Operations**. The Office of School Leadership and Performance will report to the **Deputy Superintendent**. Increased oversight and direct support and services to schools requires realignment of departments within the bureau of School Leadership and Performance including areas that support post-secondary career and technical education programs. This focus on post-secondary career and technical programs will provide enhanced resources that serve as vital components for college and career readiness efforts to prepare students to graduate and enter high-wage, high-demand employment sectors.

### **Office of District Operations**

While the Office of School Leadership and Performance will provide oversight and direct services to schools, the **Office of District Operations** is being established to ensure systemic alignment of support services and functions related to food and nutrition, transportation, district inspections, emergency management, and comprehensive health services. Under the supervision of the **Chief Operating Officer**, the Office of District Operations will provide leadership and direction to operational school functions that support the development and implementation of District priorities, objectives, and improvement efforts.

### **Office of Strategic Planning and Initiatives**

The **Office of Strategic Planning and Initiatives** is being established under the oversight of the **Chief Strategy Officer**. To provide for greater cohesion among District initiatives, this office will collaborate with the Superintendent and District staff to launch and coordinate cross-bureau collaboration, address educational and operational goals and objectives, conduct districtwide needs assessments, identify District priorities, establish short and long-term goals, and assess the impact of strategic initiatives across the organization. The Office of Strategic Planning and Initiatives will provide direct guidance and coordination for the overall strategic effort and tactical engagement of various stakeholders working together to achieve the institutional outcomes delineated in the District's Strategic Plan, *Infinite Possibilities*, such as reducing the District's carbon footprint and implementing the eco-sustainability plan led by the Sustainability Officer.

### **Office of Communications**

The Office of Communications (OOC) serves as the District liaison with the media, handling internal and external communications. OOC is committed to highlighting the District's programs, initiatives, and achievements that reinforce awareness and brand Miami-Dade County Public Schools as a world-class educational institution. To innovatively inform and engage parents, students, employees, and stakeholders, various communication outlets, targeted messaging, integrated marketing, social media, and public relations activities are utilized. The replacement of an existing position with that of an Administrative Director, Public Relations, will ensure stability within the office that is essential to the timely and accurate dissemination of information and responsiveness to crisis communication.

### **Office of Intergovernmental Affairs & Family and Community Engagement**

The Offices of Family Support Services, the Neighborhood Resource Center, and Community Engagement are being realigned to the Office of Intergovernmental Affairs, resulting in the **Office of Intergovernmental Affairs and Family and Community Engagement**. This shift in reporting

lines will enhance family-school-community partnerships and provide for greater alignment when impacting policy, leveraging resources, expanding community outreach via varied communication outlets, and actively engaging families and the larger school community in building stronger relationships that can enhance students' school experiences and academic achievement. Additionally, alumni serve as ambassadors in the community, not only for their alma mater, but for education in general. M-DCPS will amplify alumni involvement across the community through a dedicated position intended to expand the District's alumni relations efforts.

Miami-Dade County Public School's commitment to strengthen family and community engagement is to also provide access and promote advocacy that increases parent and families' capacity for meaningful, school and community engagement geared toward obtaining measurable improvements in student achievement. While parent and community involvement has always been a cornerstone of public education, greater recognition and support of these collaborative efforts is needed. To address this need, the currently open position of Associate Superintendent, Intergovernmental Affairs & Grants Administration is being reclassified to Assistant Superintendent, Family and Community Engagement.

### **Office of Academics and Transformation**

#### Mental Health and Student Services

In an effort to streamline the coordination and monitoring of equitable mental and behavioral support services to students, the Office of Academics and Transformation will assume responsibility for the Department of Mental Health Services and combine it with the Division of Student Services, resulting in the **Office of Mental Health and Student Services**. Division reporting lines and levels of responsibility will be adjusted to allow for the smooth integration of these two areas by efficiently employing personnel resources and ensuring that systemic supports are in place so that students' and families' social, emotional, and developmental needs are enhanced, and student success is maximized.

#### Assessment, Research, and Data Analysis

The District's increasing technological footprint and the increasing use of data to promote school improvement requires the realignment and specialization of the **Office of Information Technology** and the **Office of Assessment, Research, and Data Analysis** within the bureau of Academics and Transformation. Evolving technologies and a focus on cybersecurity have increased the scope of the Office of Information Technology. Additionally, new progress monitoring assessment formats, conducted three times a year with secure testing environments for different grade level configurations, the potential for a new State accountability system over the coming years, and existing and end-of-course assessments compound the need to align data systems and maximize the use of available data for school improvement and systemic decision-making. Coupled with recent advances in technology and the increased demand for assessing student learning, an unprecedented amount of data is available to teachers and administrators. Although, M-DCPS has established a districtwide culture of inquiry that values the use of data for sound decision-making with regards to teaching and learning, program evaluation, and the allocation of resources, the need to respond to an expanded technological footprint and evolving assessment and data analysis landscape is immediate. To respond to this need, The Office of Assessment, Research, and Data Analysis will now report to the **Assistant Superintendent, Academics, Accountability, and School Improvement**.

## **Office of Human Capital Management**

### Office of Professional Development and Evaluation

The Office of Professional Development and Evaluation provides research-based learning experiences, programs, and resources for teachers, school administrators, and support personnel to promote the implementation of proven instructional and leadership practices that support student learning gains. The need to focus on developing and retaining a high performing workforce has been heightened by the stark competition from private sector organizations. With a workforce of over 40,000 employees, M-DCPS realizes the need to expand its professional learning footprint to provide career ladder and lattice opportunities for all employee groups. To expand its professional learning footprint, M-DCPS is renaming the Office of Professional Development and Evaluation to the **Office of Professional Learning and Career Development**. Functions within this office will include professional learning services and support to diverse employee groups from pre-service through induction, and beyond, including school and district leadership development. The vision of the Office of Professional Learning and Career Development is to provide employees who select M-DCPS as an employer of choice with a career path within the organization. Additionally, recent changes to statutory certification requirements, district-developed credentialing programs aimed to retaining a quality workforce, developing, and tracking micro-credentials for signature District programs, and focusing on growing our own employee pipelines, requires greater alignment between certification functions and professional learning programs. As a result, the **Office of Instructional Certification** will now report to the Office of Professional Learning and Career Development.

### Office of Civil Rights Compliance

Title IX is a federal law that was passed in 1972 to ensure that male and female students and employees in educational settings are treated equally and fairly. It protects against discrimination based on sex (including sexual harassment). In May of 2020, the U.S. Department of Education, Office for Civil Rights (OCR), released a finalized version of the new Title IX Regulations and went into effect August of 2020. Specifically, the Final Rule changes the way in which institutions and local education agencies are required to respond to allegations of sexual harassment. In a proactive measure, Miami-Dade County Public Schools contracted TNG Strategic Risk Management Solutions to review the District's implementation. In the review, TNG recommended a clearly defined structure with an additional level of management within CRC, specifically, elevating key positions within the CRC Office due to the level of responsibility and increasing the number of staff within the Office. The addition of staff members within the CRC Office will amplify the department's ability to respond to complaints and ensure fidelity and consistency in executing Title IX procedures.

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

1. approve the proposed reorganization of selected district offices.
2. approve the reclassification and/or updates, which include changes to title, paygrade, and/or minimum qualifications, of the following MEP and DCSAA job descriptions:
  - a. Chief Communications & Community Engagement Officer, MEP paygrade 26 to Chief Communications Officer, MEP paygrade 26, Office of Communications.
  - b. Chief Intergovernmental Affairs & Compliance Officer, MEP paygrade 26 to Chief Intergovernmental Affairs & Family and Community Engagement Officer, MEP paygrade 26, Office of Intergovernmental Affairs & Family and Community Engagement.
  - c. Associate Superintendent, Intergovernmental Affairs & Grants Administration, MEP paygrade 26 to Assistant Superintendent, Family and Community Engagement, MEP paygrade 25, Office of Intergovernmental Affairs & Family and Community Engagement.
  - d. Assistant Superintendent, Applied Technology, Adult Career Education, MEP paygrade 25 to Assistant Superintendent, Post-Secondary Career and Technical Education, MEP paygrade 25, Office of School Leadership and Performance.
  - e. District Director, Investigations & Diversity Compliance, MEP paygrade 23 to District Director, Civil Rights Compliance, MEP paygrade 23, Office of Civil Rights Compliance.
3. authorize the Superintendent to make minor personnel adjustments in the reorganization, if necessary, and report in writing to the Board.


<b>SALARY RANGES</b>					
<a href="http://salary.dadeschools.net">http://salary.dadeschools.net</a>					
	<b>*MEP</b>		<b>DCSAA</b>		<b>SCHOOL POLICE</b>
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-23, SCHOOL BOARD MEETING OF JUNE 22, 2022**

Attached, please find the job descriptions and organizational charts that serve as supplemental information for Agenda item D-23.

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  
M396

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:	Chief Communications & <del>Community Engagement</del> Officer
2.	DEPARTMENT:	Office of Communications & <del>Community Engagement</del>
3.	IMMEDIATE SUPERVISOR:	Superintendent of Schools
4.	PAY GRADE:	26
5.	JOB CODE:	8800
6.	BARGAINING UNIT:	6
7.	POSITION AUTHORIZED:	Board Item SP-1, January 25, 2021
8.	DATE OF LAST REVISION:	<u>Board Item D-23, June 22, 2022</u>

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##### OCCUPATIONAL SUMMARY

The Chief Communications & ~~Community Engagement~~ Officer reports to the Superintendent of Schools and is responsible for communicating and engaging with internal and external stakeholders by utilizing the necessary resources to create memorable experiences for parents, students and employees through marketing, community outreach, media relations, social media, and internal and external communications. Establishes guidance for all communications, including print, digital, video, brochures, reports, marketing materials, and templates, to ensure that materials comply with communication standards and district strategy.

