


**MEMORANDUM**

**October 7, 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 OCTOBER 19, 2022**

Attached please find the job descriptions, organization chart for Academics and Transformation, and the resumes of the external candidates that serve as supplemental information for Agenda Item D-21 for the School Board meeting of October 19, 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  
M278

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:            | Assistant Superintendent, Educational Services and Exceptional Student Education (ESE) |
| 2. | DEPARTMENT:           | Educational Services & Exceptional Student Education (ESE)                             |
| 3. | IMMEDIATE SUPERVISOR: | Chief Academic Officer   |
| 4. | PAY GRADE:            | 25   |
| 5. | JOB CODE:             | TBA  |
| 6. | BARGAINING UNIT:      | 6  |
| 7. | POSITION AUTHORIZED:  | Board Item D-21, October 19, 2022  |
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**OCCUPATIONAL SUMMARY**

The Assistant Superintendent for Exceptional Student Education reports to the Chief Academic Officer and provides leadership for the development, implementation, and supervision of curriculum and support services relative to programs for students with disabilities. The Assistant Superintendent supervises the implementation of Exceptional Student Education and is responsible for all the related support activities. This position also supervises the Florida Diagnostic & Learning Resources System (FDLRS) South.

**EXAMPLE OF DUTIES**

1. Responsible for reviewing, monitoring, and revising program policies and procedures for the successful implementation of services for students with disabilities.
2. Supports processes related to all facets of the school district's instructional program as it relates to students with disabilities.
3. Assumes responsibility for the system-wide implementation of the Individuals with Disabilities Educational Act (IDEA).
4. Oversees the development, production and dissemination of support materials and documents to assist schools and communities in the successful implementation of Exceptional Student Education.

5. Directs the development, review and monitoring of curriculum for exceptional student education.
6. Leads the development of appropriate staff development and follow-up activities to ensure quality educational programs in the area of special education.
7. Prepares and/or interprets Board rules, policies, legislative mandates, and directives as they apply to exceptional student education programs at schools, region centers, and other departments/offices in the school district.
8. Prepares and reviews Board agenda items within the assigned areas of responsibility and reports to the Board as appropriate.
9. Directs, supervises, reviews, and monitors the financial reports for Exceptional Student Education including IDEA, and Medicaid reimbursement to strategize the planning and disbursement of funds to ensure budgetary control, program implementation, and adherence to State and District financial reporting.
10. Assists schools in matters related to improving student achievement and raising expectations of students with disabilities.
11. Directs the compilation of, submits, and administers budget and funds for all services under the control of this position.
12. Maintains frequent personal contact with administrative regions, school staff, citizen groups, agencies and other entities in planning and executing programs; handles and resolves technical and other difficult problems related to the assigned programs.
13. Directs, coordinates, and supports the work of the Superintendent's Advisory Panel for Exceptional Student Education.
14. Develops performance objectives and standards for the unit and assures that they are met or exceeded.
15. Coordinates the efforts of federal, state, and local agencies by directing, monitoring and strengthening programs that will eliminate disparities in achievement and ensure college and career readiness for students with special needs.
16. Develops policies and procedures for identifying and meeting the needs of diverse learners, leads comprehensive planning and coordination, and provides system leadership to ensure equitable access to high-quality special education and related services.
17. 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 supervision and administration, educational leadership, or school principal.
2. Minimum of five (5) years of teaching experience at elementary and/or secondary levels.
3. Minimum of seven (7) years combined school-based and/or Regional/District-wide administrative and supervisory experience.
4. Ability to deal tactfully and effectively with others.
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:            | Deputy Chief of Staff             |
| 2. DEPARTMENT:           | Office of the Superintendent      |
| 3. IMMEDIATE SUPERVISOR: | Chief of Staff                    |
| 4. PAY GRADE:            | 24                                |
| 5. JOB CODE:             | TBA                               |
| 6. BARGAINING UNIT:      | 6                                 |
| 7. POSITION AUTHORIZED:  | Board Item D-21, October 19, 2022 |

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**OCCUPATIONAL SUMMARY**

Deputy Chief of Staff serves as a direct liaison between the Superintendent, the Deputy Superintendent and Chief of Staff and assists with the priorities of the Office of the Superintendent. The Deputy Chief of Staff assists in the coordination and implementation of priorities that have district-wide impact on the goals of the district and involve coordination with other divisions and offices.

