

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

**SUBJECT: REQUEST APPROVAL OF ADMINISTRATIVE APPOINTMENTS FOR
2022-2023 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 and with Florida Statutes 1001.42 and 1012.22. A copy of the job descriptions described below 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.

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High quality early childhood programs give children the best start in life. A child's early years are the foundation for future development, providing a strong base for lifelong learning. The Department of Early Childhood Programs at M-DCPS offers students a wide variety of activities designed to promote a child's cognitive and social development to enable a successful transition to kindergarten. Realigning the reporting lines of the Department of Early Childhood Programs to that of the Assistant Superintendent, Division of Academics, will ensure academic continuity and consistency into the K-12 educational environment.

This realignment will strengthen the bond between the Department of Early Childhood Programs and the K-12 academic departments within the Division of Academics and facilitate future school achievement. Developmentally appropriate practices in both Early Childhood and Kindergarten will be coordinated and established. Aligning assessments, standards, and curriculum between kindergarten and pre-kindergarten will serve as a successful transition allowing children to continue the growth achieved in preschool into further school success, providing the greatest benefits.

The realigning of Early Childhood Programs also establishes a singular focus on Educational Services and Exceptional Student Education (ESE). As such, the department will now be known as Educational Services and Exceptional Student Education and will be dedicated to ensuring students receive appropriate educational services that facilitate student achievement and provide successful post-school outcomes.

The Assistant Superintendent, Educational Services and Exceptional Student Education will implement district-wide efforts and support for ESE programs and maintain the district's goals for effective learning environments and efficient ESE practices. The establishment of the job description for Assistant Superintendent, Educational Services and Exceptional Student Education is at no additional cost as it will be used by an existing open MEP pay grade 25 position. Similarly, the Deputy Chief of Staff is being established to serve as a direct liaison between the Superintendent, the Deputy Superintendent, and the Chief of Staff to assist with the priorities of the Office of the Superintendent. The establishment of this job description is at no additional cost to the district as it will be used for an existing MEP pay grade 24.

SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Christina Diaz	Elementary Assistant Principal Howard Drive Elementary School	AP	Interim Elementary Principal Howard Drive Elementary School (Effective 09/16/2022)	PR

SCHOOL-SITE LATERAL ADMINISTRATIVE ASSIGNMENTS
PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Selena Volcy	Interim K-8 Center Principal Charles R. Drew K-8 Center	PR	K-8 Center Principal Charles R. Drew K-8 Center	PR

SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
ASSISTANT PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Erin Cernuda	Teacher Miami Sunset Senior High School	--	Senior Assistant Principal Miami Sunset Senior High School	AP
Elena M. Tanner	Teacher Palmetto Elementary School	--	Elementary Assistant Principal Howard Drive Elementary School (Effective 10/03/2022)	AP

SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS
ASSISTANT PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Ruth C. Williams	ESE Placement Specialist Department of Exceptional Student Education	--	Temporary Elementary Assistant Principal North Miami Elementary School (Effective 09/16/2022)	AP

SCHOOL-SITE LATERAL ADMINISTRATIVE ASSIGNMENTS
ASSISTANT PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Selene E. Gomez	Senior Assistant Principal Miami Sunset Senior High School	AP	Adult Assistant Principal Miami Sunset Senior Adult Education Center (Effective 10/03/2022)	AP

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>
Diana Bernal	Administrative Assistant I Payroll Department	34	Staff Assistant Payroll Department	16
Christina M. Diaz	Fiscal Specialist Office of Budget Management	--	Coordinator, Budget Management Office of Budget Management	19

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>
Margret Fley	External Candidate	--	Purchasing Agent Procurement Management Services	17
Mareddy R. Hernandez-Sanchez	Systems Analyst I Application Development & Client Support	39	Systems Engineer Application Development & Client Support	18
Lakisha D. Richardson Jones	Curriculum Support Specialist Department of Exceptional Student Education (ESE)	--	Instructional Supervisor, ESE Division of Psychological Services	21
Andrew Ruiz	External Candidate	--	WLRN Management Liaison Media Programs	24

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>
Maria A. Curbelo	Audit Coordinator II Office of Management & Compliance Audits	42	Senior Audit Coordinator Office of Management & Compliance Audits	43

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>
Reginald Dorival	Translation Specialist Office of Communications	34	Communications Manager Office of Communications	37
Javier Iturria	Coordinator, Construction Facilities Operations, Maintenance	40	Coordinator III, Facilities Operations Facilities Operations, Maintenance	42
Maura I. Martinez	Manager III, Facilities Operations Facilities Operations, Maintenance	39	Coordinator I, Work Orders Facilities Operations, Maintenance	40

RECOMMENDED: That effective October 20, 2022, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida:

1. establish and classify:
 - a. Assistant Superintendent, Educational Services and Exceptional Student Education (ESE), MEP pay grade 25
 - b. Deputy Chief of Staff, MEP pay grade 24

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. Coordinator, Compensation Administration, MEP pay grade 19
 - b. Asbestos Program Environmental Inspector, DCSAA pay grade 34 to Environmental Inspector, DCSAA pay grade 34

3. approve the recommendation for appointments and lateral transfers to be effective October 20, 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	\$117,244 - \$204,839	47	\$ 70,866 - \$125,310	S3	\$110,552 - \$142,292
25	\$108,370 - \$167,690	46	\$ 67,494 - \$119,351	S2	\$ 89,606 - \$131,673
24	\$103,362 - \$157,465	45	\$ 64,280 - \$113,662		
PR	\$100,612 - \$132,556	44	\$ 61,220 - \$108,255		
23	\$ 93,162 - \$147,240	43	\$ 58,300 - \$103,094		
22	\$ 83,300 - \$137,015	42	\$ 55,532 - \$ 98,200		
21	\$ 77,183 - \$126,790	41	\$ 52,889 - \$ 93,525		
VP	\$ 80,481 - \$102,923	40	\$ 50,364 - \$ 89,065		
AP (12m)	\$ 78,328 - \$ 98,970	39	\$ 47,970 - \$ 84,826		
AP (10m)	\$ 73,292 - \$ 93,921	38	\$ 45,691 - \$ 80,798		
20	\$ 71,536 - \$116,565	37	\$ 43,507 - \$ 76,937		
19	\$ 66,552 - \$100,205	36	\$ 41,432 - \$ 73,267		
18	\$ 61,846 - \$ 89,980	35	\$ 39,464 - \$ 69,790		
17	\$ 55,956 - \$ 79,755	34	\$ 37,588 - \$ 66,476		
16	\$ 52,846 - \$ 69,530	33	\$ 35,787 - \$ 63,290		
		32	\$ 34,097 - \$ 60,300		
		31	\$ 32,470 - \$ 57,424		
		30	\$ 30,919 - \$ 54,676		