##### EXAMPLE OF DUTIES

1. Collaborates with the Superintendent to develop a strategic communication plan to heighten the District's image and establish open and effective communication channels between the District and community.
2. Oversees and supervises the Communications & ~~Community Engagement~~ Bureau, including Translations, Public Relations, Strategic Educational Marketing, ~~Community Partnerships~~, Media Relations, Internal and External Communications, and Media Programs/WLRN TV & Radio, including budget responsibilities.
3. Develops and updates key internal and external communications, presentations, and district-wide messages through various media formats.
4. ~~Continually reviews~~ Directs and manages the development of the way M-DCPS' website ~~can be to ensure it is~~ an effective and efficient means of communicating with parents, staff and stakeholders.
5. ~~Directs internal and external resources needed to implement the community engagement strategy to engage parents, students and stakeholders to improve student academic achievement and school success.~~

6. Oversees the development of the M-DCPS' Crisis Messaging Plan and management of the District's automated messaging system.
7. Plans and directs the integration of WLRN and its educational services with the school system ~~to improve student achievement, parental involvement, and professional development.~~
8. Plans and directs the development and communication of information designed to keep the public informed of M-DCPS programs, accomplishments, and points of view.
9. Promotes goodwill through different publicity efforts such as speeches, interviews, and question/answer sessions; participates in public meetings and responds to questions and information from the public.
10. Consults with administrators and School Board attorneys regarding effective means of informing the public and District personnel concerning ~~of~~ matters of ~~particular interest of~~ a sensitive and/or confidential nature directly affecting the interest of students and employees.
11. Responds to media inquiries in a timely manner; provides information to reporters; arranges interviews with appropriate senior staff.
12. Directs the research, development, implementation, operation, and ongoing evaluation of a comprehensive District-wide M-DCPS marketing/informational program.
13. Performs other duties related to the general administrative responsibilities of the position.
14. ~~Engages community stakeholders from traditionally underrepresented communities in the District's work of diversity, equity, and inclusion.~~
15. ~~Ensures that community engagement efforts are culturally responsive to the needs and voices of our diverse community.~~

## **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 education, communication, journalism, marketing, broadcast media, public relations, public administration, or related field. Master's degree preferred.
2. Ten (10) years of executive level experience in public relations or broadcast media including experience in the use of diverse media.
3. Demonstrated ability to deal effectively with a multilingual media community.
4. Demonstrated ability to communicate both in written and oral forms.

**DRAFT**

**MIAMI-DADE COUNTY PUBLIC SCHOOLS**

**JOB DESCRIPTION**

**IDENTIFICATION INFORMATION**

1.	JOB TITLE:	Chief Intergovernmental Affairs & <u>Family and Community Engagement-Compliance</u> Officer
2.	DEPARTMENT:	Office Intergovernmental Affairs & <u>Family and Community Engagement-Compliance</u>
3.	IMMEDIATE SUPERVISOR:	Superintendent of Schools
4.	PAY GRADE:	26
5.	JOB CODE:	8801
6.	BARGAINING UNIT:	6
7.	POSITION AUTHORIZED:	Board Item SP-1, January 25, 2021
8.	DATE OF LAST REVISION:	Board Item <u>D-23, June 22, 2022</u>

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**OCCUPATIONAL SUMMARY**

The Chief Intergovernmental Affairs & Family and Community Engagement-Compliance Officer reports to the Superintendent of Schools and directs and monitors state and federal legislation, analyzes legislative proposals and provides recommendations to the Superintendent of Schools. Represents the district's interests with various local government agencies, officials, and state legislature. Participates in the development of strategic initiatives and works to create and identify funding opportunities through appropriations and legislation. Also oversees Family and Community Engagement to engage community resources in support of the District's expanding needs.

**EXAMPLE OF DUTIES**

1. Administers and oversees contracts, policies and the related documents ensuring compliance with state statutes, Board Rules, and Bureau policies.
2. Works to create and identify funding opportunities for the District through appropriations, and legislation.
3. Responds to issues, designated by the Superintendent of Schools, from governmental agencies, citizens' groups, individuals, and the business community.
4. Represents the Superintendent of Schools at local and out-of-county meetings with government agencies, professional organizations, advisory groups and at conferences.
5. Plans, develops, and directs the School Board annual's federal and state legislative policies and programs.
6. Maintains and tracks legislative files of bills, amendments, daily reports and other correspondence and information relative to legislation.

7. Supervises monitors and evaluates the performance of Board-contracted stated and federal lobbying firms.
8. Supervises the coordination and technical assistance for the development of grant proposals for funding through federal, state, local and private sources, negotiates project funding levels, submits all required reports and monitors compliance with grant program and financial restrictions and requirements.
9. Maintains and supervises all relationships with state and federal agencies; monitors and recommends changes in pending state/federal legislation, rules and regulations.
10. Oversees internal and external resources needed to implement a community engagement strategy to engage parents, students and stakeholders to improve student academic achievement and school success.
11. Oversees the engagement of community stakeholders from traditionally underrepresented communities in the District's work of diversity, equity, and inclusion.
12. Oversees community engagement efforts to ensure they are culturally responsive to the needs and voices of the District's diverse community.
13. Oversees direct-support initiatives such as Family Support Services, The Parent Academy, and the Neighborhood Resource Center.
1410. 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, Administration/Supervision, Human Resource Management, Organizational Development, Business Administration, or related field.
2. Minimum of seven (7) years of progressive responsibility in administration and/or supervisory experience.
3. Experience with federal and state legislation, project development and administration.
4. Demonstrated experience in business or large K-12 educational organization, and project/performance management skills.
5. Demonstrated ability to communicate effectively in both oral and written form.

**DRAFT**

**MIAMI-DADE COUNTY PUBLIC SCHOOLS**

**JOB DESCRIPTION**

**IDENTIFICATION INFORMATION**

1.	JOB TITLE:	<u>Associate Assistant Superintendent, Family and Community Engagement Intergovernmental Affairs &amp; Grants Administration</u>
2.	DEPARTMENT:	<u>Office of Intergovernmental Affairs and Grants Administration Family and Community Engagement</u>
3.	IMMEDIATE SUPERVISOR:	<u>Superintendent of Schools Chief Intergovernmental Affairs &amp; Family and Community Engagement Officer</u>
4.	PAY GRADE:	<u>265</u>
5.	JOB CODE:	<u>0021</u>
6.	BARGAINING UNIT:	<u>6</u>
7.	POSITION AUTHORIZED:	<u>Board Item A-3, August 18, 2004</u>
8.	DATE OF LAST REVISION:	<u>Board Item SP-1, June 11, 2014 D-23, June 22, 2022</u>

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**OCCUPATIONAL SUMMARY**

The Associate Assistant Superintendent reports directly to the Superintendent of Schools and is responsible for the oversight of Intergovernmental Affairs, Grants Administration, Marketing and Title I Administration. provides technical assistance and support to improve student academic achievement by coordinating and collaborating with other district offices, such as Title I, Exceptional Student Education, and School Operations, in the formulation of plans, initiatives, and activities aligned with the State of Florida's performance standards. This position requires collaboration with federal, state, and local representatives on program assessment, school improvement, parental engagement, regional technical assistance, and services required under the Elementary and Secondary Education Act, authorized as Every Student Succeeds Act (ESSA) functions as liaison between the School Board, Federal, State and local governments and corresponding agencies; community and public advocacy groups concerning the School Board's legislative priorities. Secures supplemental and special funding to assist in supporting the educational programs and special projects of the Miami-Dade County Public Schools (M-DCPS); administers private, state and federally funded programs or grants; and monitors funded program operations.

**EXAMPLE OF DUTIES**

1. Provides leadership and direction for direct-support initiatives such as the Neighborhood Family Resource Center and Family Support Services Assists with the development of policies for the school district.
2. Supervises The Parent Academy to provide learning opportunities for parents and families Responds to issues designated by the Superintendent of Schools from governmental agencies, citizens' groups, individuals, and the business community.\

3. Monitors the activities of the parental engagement component of ESSA to ensure schools adhere to the statutory requirements on improved student performance by engaging parents and caregivers in their children's education ~~Represents the Superintendent of Schools at local and out-of-county meetings with government agencies, professional organizations, advisory groups and at conferences.~~
4. Coordinates and conducts meetings and professional development sessions with regional and district staff to ensure program compliance with federal and state regulations and to provide current updates of information on state and federal matters. ~~the development, preparation and presentation of the School Board's annual state and federal legislative programs, as well as prepares periodic legislative reports for the Superintendent to the School Board.~~
5. Supervises and assists with the planning and implementation of district-led parental engagement and educational activities to empower parents and caregivers to become more active in their children's education. ~~Represents the School District at state and federal legislative hearings, and provides testimony when designated by the Superintendent of Schools.~~
6. Serves as the District liaison to the Superintendent's Parental Involvement Committee. ~~Supervises monitors and evaluates the performance of Board-contracted state and federal lobbying firms.~~
7. Oversees the planning and implementation of the District's volunteer programs to provide support for worksites while ensuring compliance with fingerprinting and other safety requirements. ~~programs under Title I, part A, C and D to ensure District and state standards are being met and full compliance with the requirements under the No Child Left Behind Act of 2001.~~
8. Supervises the coordination of and technical assistance to schools as they implement the District's Dade Partner programs to garner business support for school system initiatives. ~~for the development of grant proposals for funding through federal, state, local and private sources, negotiates project funding levels, submits all required reports and monitors compliance with grant program and financial restrictions and requirements.~~
9. Collaborates with federal, state, regional and local representatives regarding program assessment, school improvement, and parental engagement, and engages the regional technical assistance center to provide professional development and support for parental engagement activities as appropriate. ~~Maintains and supervises all relationships with state and federal agencies; monitors and recommends changes in pending state/federal legislation, rules and regulations.~~
10. ~~Supervises the development and implementation of the District-wide marketing plan.~~
11. 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. Master's degree in education or related field with certification in administration and/or supervision, or educational leadership or school principal.
2. Minimum of three (3) years teaching experience at the elementary or secondary level.
3. Minimum of five (5) ~~eight (8)~~ years of progressively responsible leadership combined school-based regional and/or District administrative experience.
4. Ability to deal tactfully and effectively with others. ~~Two (2) years of professional experience in intergovernmental affairs and two (2) years of professional experience in grants administration.~~
5. Demonstrated Ability to communicate effectively in both oral and written form.
6. Broad experience in dealing with diverse community groups/issues.