**EXAMPLE OF DUTIES**

1. Serves the pivotal role of amplifying consistent and aligned messaging district-wide to secure a consistent vision and district priorities.
2. Assists with the administrative and support functions of the Office of the Superintendent and Deputy Superintendent.
3. Assists with staff-follow up to initiatives and areas of focus for the Superintendent and Deputy Superintendent.
4. Assists the Chief of Staff to ensure prompt and accurate action to referrals from the Superintendent and Deputy Superintendent.
5. Assists the Chief of Staff with the preparation of materials for presentation by the Superintendent that provide organizational coherence through messaging to school sites and district offices.
6. Actively participates in districtwide planning, development and setting priorities.

7. Establishes and maintains communication and dissemination of information and facilitates decision making between school-site leaders, cabinet, senior staff, and stakeholders.
8. Identifies, gathers, assembles, and analyzes information from a variety of sources to develop and advance best practices based on Superintendent priorities.
9. Connects practice, the field and senior leadership through meaningful dialogue, with cabinet members and the office of school leadership and performance.
10. Builds and connects informal and formal networks to ensure best practices are being incorporated across the district.
11. Coordinates and follows-up with appropriate staff members to address pertinent and emerging issues as determined by the Superintendent.
12. Serves as a liaison between the Office of School Leadership and Performance, and the Office of the Superintendent, and other district offices to provide best practices to support schools in creating positive school cultures.
13. As directed by the Superintendent of Schools, provides status reports on critical issues to the Chief of Staff and the Deputy Superintendent.
14. Manages special projects as directed by the Superintendent and Deputy Superintendent.
15. Assists in gathering pertinent information for cabinet level decision making.
16. Provides support for all priorities and projects that assist in achieving the Strategic Plan.
17. Performs other duties related to the general administrative responsibilities of the position and to the Superintendent and Deputy Superintendents discretion.

## **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, Management, Public Administration, or related field.

2. Minimum of five (5) years of progressively responsible administrative experience in a large organization.
3. Knowledge of major trends in education policy and administration.
4. Ability to communicate effectively in both oral and written forms.

## DRAFT

### MIAMI-DADE COUNTY PUBLIC SCHOOLS

#### JOB DESCRIPTION

##### IDENTIFICATION INFORMATION

1.	JOB TITLE:	Coordinator, Compensation Administration
2.	DEPARTMENT:	Compensation Administration
3.	IMMEDIATE SUPERVISOR:	District Director, Compensation Administration
4.	PAY GRADE:	19
5.	JOB CODE:	0107
6.	BARGAINING UNIT:	6
7.	POSITION AUTHORIZED:	Board Item C-4, January 8, 1986
8.	DATE OF LAST REVISION:	Board Item <del>D-24, June 14, 2006</del> <u>D-21, October 19, 2022</u>

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##### OCCUPATIONAL SUMMARY

Assists with the management of the District's Compensation and Classification Programs, performing a wide variety of administrative and technical tasks in the functional areas of job classification, job studies, personnel utilization planning, personnel information systems management, and administration of compensation provisions of collective bargaining agreements.

##### EXAMPLE OF DUTIES

1. Assists with the development and implementation of compensation programs, practices and procedures, and formulates proposals for contract negotiations and Board rules.
2. Assists in the development and analysis of periodic salary surveys conducted by Miami-Dade County Public Schools (M-DCPS); responds to various incoming salary surveys. Assists in determining competitiveness both internally and externally.
3. Develops cost estimates, analyses and comparisons to assist in negotiation of labor contracts, and operating manuals for other employee groups utilizing various data tools, i.e. SAP, and EXCEL.
4. ~~Coordinates—administration~~ Administers the compensation provisions of acting/interim appointments, credential payments, tuition reimbursement, of extra

