

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.

**Revised
D-21**

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.



DELETED

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

Desiree A. Gonzalez Martinez	Adult Assistant Principal Miami Springs Adult Education Center	AP	Interim Principal, Adult Education Miami Palmetto Adult Education Center	PR
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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>
Alexis Cazan	Principal, Adult Education American Adult & Community Education Center	PR	Principal, Adult Education Hialeah Adult Education Center	PR

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
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Octavia H. Williams	Principal, Adult Education Miami Palmetto Adult Education Center	PR	Principal, Adult Education American Adult & Community Education Center	PR
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ADDED

ADDED

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	
Lizette Gonzalez	Reading Coach Mae W. Walters Elementary School	--	Temporary Elementary Assistant Principal Twin Lakes Elementary School	AP	} ADDED
Javaria N. Jenkins	Teacher Thomas Jefferson Biscayne Gardens K-8 Academy	--	Temporary Elementary Assistant Principal Gratigny Elementary School	AP	
Elena M. Tanner	Teacher Palmetto Elementary School	--	Elementary Assistant Principal Howard Drive Elementary School (Effective 10/03/2022)	AP	
Anthony S. White	Teacher Miami Central Senior High School	--	Temporary Senior Assistant Principal Miami Central Senior High School	AP	} ADDED
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>	
Pedro Arteaga	Executive Director, Title I Department of Title I Administration (Grant Funded)	22	District Director, Community Services Department of Title I Administration (Grant Funded) (Succession Management)	23	} ADDED
Eric Bello	Returning to the District	--	District Analyst Department of Early Childhood Programs (Grant Funded)	17	
Diana Bernal	Administrative Assistant I Payroll Department	34	Staff Assistant Payroll Department	16	
Alexander J. Bombino	External Candidate	--	Staff Assistant Office of Budget Management	16	} ADDED

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>	
Tyla Brown	Investigator, CIU Civilian Investigative Unit	42	Compliance Analyst Office of Civil Rights Compliance	18	} ADDED
Lianie Cuba	Director, Alternative Education Department of Mental Health & Student Services	21	Executive Director, Mental Health Services Department of Mental Health & Student Services	22	
Christina M. Diaz	Fiscal Specialist Office of Budget Management	--	Coordinator, Budget Management Office of Budget Management	19	
Isabelle Edwards	Staff Assistant Department of Title I Administration (Grant Funded)	16	District Coordinator Department of Title I Administration (Grant Funded)	19	} ADDED
Margret Fley	External Candidate	--	Purchasing Agent Procurement Management Services	17	
Lynnette J. Gonzalez	Curriculum Support Specialist Department of Early Childhood Programs (Grant Funded)	--	District Supervisor, HS/EHS Department of Early Childhood Programs (Grant Funded)	21	} ADDED
Mareddy R. Hernandez-Sanchez	Systems Analyst I Application Development & Client Support	39	Systems Engineer Application Development & Client Support	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>	
Bernadette Montgomery	District Director, Community Services Department of Title I Administration (Grant Funded)	23	Administrative Director, Instructional Support Department of Title I Administration (Grant Funded)	24	} ADDED
Patrice A. Palmer	Staff Assistant Department of Compensation Administration	16	District Analyst Department of Compensation Administration	17	
Lakisha D. Richardson Jones	Curriculum Support Specialist Department of Exceptional Student Education (ESE)	--	Instructional Supervisor, ESE Division of Psychological Services	21	
Rebeca J. Rodriguez	Contract & Financial Services Specialist Office of Budget Management	--	Staff Assistant Office of Budget Management	16	} ADDED
Andrew Ruiz	External Candidate	--	WLRN Management Liaison Media Programs	24	
Lolita E. Smith	Curriculum Support Specialist Education Transformation Office (Grant Funded)	--	District Supervisor, Instructional Supervisor Office of School Improvement (Grant Funded)	21	} ADDED

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>
Beth A. Warman	Instructional Support Specialist Department of Exceptional Student Education	20	Instructional Supervisor, ESE Department of Exceptional Student Education (Grant Funded)	21
Dina N. Westberg	District Supervisor, Early Child Programs Department of Early Childhood Programs (Grant Funded)	21	Executive Director, Curriculum Support Department of Early Childhood Programs (Grant Funded)	22

ADDED

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>
Shilesa L. Chandler	Supervisor I, Food Services Department of Food & Nutrition	43	Supervisor II, Contracts/Supplies/Transport Department of Food & Nutrition	44
Maria A. Curbelo	Audit Coordinator II Office of Management & Compliance Audits	42	Senior Audit Coordinator Office of Management & Compliance Audits	43
Reginald Dorival	Translation Specialist Office of Communications	34	Communications Manager Office of Communications	37

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>	
David E. Flores	Clerical Assistant Procurement Management Services	--	Procurement Specialist Procurement Management Services	33	} ADDED
Jeannie Hernandez	Secretary/Treasurer Dante B. Fascell Elementary School	--	FTE Staff Auditor Office of Management & Compliance Audits	35	
Javier Iturria	Coordinator, Construction Facilities Operations, Maintenance	40	Coordinator III, Facilities Operations Facilities Operations, Maintenance	42	
Theodore Knigge	External Candidate	--	Staff Auditor II Office of Management & Compliance Audits	40	} ADDED
Maura I. Martinez	Manager III, Facilities Operations Facilities Operations, Maintenance	39	Coordinator I, Work Orders Facilities Operations, Maintenance	40	
Jerome Thomas Jr.	Senior Foreperson- Material Handling Building Operations	--	Temporary Building Operations Manager Building Operations	36	} ADDED

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

} DELETED

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		