**DRAFT**

**MIAMI-DADE COUNTY PUBLIC SCHOOLS**

**JOB DESCRIPTION**

**IDENTIFICATION INFORMATION**

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|----|------------------------|--|
| 1. | JOB TITLE:             | Assistant Superintendent, <del>Applied Technology, Adult Career Education</del> <u>Post-Secondary Career and Technical Education</u> |
| 2. | DEPARTMENT:            | <del>Office of Adult/Vocational, Alternative, and Community Education</del> <u>Post-Secondary Career and Technical Education</u>     |
| 3. | IMMEDIATE SUPERVISOR:  | <del>Chief Operating Officer</del> <u>Deputy Superintendent</u>  |
| 4. | PAY GRADE:             | 25   |
| 5. | JOB CODE:              | 0267   |
| 6. | BARGAINING UNIT:       | 6  |
| 7. | POSITION AUTHORIZED:   | Board Item A-2, June 26, 1991  |
| 8. | DATE OF LAST REVISION: | <del>Board Item A-3, August 25, 1999</del> <u>D-23, June 22, 2022</u>  |
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**OCCUPATIONAL SUMMARY**

Directs, supervises and coordinates Post-Secondary Career and Technical Education. Assigns priorities for the division and coordinates the efforts for completing and implementing such priorities for the delivery of post-secondary, technical, and career preparation activities. Develops the philosophy, goals, objectives and policies for post-secondary, career preparation, and technical programs District-wide.

**EXAMPLE OF DUTIES**

1. Oversees the supervision of the Division of Post-Secondary Career and Technical Education.
2. Supervises and oversees the budgets for the ~~vocational-technical schools,~~ aviation, and agricultural schools.
3. Supervises and evaluates assigned school administrative staff and identifies opportunities for professional growth for these employees.
4. ~~Works cooperatively with the Division of Adult and Community education to assure continuity of providing effective instructional programs in accordance with system-~~

~~wide objectives.~~ Works collaboratively with K-12 education colleagues to support effective transitions to post-secondary, career, and technical education options.

5. Reviews proposed legislation affecting Post-Secondary Career and Technical Education and prepares written statements concerning the effects on the District.
6. Oversees the disbursement of financial aid to eligible applicants at the three ~~technical education centers~~ colleges.
7. Provides program information to state and federal consultants with the Department of Education, Department of Labor and other governmental agencies.

~~Makes decisions relative to recommendation for promotion, demotion, dismissal, development and other personnel matters.~~

8. Serves on advisory and task force committees related to post-secondary career and technical education.
- 9.. Plans, coordinates, implements and administers new program offerings with region leadership, school staff, and community members to identify and meet the training and employment needs of business/industry.
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 with certification in administration and/or supervision, or adult administration/vocational.
2. Three (3) years of teaching experience.
3. Minimum of three (3) years of administrative experience in administration, supervision, community relations, and/or related field.
4. Ability to communicate effectively in both oral and written forms.

## DRAFT

### MIAMI-DADE COUNTY PUBLIC SCHOOLS

#### JOB DESCRIPTION

##### IDENTIFICATION INFORMATION

1. JOB TITLE: District Director, ~~Investigations~~ Civil Rights and Diversity Compliance
  2. DEPARTMENT: ~~District Investigations and Diversity~~ Office of Civil Rights Compliance (CRC)
  3. IMMEDIATE SUPERVISOR: Assistant Superintendent, Office of Professional Standards
  4. PAY GRADE: 23
  5. JOB CODE: 0017
  6. BARGAINING UNIT: 6
  7. POSITION AUTHORIZED: Board Item A-6, September 13, 2006
  8. DATE OF LAST REVISION: Board Item D-23, June 22, 2022
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##### OCCUPATIONAL SUMMARY

Monitors, supervises, and reviews District-initiated investigations conducted by the Office of Civil Rights Compliance (CRC) regarding violations of Civil Rights, e.g., sexual harassment, retaliation, and discrimination, ~~and serious, non-criminal allegations~~ that may violate federal laws, State Board of Education Rules, and/or School Board policies, processes and procedures. Oversees the District's compliance with rules and practices and responds to allegations of non-compliance with as they relate to Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1967 (ADEA), as amended, Florida Educational Equity Act (FEEA), Americans with Disabilities Act of 1990 (ADA), Family and Medical Leave Act of 1993 (FMLA), Florida Civil Rights Act of 1992, and all other federal, state, and/or applicable School Board Policies. Assesses the District's compliance and implementation of laws, rules, and practices designed to ensure diversity, equal access/opportunity.

##### EXAMPLE OF DUTIES

1. ~~Manages the operations and supervises the staff in the Civilian Investigative Unit (CIU) and Civil Rights Compliance Office (CRC) to ensure accountability and efficiency. Conducts performance evaluations of these employees and makes recommendations for their professional growth.~~

2. Designs, manages and directs the development and execution of suitable training programs CRC-related professional development for administrators, teachers, employees and CIU, CRC and investigators, Miami-Dade Schools Police General Investigations Unit (GIU) investigators, Office of Professional Standards (OPS) staff, union stewards and association representatives.
3. Ensures Provides oversight to ensure timely completion of that all CRC led investigations related to Titles VI, VII, IX, ADEA, FEEA, Section 504, FMLA, ADA, Florida Civil Rights Act, and all other federal, state, and or applicable School Board Policies; provides a fair and neutral process for all parties conducted by CIU and CRC are completed in a timely manner fully recognizing the Due Process rights of all employees.
4. Oversees the preparation of comprehensive reports of investigations with findings of fact and recommendations.
- 4.5. Works cooperatively with the Assistant Superintendent of the Office of Professional Standards (OPS), Board Attorney, union stewards, association representatives and other offices to ensure that investigations and training are comprehensive and effective.
6. Directs the coordination and preparation of the District's responses to federal and/or state enforcement agencies related to complaints/charges of discrimination against the District.
7. Prepares annual reports on the number, nature and disposition of complaints. Identifies patterns and makes recommendations.
8. Serves as a primary information resource for the Miami-Dade County Public Schools regarding Civil Rights compliance issues.
- 5.9. Monitors and assesses the District's compliance in the implementation of rules and practices as they relate to the School Board's and Superintendent's commitment to the court to maintain the District's Post-Unitary Status. Serves on District-level and other committees related to Civil Rights compliance, as needed.
- 6-10. Directs and manages the development and execution of a yearly training calendar of activities for school sites, District offices, administrators, teachers, employees and other personnel in the form of workshops, conferences, and seminars on Board Rules and diversity compliance issues Participates in District/community partnerships to enhance Civil Rights compliance.
11. Acts as a representative of the District when attending conferences and when communicating with government compliance or investigation officers.

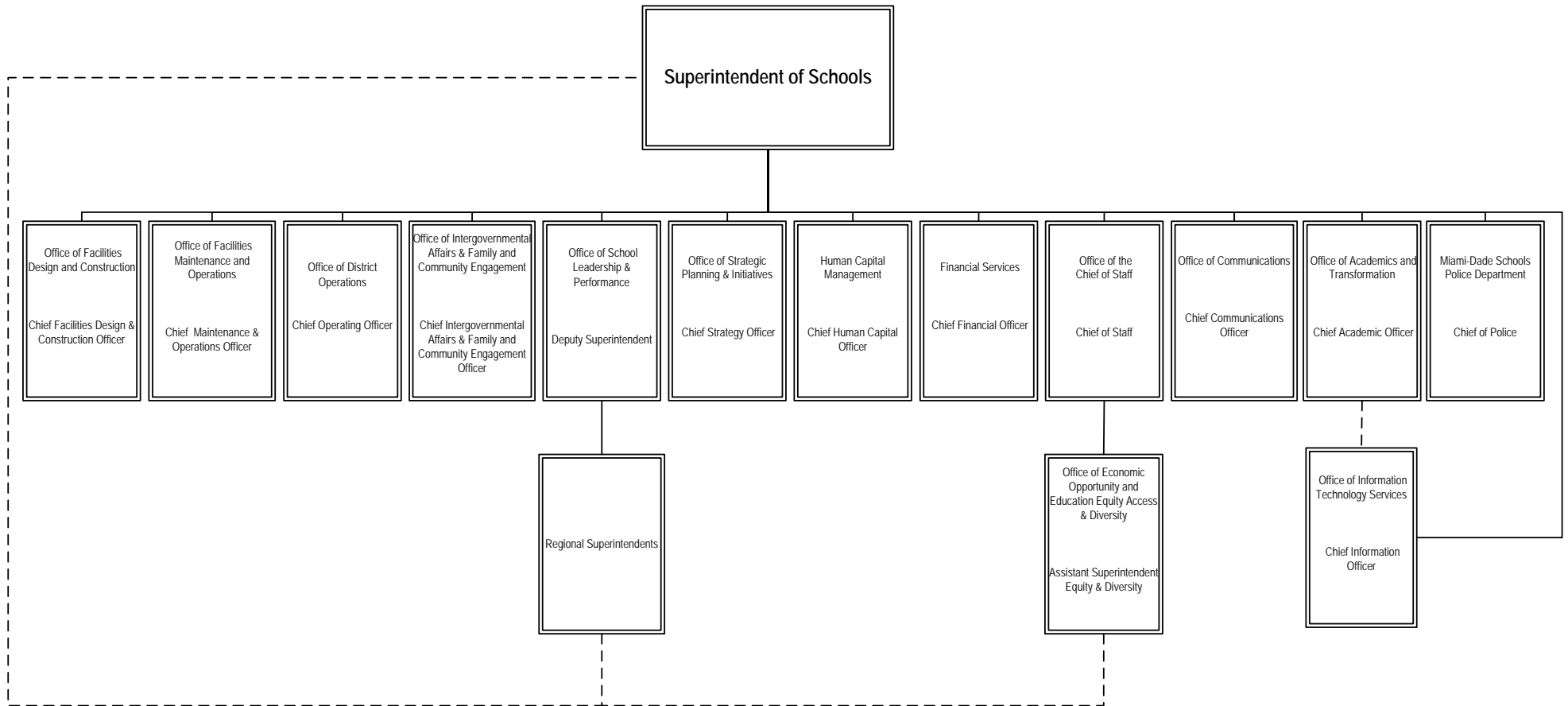
12. Performs other duties related to general administrative responsibilities of the position.