- duty payments, and/or stipends. ~~, with work locations, District offices, Compensation Administration, and Payroll department.~~
5. ~~Audits personnel information management reports for conformance to user specifications and recommends modifications as necessary for effective department operations.~~ Conducts periodic audits of salary payments. Prepares ad hoc compensation reports. Researches problems and recommends solutions.
  6. ~~May advise employees of salary overpayments and their cause, resolve conflicts in relation to them, and negotiate repayment schedules with employees or their representatives.~~
  7. Assists with the implementations of salary and classification/reclassification provision of collective bargaining agreements and Board rules. ~~by consulting with and/or advising appropriate work location administrators throughout M-DCPS of these provisions.~~ Assists with the preparation and maintenance of job descriptions.
  8. Provides guidance and direction to all levels of M-DCPS administration regarding Compensation Administration policies, procedures, compensation provisions and practices.
  9. Confers with staff of M-DCPS' Information Technology Services to develop, implement and refine automated information processing specifications and programs necessary to support the compensation administration function. Develops specifications for various salary reports.
  10. Analyzes selected managerial, professional administrative, technical, clerical, trades and labor jobs; recommends appropriate job classification, levels of compensation and prepares job descriptions.
  11. 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 QUALIFICATIONS

1. Bachelor's degree with major coursework in Business, Accounting, Finance, Educational or Public Administration, ~~Industrial Relations, Personnel Management,~~ Human Resources, Education, or related field.

2. Minimum of three (3) years of professional personnel management experience in compensation and/or classification management or other related personnel work with a working knowledge of automated personnel/payroll processes.
3. ~~Experience in the preparation of manuals, handbooks, or operating procedures.~~  
Proficient word processing and spreadsheet skills and demonstrated analytical skills with attention to detail.
4. Ability to communicate effectively, through written and verbal forms.

## DRAFT

### MIAMI-DADE COUNTY PUBLIC SCHOOLS

#### JOB DESCRIPTION

##### IDENTIFICATION INFORMATION

1. JOB TITLE: ~~Asbestos Program~~ Environmental Inspector
  2. DEPARTMENT: Department of ~~Asbestos~~ Environmental Management
  3. IMMEDIATE SUPERVISOR: Supervisor II, ~~Designs & Programs~~ Facilities Operations
  4. PAY GRADE: 34
  5. JOB CODE: 0490
  6. BARGAINING UNIT: 8
  7. POSITION AUTHORIZED: Board Item C-8, October 1, 1986
  8. DATE OF LAST REVISION: ~~March 12, 2001 (has not been taken to the board since authorized)~~ Board Item D-21, October 19, 2022
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##### OCCUPATIONAL SUMMARY

Under the general supervision of the Supervisor II, ~~Designs and Programs~~ Facilities Operations, is responsible for performing environmental inspections at school and administrative sites. the Miami-Dade County Public Schools (M-DCPS) Asbestos Program including inspecting and sampling M-DCPS facilities for suspected friable and non-friable asbestos and preparing detailed reports and Management Plans.

##### EXAMPLE OF DUTIES

1. ~~Inspects all M-DCPS facilities in his/her assigned region every six (6) months in compliance with the current Environmental Protection Agency (EPA) rules and regulations concerning asbestos identification and notification requirements. During these inspections each known asbestos-containing material is re-evaluated to determine if there is a potential hazard to the building occupants.~~ Performs Indoor air quality and environmental inspections as needed or requested to investigate concerns regarding mold, allergens, environmental contaminants, asbestos, lead or other health and safety issues. Prepares reports of findings and recommendations. Coordinates with maintenance and other departments to identify the root cause and corrective action required.
2. ~~Performs three (3) year re-inspections of all facilities as federally mandated by the Asbestos Hazard Emergency Response Act (AHERA) of 1986.~~ Performs periodic surveillance of asbestos containing materials in facilities in compliance with current Environmental Protection Agency rules and regulations. Performs 3-year facility re-inspections as mandated by the Asbestos Hazard Emergency Response Act (AHERA) of 1986. Performs NESHAP inspections in support of MDCPS renovation projects.

