

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

**SUBJECT: REQUEST APPROVAL OF ADMINISTRATIVE APPOINTMENTS FOR  
2022-2023 AND JOB DESCRIPTION**

**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 update job descriptions made in accordance with School Board Policy 1600 and with Florida Statutes 1001.42 and 1012.22. A copy of the job description 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 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>
Jeannette A. Martinez	District Supervisor, Instructional Support Educational Transformation Office (Grant Funded)	21	Middle Assistant Principal Jorge Mas Canosa Middle School	AP
Mesha L. Campbell-McLemore	Reading Coach Educational Alternative Outreach Program	--	Senior Assistant Principal Miami Norland Senior High School	AP
Albertha Nixon	ESE Placement Specialist Office of Educational Equity, Access & Diversity	--	Elementary Assistant Principal Educational Alternative Outreach Program (Grant Funded) (Effective 08/15/2022)	AP
Argentina R. Quick	Child Care Specialist Dorothy M. Wallace COPE Center	--	Temporary Elementary Assistant Principal Pine Villa Elementary School (Effective 08/26/2022)	AP

**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>
Lisa M. Felix	Technical Service Liaison Application Development & Client Support	42	Senior Developer Application Development & Client Support	45

**RECOMMENDED:** That effective September 8, 2022, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida:

1. approve the reclassification of Senior Audit Coordinator, DCSAA pay grade 42 to pay grade 43.
2. approve the recommendation for appointments and lateral transfers to be effective September 8, 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.


<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**

**August 26, 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 SEPTEMBER 7, 2022**

Attached please find the job description that serves as supplemental information for Agenda Item D-21 for the School Board meeting of September 7, 2022.

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  
M165

Attachment

cc: School Board Attorney and General Counsel  
Superintendent's Cabinet  
School Board Agenda Office

**DRAFT**

**MIAMI-DADE COUNTY PUBLIC SCHOOLS**

**JOB DESCRIPTION**

**IDENTIFICATION INFORMATION**

1.	JOB TITLE:	Senior Audit Coordinator
2.	DEPARTMENT:	Office of Management and Compliance Audits
3.	IMMEDIATE SUPERVISOR:	Audit Supervisor
4.	PAY GRADE:	42 <u>43</u>
5.	JOB CODE:	0548
6.	BARGAINING UNIT:	8
7.	POSITION AUTHORIZED:	Board Item E-17, September 8, 1999
8.	DATE OF LAST REVISION:	Board Item <del>D-24, August 2, 2006</del> <u>D-21, September 7, 2022</u>

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**OCCUPATIONAL SUMMARY**

Performs financial, operational and performance audits designed to provide an assessment of District schools, business programs, activities, or functions (both capital and non-capital) in order to promote District accountability, reduced costs, safeguard assets, improve services and facilitate decision making by the School Board, Audit Committee, Superintendent and senior staff responsible for overseeing or initiating corrective action.

**EXAMPLE OF DUTIES**

1. Plans the scope of the audit, prepares audit programs, and determines procedures to be used during the audit.
2. Performs audits and evaluates effectiveness of internal controls through the application of auditing techniques.
3. Examines the financial records and operational areas to ensure conformity with generally accepted accounting principles, good accounting procedures, good business practices, Federal and State laws, School Board Rules, administrative directives, and procedures manuals.
4. Identifies key internal controls of a system and evaluates and tests the system's effectiveness.

5. Obtains, analyzes, and appraises data as a basis for an informed, objective opinion of the adequacy of activities being audited.
6. Obtains, analyzes and appraises audit data as a basis for an informed, objective opinion of the activities being audited for reports to management and the School Board.
7. Prepares audit reports and discusses or assists in discussing findings and recommendations with appropriate administrators and appraises the adequacy of the corrective action.
8. 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. Bachelor's degree with a major in accounting.
2. Four (4) years of progressively responsible experience, in public accounting, internal auditing or finance,

OR

A combination of three (3) years of experience, after obtaining degree, and State certification as a Certified Public Accountant, or as a Certified Internal Auditor or Certified Government Auditor by the Institute of Internal Auditors.

3. Demonstrated ability to communicate effectively in both oral and written forms.