### **PHYSICAL REQUIREMENTS**

This work requires the following physical activities: 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 public administration, education-related field, or a law-related field.
2. Minimum of two (2) years of administrative experience in public administration, education, personnel, public relations, law-related field, or equivalent.
3. Evidence of experience in complaint investigation, conducting workshops and writing as demonstrated by submitted documentation, preferred.
4. Demonstrated ability to communicate effectively as evidenced by clarity and conciseness of oral presentations and written documents.



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June 2022

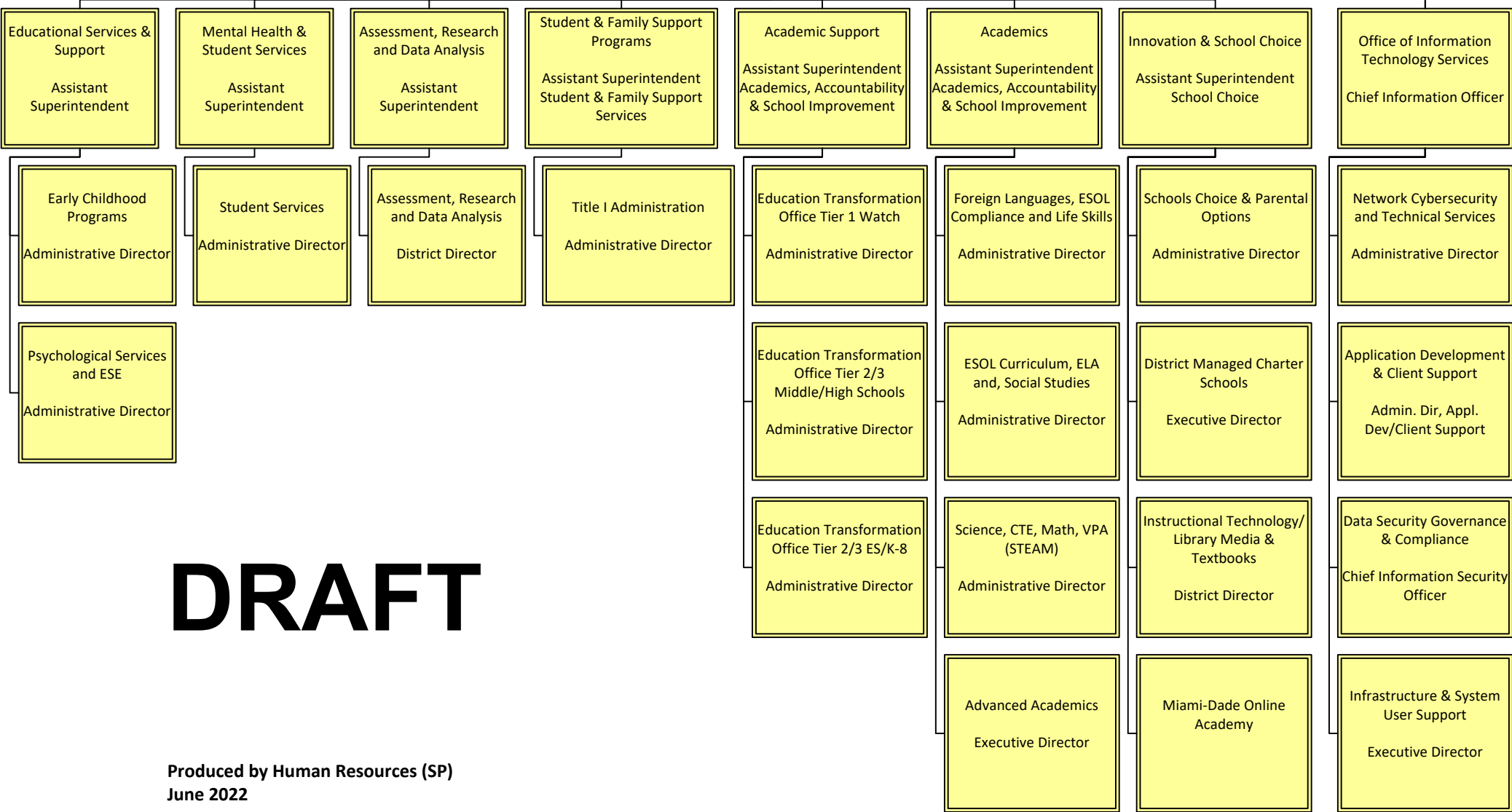
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# Office of Academics and Transformation

Superintendent of Schools

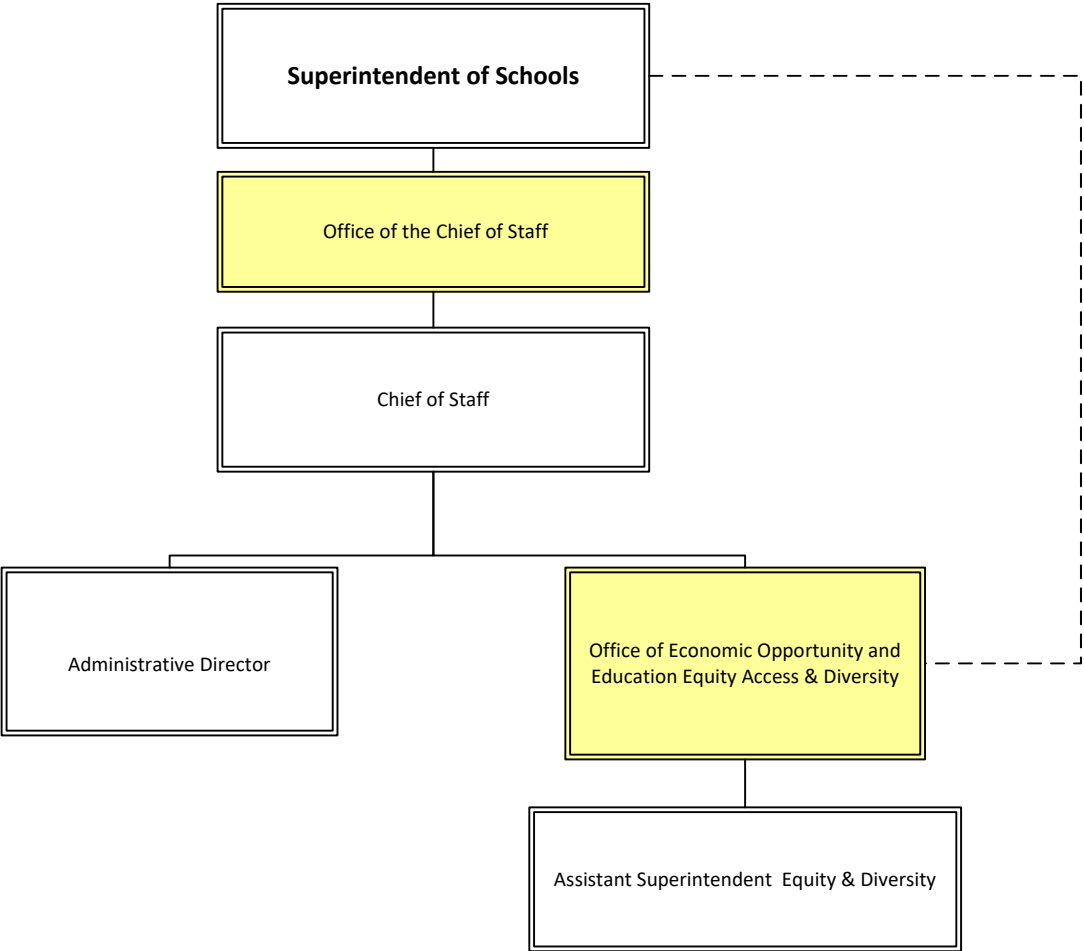
Office of Academics and Transformation

Chief Academic Officer



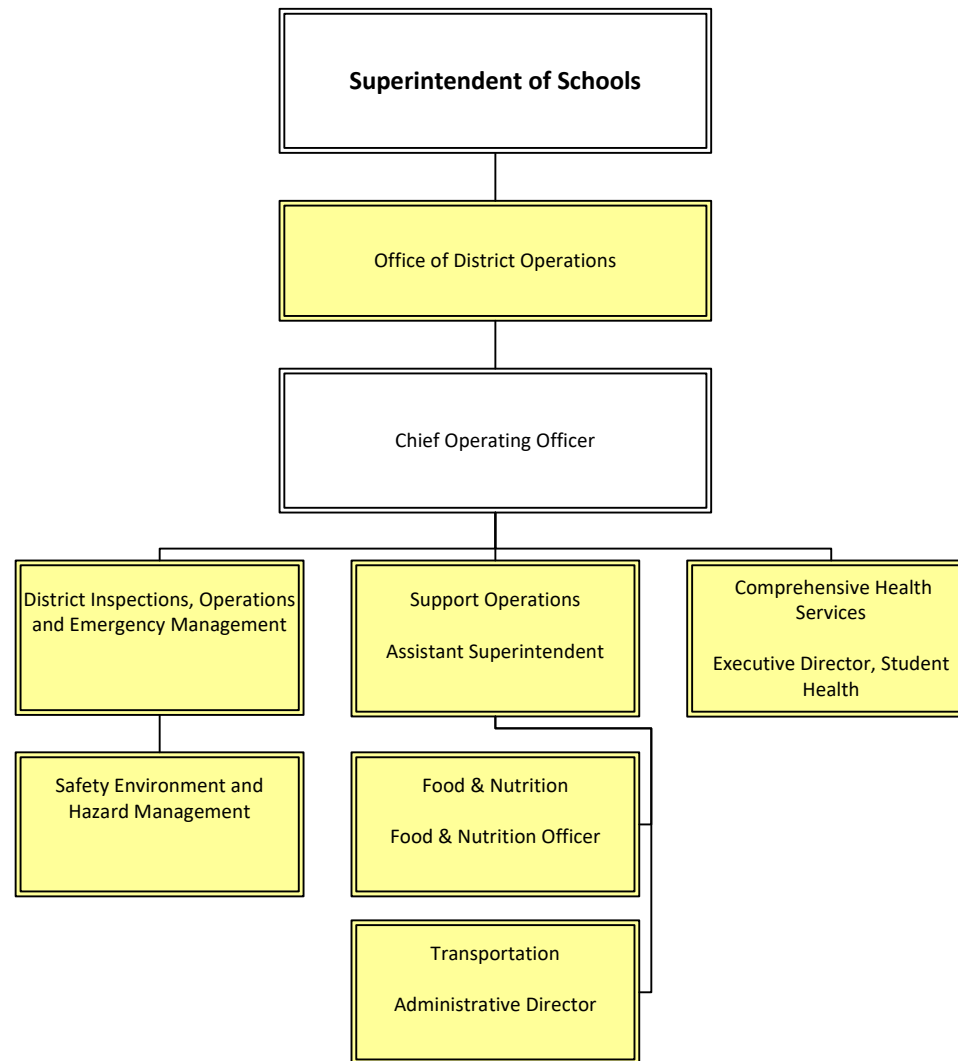
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# Office of the Chief of Staff