3. Prepares and updates the Asbestos Management Plan yearly, for each school facility in his/her assigned region, ensuring its compliance with all AHERA requirements. Coordinates with the school site administrator to ensure his compliance with Notification procedures and regulations.
- ~~4. Coordinates with the Department of Public Health and the EPA office to resolve issues concerning asbestos related matters.~~
- ~~5. Performs standard procedures adhering strictly to the methods detailed in published documents as the EPA Simplified Sampling Scheme, EPA Guidance for Controlling Asbestos Containing Materials in Building, 40 CFR Part 61, Subpart M (NESHAPS Asbestos Regulations), OSHA Asbestos Regulations, 40 CFR Part 763, Subpart E, (AHERA) Asbestos Containing Materials in Schools/Final Rule.~~
6. 4. Assists in conducting training sessions for custodial and maintenance employees in reference to the identification of friable and/or non-friable asbestos containing materials; performs respirator fit-testing for half-face respirators; assists in documentation of medical records for employees on the asbestos medical surveillance program; ~~and assists in the development and updating of operations and maintenance programs to control the release of asbestos fibers.~~
- ~~7. Coordinates with M-DCPS Maintenance personnel, custodians, school administrators and others, relative to activities that may affect existing asbestos materials at school facilities. Serves as the department representative for his/her assigned region.~~
- ~~8. Additional areas of responsibility may include an inspection program to ensure that the School Board of Miami-Dade County is complying with the laws and regulations promulgated by the following:
  - ~~a. Committee Substitute for House Bill No. 426 (Chapter 84-223, Laws of Florida) commonly referred to as the Workers Right to Know Law.~~
  - ~~b. Florida Administrative Code Rule 17-3, entitled Management of Hazardous Wastes by Governmental Agencies.~~
  - ~~c. Rules of Florida State Board of Education Chapter 6A-2.~~~~
9. 5. Assists the **Asbestos** Environmental Design Coordinators in the field measurement and research for the preparation of work order (JOF) and Bid Packages for **asbestos removal environmental** projects.
- ~~10.~~ 6. Performs environmental inspections, **asbestos** hazard assessments, and reports for facilities that are under consideration for lease or purchase agreements.
- ~~11. Analyzes suspect building materials utilizing polarized light microscopy in emergencies when hazardous situations exist.~~

- ~~12.~~ 7. Performs other duties related to the general administrative responsibilities of the position.

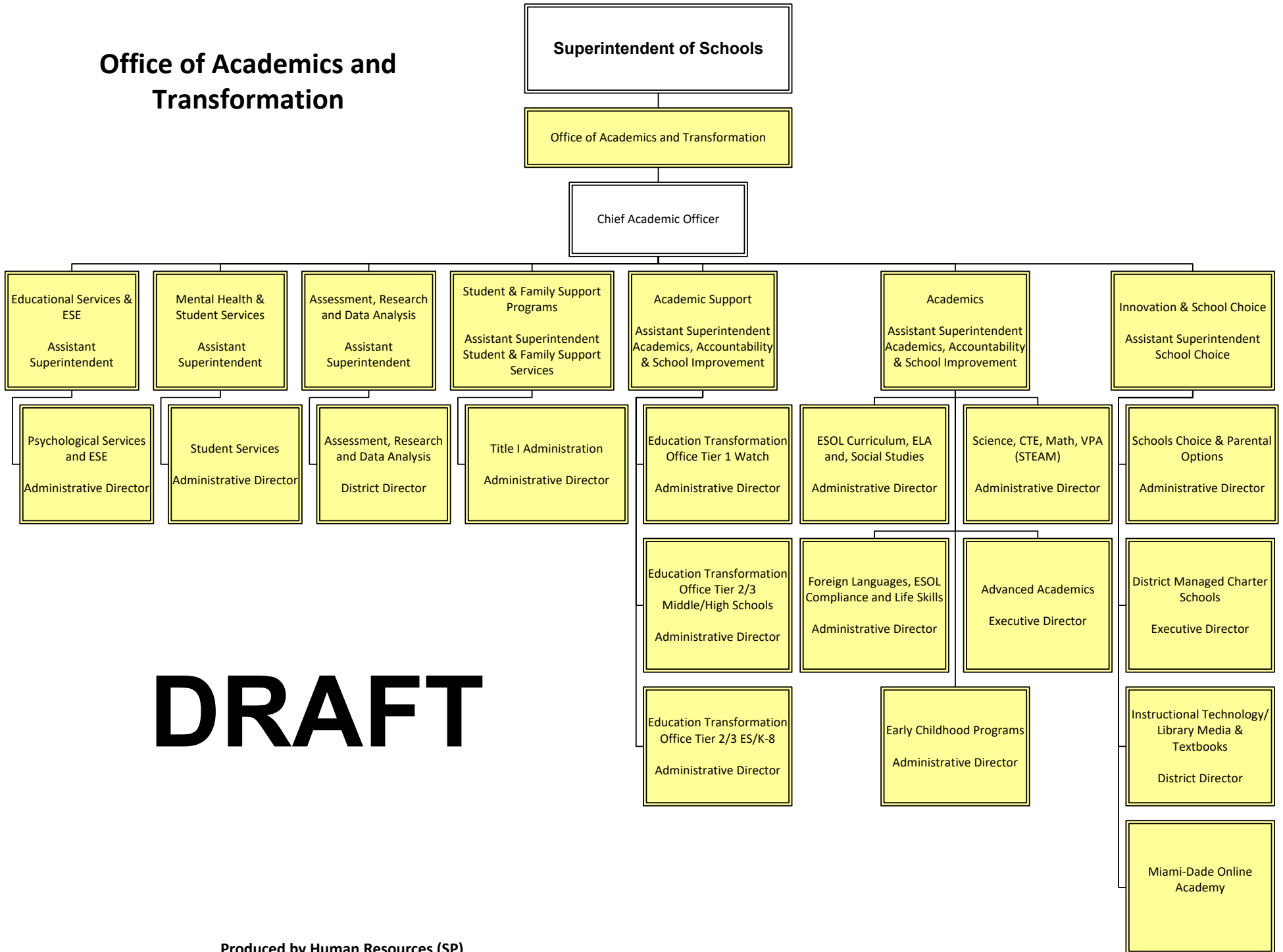
## PHYSICAL REQUIREMENTS

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 worker is exposed to cold, heat, noise, vibrations, electrical equipment, oils and atmospheric conditions. The work is performed indoors and outdoors. May be required to work fourteen (14) feet above the floor or ground level.

## MINIMUM QUALIFICATION REQUIREMENTS

1. Associate of Arts Degree in Industrial Hygiene, Architecture, Engineering, Chemistry, or related field or ~~two (2) years of equivalent experience~~ High School diploma and one (1) year of environmental inspection related experience.
2. ~~Two (2) years of experience related to asbestos identification and sampling techniques, operations and maintenance programs, and/or asbestos abatement procedures.~~ Ability to obtain the following AHERA compliant certifications within six (6) months of hire: Asbestos Inspector or Management Planner.
3. Demonstrated aAbility to communicate effectively in both oral and written form.
4. Basic knowledge of building plans and specifications, building materials and construction.

# Office of Academics and Transformation



**DRAFT**

# MARGRET FLEY (LICONA)

## SUMMARY OF QUALIFICATIONS

- Well organized, resourceful, quick learner/adaptable with years of human resources and customer service experience.
- Excellent interpersonal skills, training/public speaking skills. Team player. Ability to work independently & in a team environment. Effective writing & verbal communication, bilingual in Spanish & English, critical thinker, creative & a problem solver.
- Eager to learn & continue growing professionally. Seeking a long-term role where I may continue growing in HR.

## CAREER HISTORY

### **FLORIDA DEPT. OF JUVENILE JUSTICE –MIAMI DADE DETENTION CENTER**

Administrative Assistant I | Fiscal

Miami, FL. 01/2022 - Present

**POSITION SUMMARY:** Responsible for Miami-Dade facility - government procurement and contract administration.

- Receive, review, input and process invoices in MFMP/Ariba on Demand for payment processing.
- Assistant to our 3 superintendents. Assist with any tasks assigned.
- Responsible for all purchasing for facility. Receiving and distributing items.
- Responsible for maintaining and issuing of personnel access badges for DJJ and MDSPD
- Performs other related duties as assigned.

### **BAPTIST HEALTH SOUTH FLORIDA VIA ASCENDO RESOURCES**

H.R Assistant | Talent Acquisition

Miami, FL. 06/2021 - 12/2021

**POSITION SUMMARY:** Assist Talent Acquisition Department with HR responsibilities.

- Review job postings (drafts) and prep them to be posted online.
- Assistant to 2 recruiters. Assist with phone interviews, inputting data in Taleo, maintaining their calendars.
- Performs other related duties as assigned.