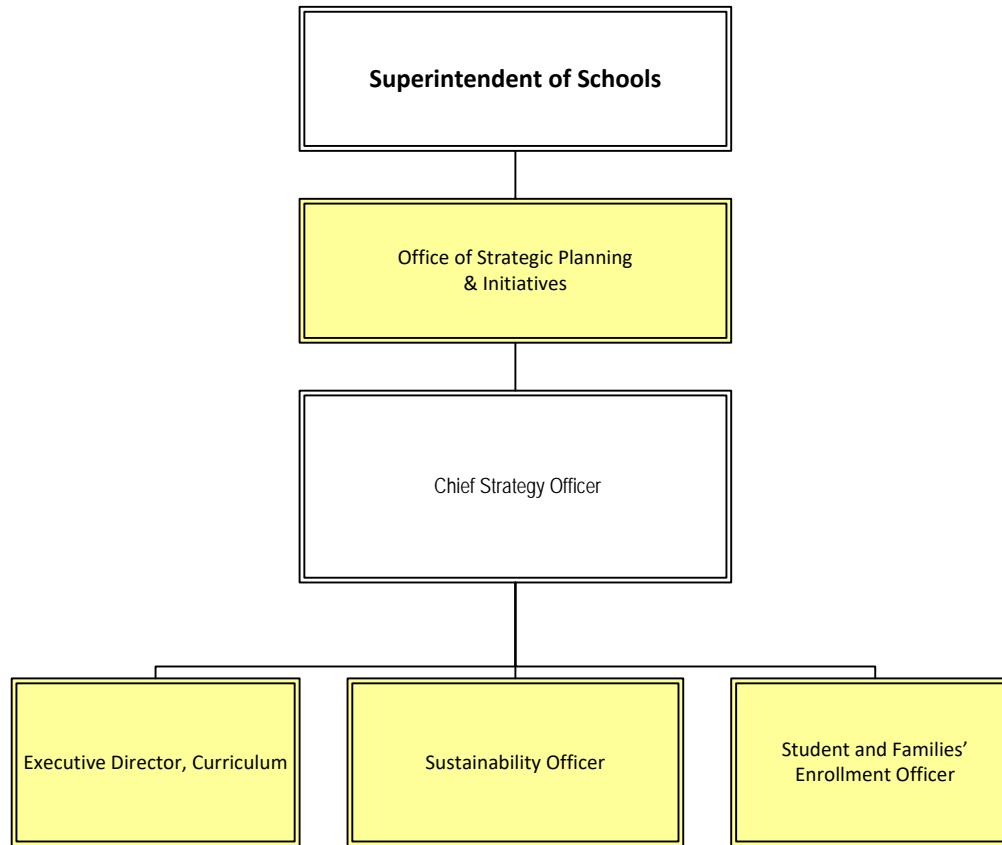
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# Office of District Operations



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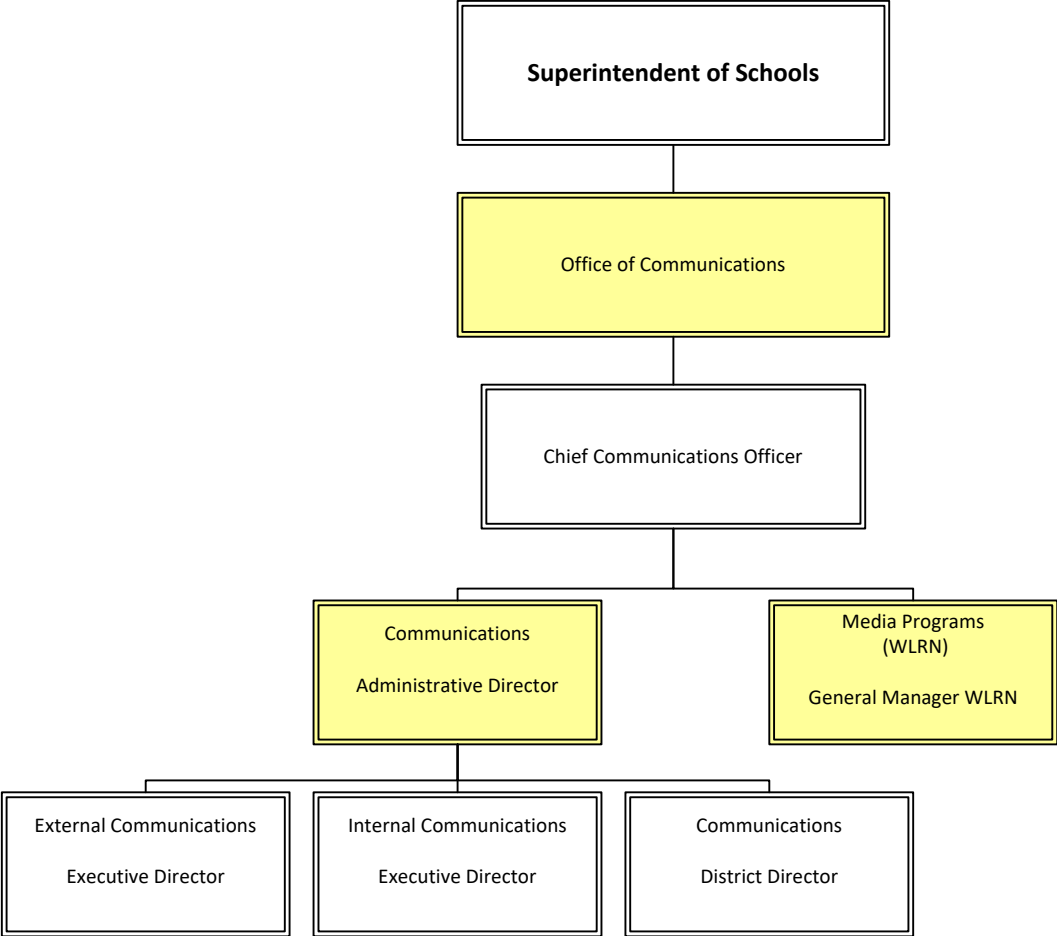
# Office of Strategic Planning & Initiatives



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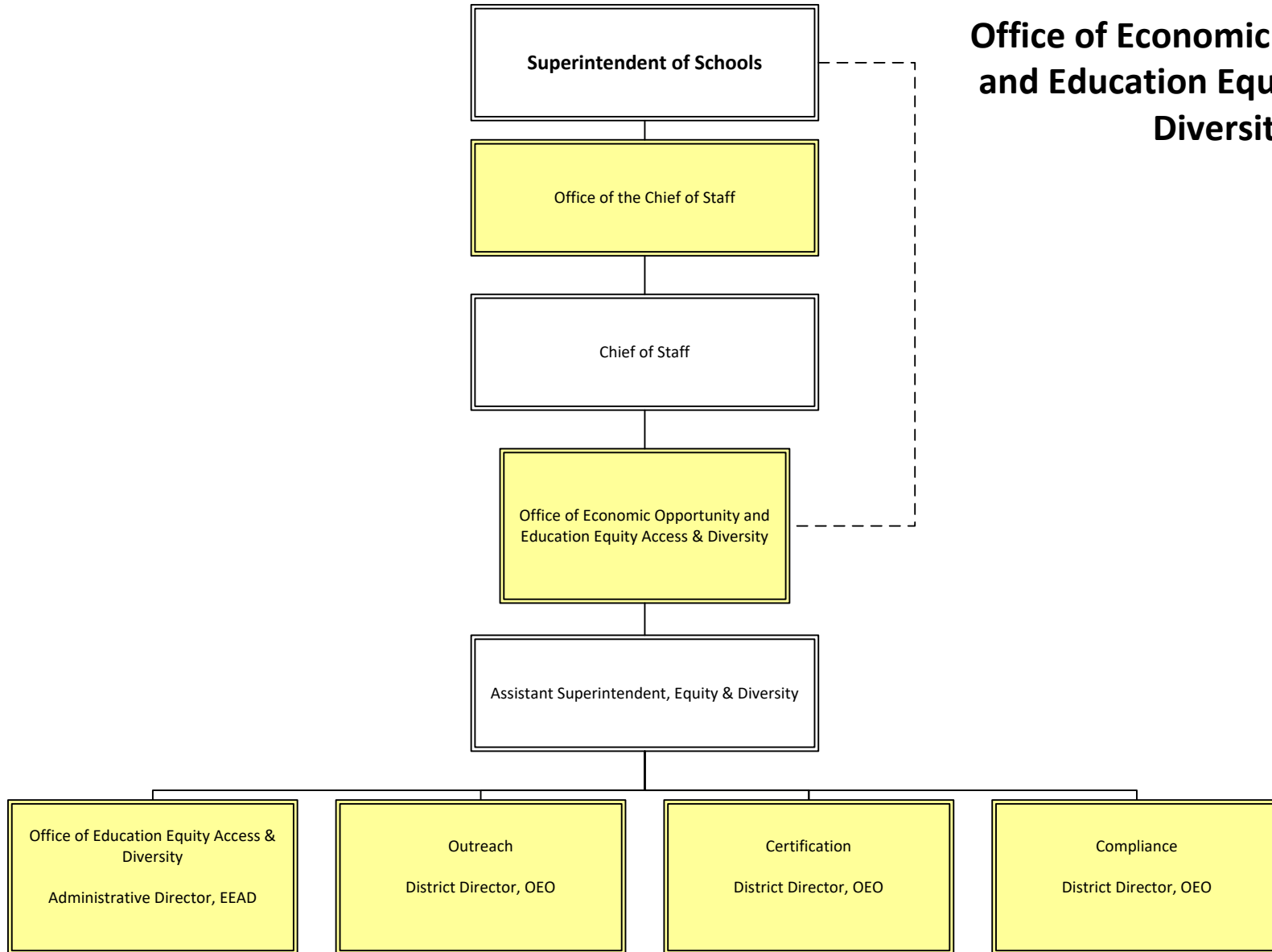
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# Office of Communications