### **BREATHE CLEAN AGAIN**

Miami, FL. 07/2020- 12/2020

### **DELUGE DOCTORS RESTORATION**

Miami, FL. 12/2020- Present

Office Assistant

**POSITION SUMMARY:** Follow-up with insurance companies and send accounts to litigation in order to collect payment for services provided.

- At BCA: Responsible for scheduling MPVs & PRVs and maintain owners' calendar as well as billing companies and follow-ups.
- Follow up with claims department(s) and desk examiners on any pending documentation and status updates.
- Send denied, underpaid and passed 90 days to litigation.
- Assist with HR responsibilities such as: new hire paperwork, new hire orientation, etc.
- Performs other related duties as assigned.

### **ADP TOTALSOURCE VIA KFORCE & ASCENT**

Human Resources Specialist I in Compliance Dept

Miami, FL. 12/2018-03/2020

**POSITION SUMMARY:** Served as the subject matter expert for ADP's HR & Compliance products & services. Provides universal employee PTO/vacation/sick & handbook support to ADP clients & internal associates.

- Assists clients & internal associates with developing and implementing compliant HR policies. Manages assigned accounts based on client needs.
- Consults with HR Business Partners, ADP internal departments, & clients to ensure client employment policies are aligned with appropriate state & federal laws and regulations. Ensures proper execution of policies & business rules which support ADP, client needs & state and federal laws.
- Served as a main point of contact for all employee PTO/vacation/sick reviews, creations & handbook-related inquiries & issues, both internally and externally.
- Establishes & maintains strong relationships with clients, vendors & internal associates (HRBPs/IC's/PA's).
- Delivers HR products & services according to ADP's Service Level Agreements. Provides a high level of quality service to clients, vendors & internal associates. Identifies discrepancies & follows up to resolve. Resolves escalated issues through problem solving, ownership and follow through.
- Maintained knowledgeable of evolving HR & policy legislations.
- Performs other related duties as assigned.

## **ENVIOS LATINO CORP**

- Responsible for greeting customers & providing accurate & courteous customer service in both Spanish and English.
- Use Intermex, Intercambio and Maxi Money Service Company software to send monies internationally, process cancellations of monies sent due to errors or other issues.
- Using same companies, process international & national utility payments such as cable, light, power, water, etc.
- International & national Top-ups (minute recharge) using Maxi's Megas Minutos & Boss Revolution software.
- Responsible for opening and/or closing store. Keep store clean & stocked.
- Maintaining accountability & counting monies in register. (At closing send report of sales to owner).
- Performs other related duties as assigned.

### UNIVERSITY OF THE SUPERNATURAL MINISTRY VIA KING JESUS MINISTRY

Enrollment Coordinator

Miami, FL. 04/2014- 09/2015

- Responsible for processes with ongoing admissions, recruitment, & enrollment of all incoming students. Provide information & support to University Administrator with pending applications & student files.
- Manage/organize digital content system, grade student course work & document student grades.
- Coordinate appointments keep reception area cleaned/organized, & answer incoming calls & emails.
- Update course material in both English and Spanish languages to better communicate University's mission statement & goals.
- Maintained executive/ university staff calendar & optimization of the university's services & any other duties assigned.

### TARGET (Seasonal)

Human Resources Coordinator

Miami, FL. 11/2013-01/2014

- Assist Executive HR Team Leader with staffing related matters.
- HR support, including time and attendance processes, compliance, payroll processing & other tasks assigned.
- Respond all team member questions & concerns promptly & courteously. Direct them to appropriate leaders &/or resources as needed.
- Manage staff records via company JAS system & track team member information/progress using company training meter.
- Assist job applicants, schedule interviews, & organize staff schedule. Maintain kiosks & Team Service Center neat & organized. Follow company procedures related to HR for best practices. Handle all confidential information.
- Performs other related duties as assigned.