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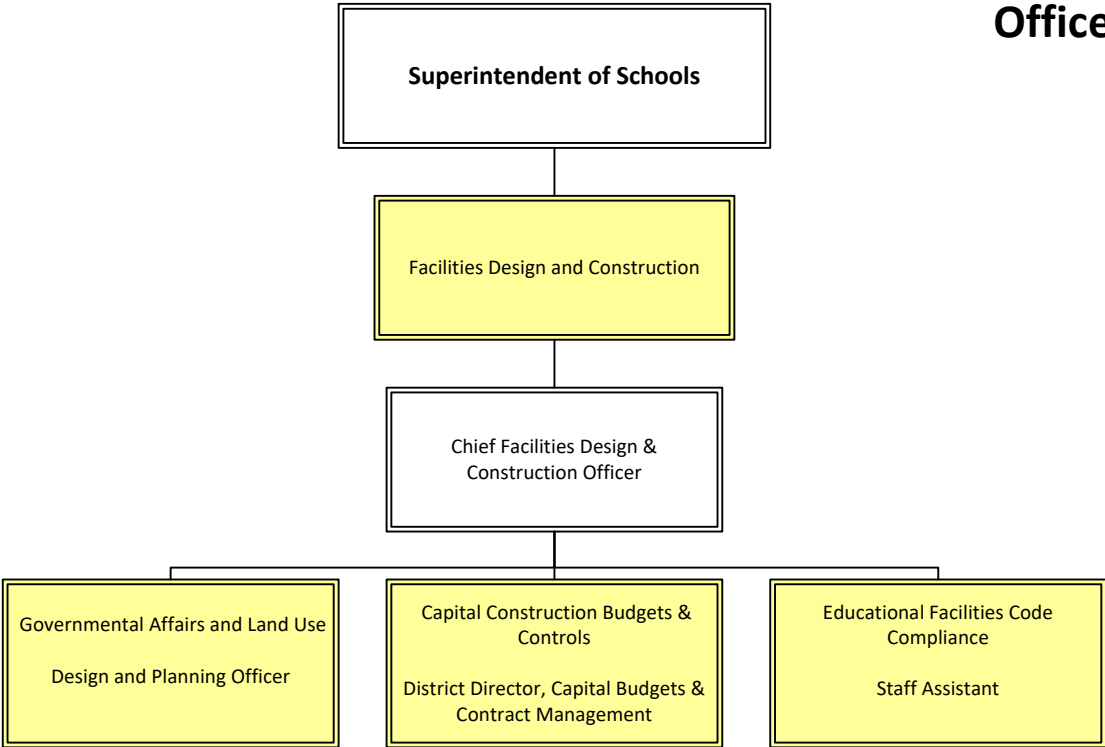
# Office of Economic Opportunity and Education Equity Access & Diversity



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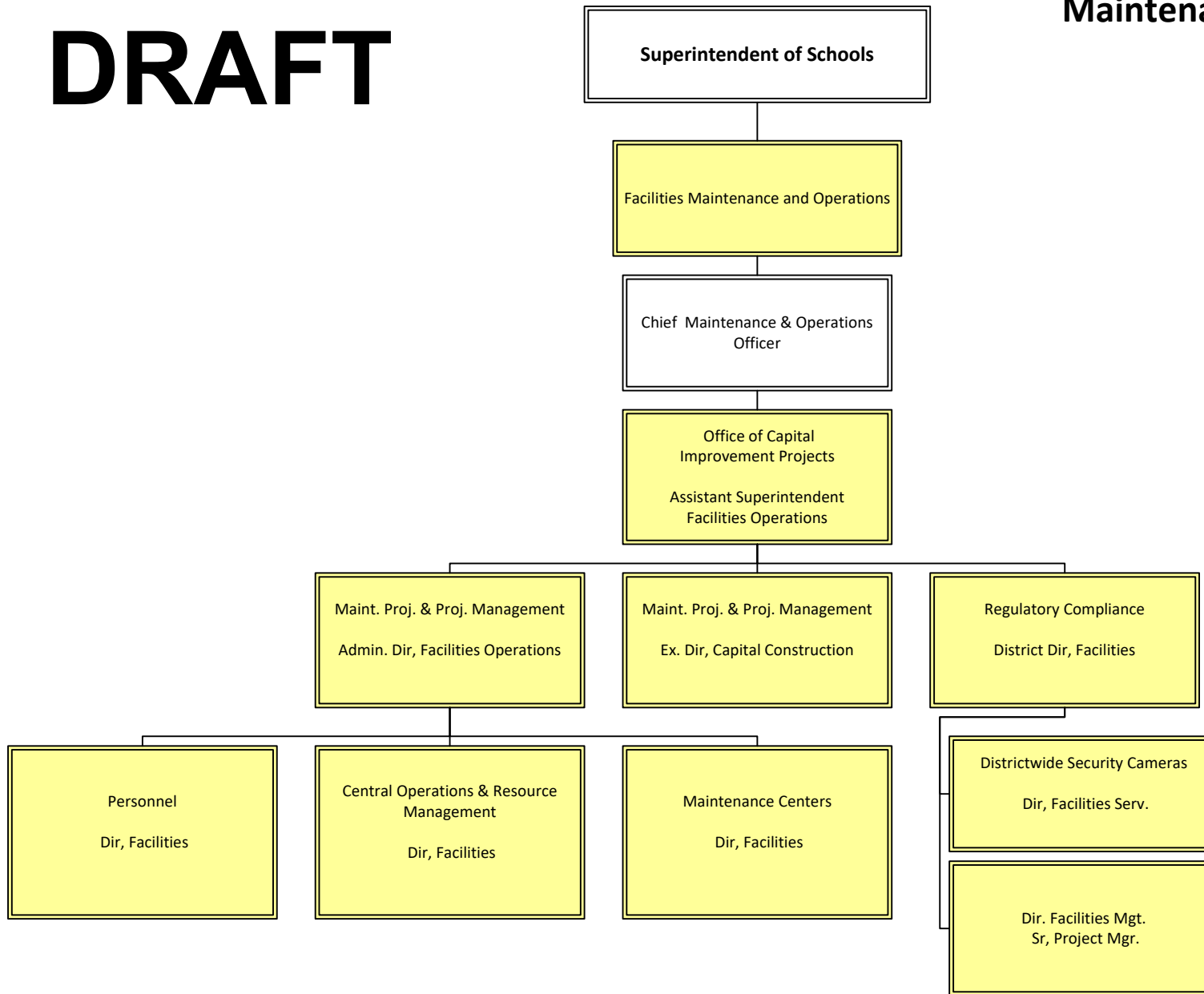
# Office of Facilities Design and Construction



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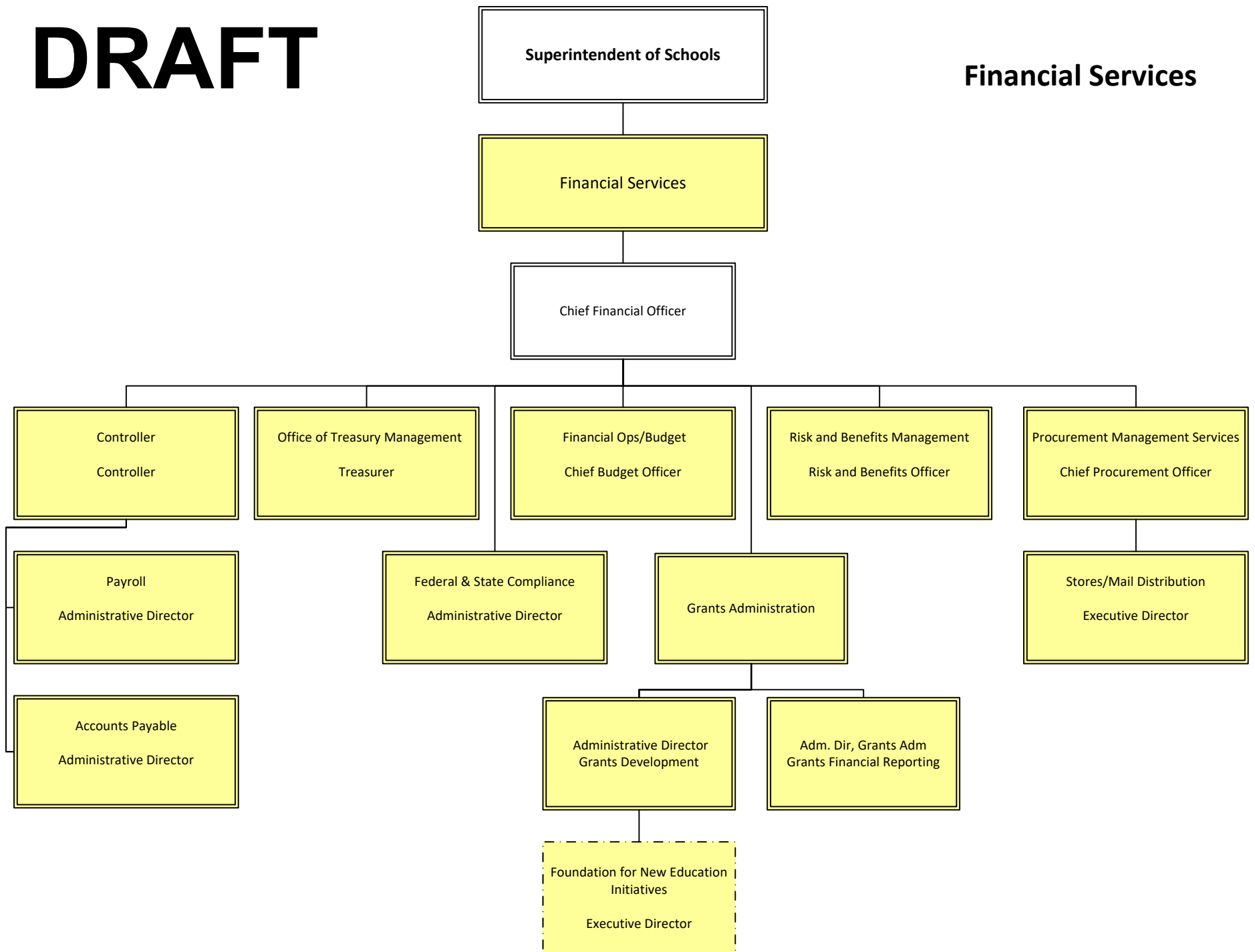
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## Office of Facilities Maintenance and Operations



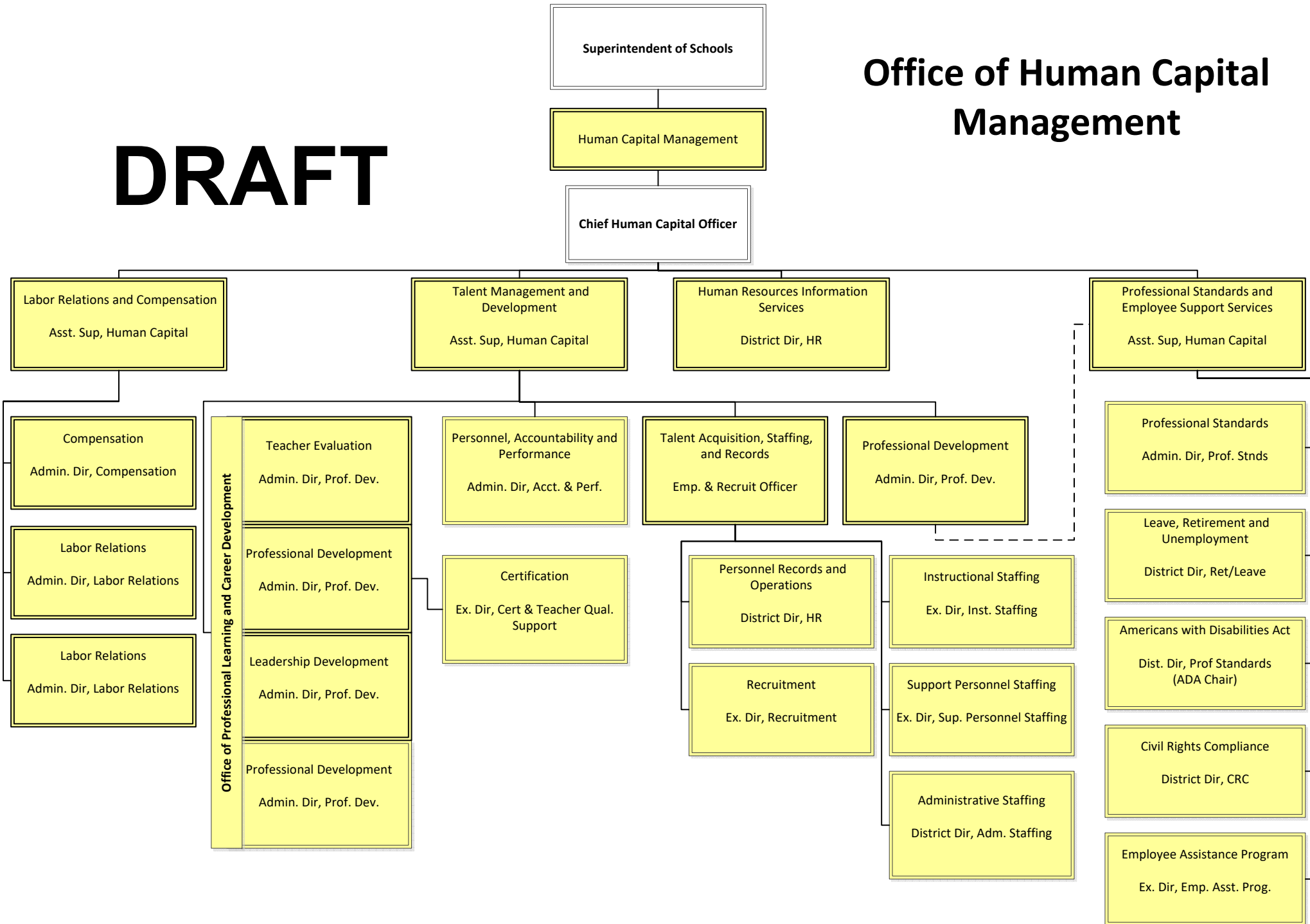
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## Financial Services

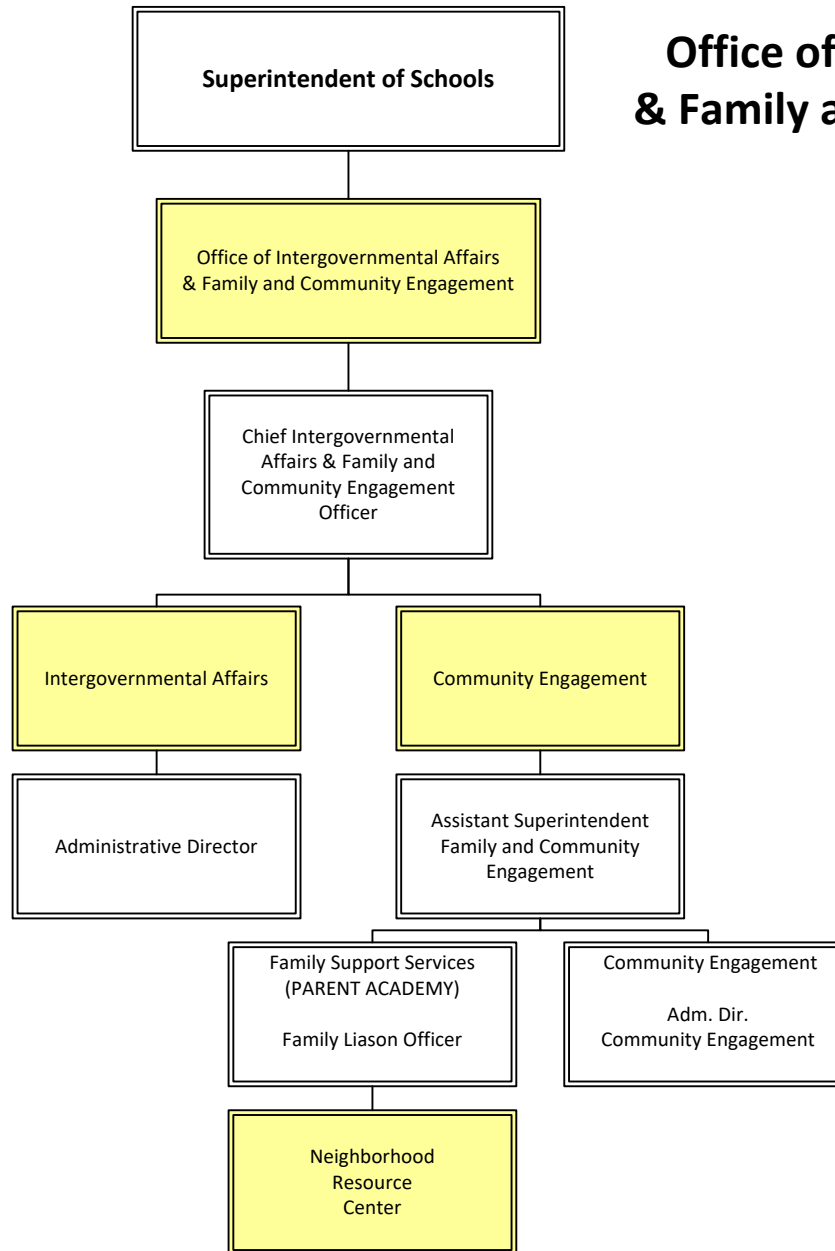


# DRAFT

## Office of Human Capital Management

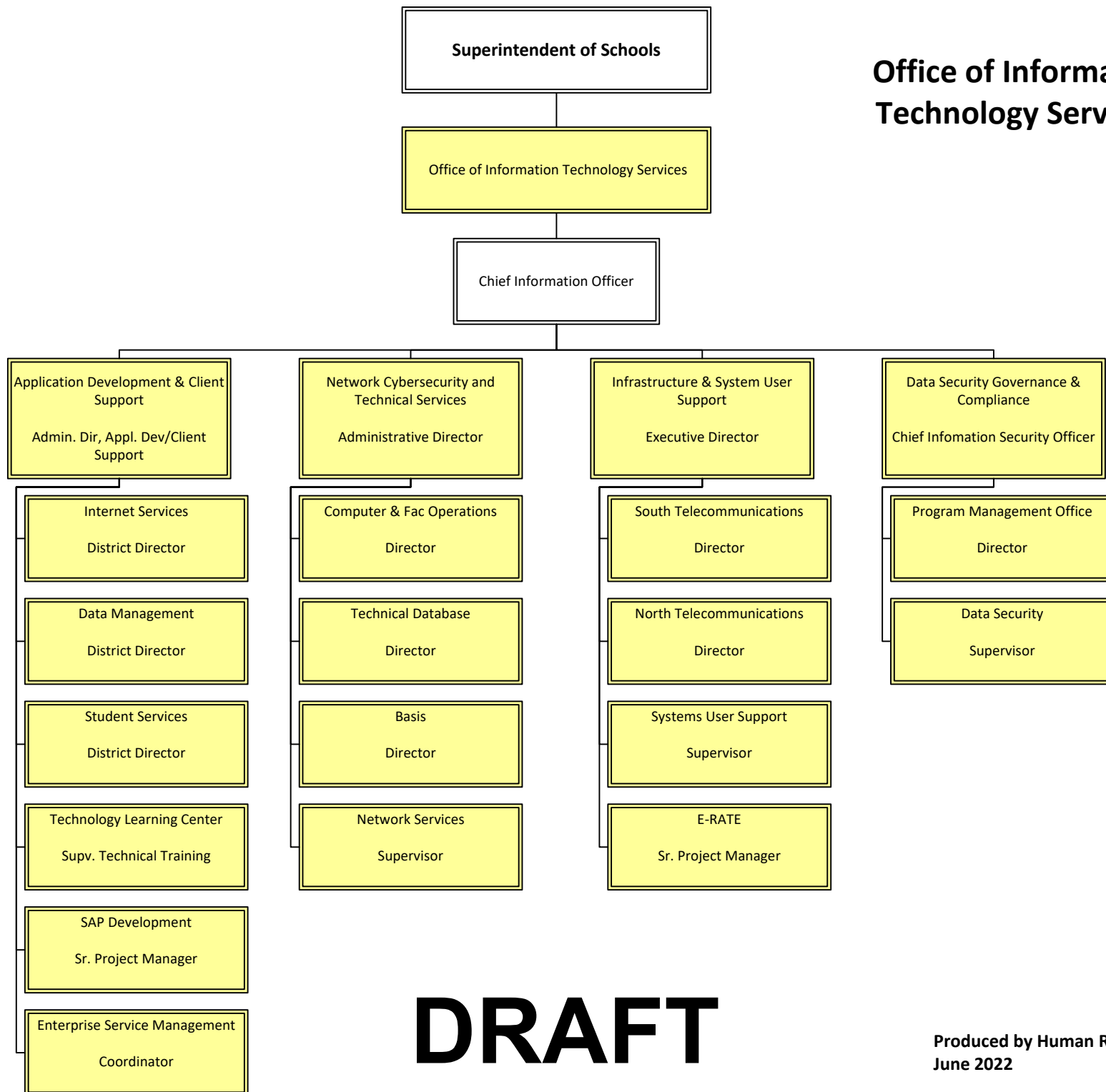


# Office of Intergovernmental Affairs & Family and Community Engagement



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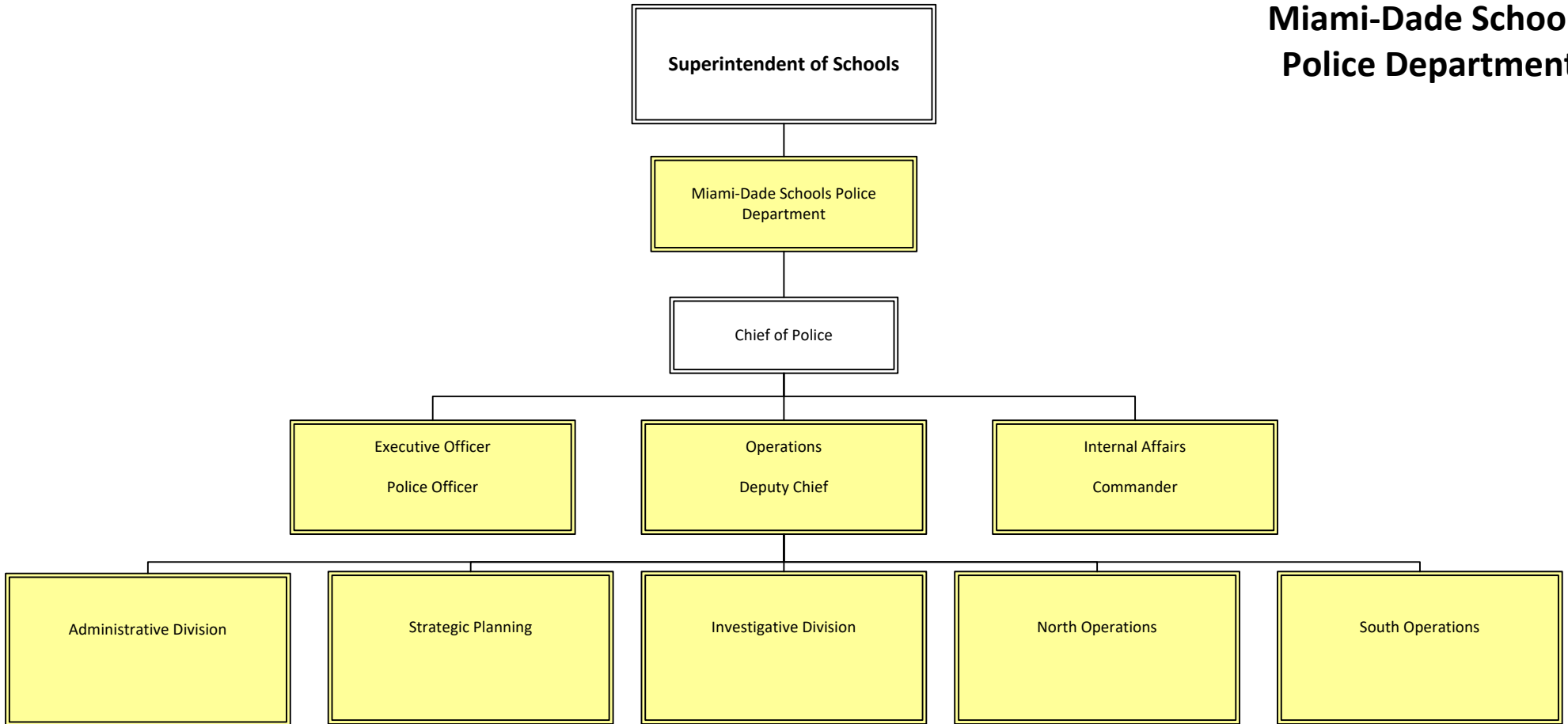
# Office of Information Technology Services



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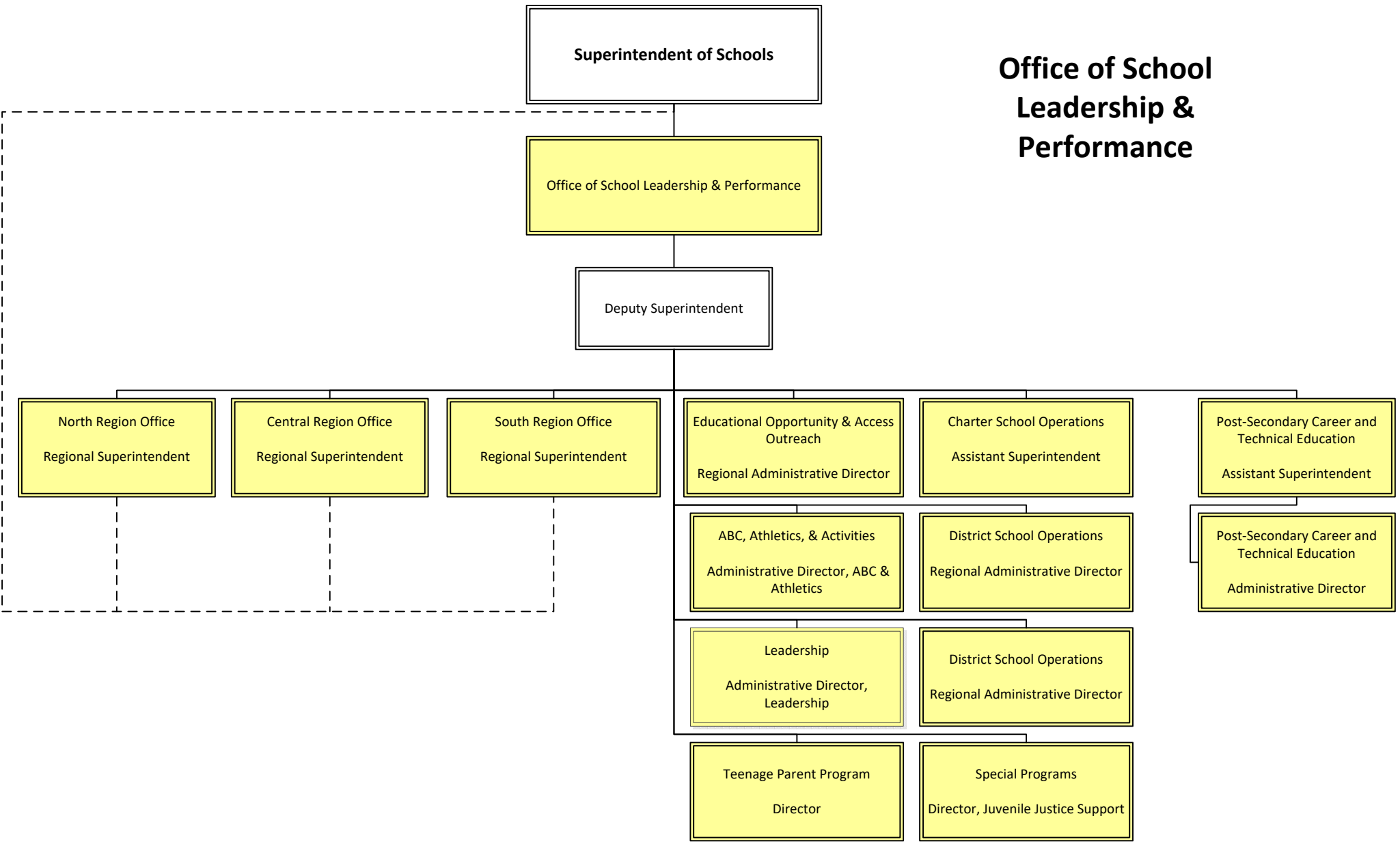
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# Miami-Dade Schools Police Department



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# Office of School Leadership & Performance



# DRAFT