### SHERATON MIAMI AIRPORT HOTEL

Human Resources Coordinator

Miami, FL. 11/2012-06/2013

- Assist HR Director in special projects while maintaining personnel and all HR related paperwork organized & up-to-date.
- Ensure compliance with all HR & Loss Prevention SOP's, respond to unemployment claims & manage unemployment logbook.
- Plan, create & execute recruitment advertisement campaigns. Prescreen potential candidates for hiring and schedule/assist & conduct orientation related activities.
- Coordinate appointments for director, keep reception area clean/organized, and answer incoming calls & emails.
- Request background checks and drug tests for potential hires, process paperwork for new hires as well as I-9 tax forms through E-verify system.
- Anticipate, prevent, identify & solve problems between employees &/or departments. Performs other related duties as assigned.
- Write property newsletter, maintain internal bulletin, assist Accounts Receivable Supervisor posting payments in system, adjustments & billing.

### HI-TECH SCHOOL OF COSMETOLOGY

Admissions Assistant/High School Specialist

Miami, FL. 02/2012- 11/2012

- Provide superb customer-service to potential students face-to-face & over the phone during informational calls.
- Interview students prior to beginning enrollment process, give campus tours & answer all admission related questions.
- Manage Social Media accounts including Facebook, Twitter and school website.
- Meet with counselors from different schools inquiring information for their students, organize college & career fairs.
- Write school newsletter, maintain internal bulletin, & assist Admissions Leader with special duties as assigned.

### UNITED STATES ARMY

Human Resources Specialist-42A

Ft. Carson, CO. 12/2007- 01/2010

- Compiled detailed reports on personnel status while also evaluating personnel qualifications for special assignments.
- Prepared & reviewed personnel casualty documents, officer & enlisted personnel records, as well as processing all personnel evaluations.
- Processed all deployment forms & prepared letters of sympathy for next of kin.
- Managed all files on automated data processing system including all applications for all training &/or specialized school.
- Liaison with the Department of Treasury for all payment-related inquiries.

**\*\* Honorably discharged. DD214 available upon request. \*\***

## **EDUCATION**

### **Miami Dade College**

AA: Pathway in Social Work

B.A. Supervision & Management Major: H.R

College Credit Certificate: Business Specialist – Gen. Business

College Credit Certificate: Business Specialist – H.R

College Credit Certificate: Business Operation – H.R

Miami, FL

05/2010 – 08/2019

11/2019 – 12/2021

11/2019 – 12/2021

11/2019 – 12/2021

Expected: 12/2022

### **Beauty Schools of America**

Certificate in Cosmetology

Cosmetology License: Pending

Miami, FL

04/2016 – 02/2017

### **Miami Senior High School**

High School Diploma in General Studies

Miami, FL

08/2004 – 06/2008

## **CERTIFICATIONS**

### **Department of State**

Notary Public

Miami, FL

Completed: 06/2022

### **American Safety & Health Institute**

CPR, AED and Basic First Aid (Adult & Child)

Miami, FL

Expiration: 03/2024

# ANDREW RUIZ

## EXPERIENCE

### STATION MANAGER

*The Education Network/ School District of Palm Beach County, Boynton Beach, FL / July 2021 – Present*

- Oversee a staff of 13, who serve as the creative arm to most School District projects found online, on social media and the District's 2 cable channels.
- Lead and elevate District initiatives with compelling videos, while working closely with Dept. of Communications staff.
- Manage the day-to-day general operations of the District's TV stations.
- Evaluate employee performance, coach them to achieve better outcomes and assist in budget planning and preparation.

### EXECUTIVE PRODUCER

*The Education Network/ School District of Palm Beach County, Boynton Beach, FL / Jan 2019 - Present*

- Work collaboratively with members of the communications team to deploy timely informational videos including COVID-19 protocols, the reopening of schools, the launch of a strategic plan, and messages from the Superintendent of Schools.
- Directed major video productions including 32 virtual graduations, Teacher of the Year, Principal of the Year, and regular broadcasting of School Board meetings.
- Arrange news conferences and work closely with media partners to line up interviews and video opportunities.

### COMMUNICATIONS SPECIALIST

*School District of Palm Beach County, West Palm Beach, FL / Sep 2018 - Dec 2018*

- Generate accurate, timely, and consistent information about school policies, programs, achievements, and emergency messages for parents, and staff in form of letters, FAQs, newsletters, web articles, and social media posts.
- Responsible for planning and implementing the District's social media strategy, managing content creation, monitoring interactions and trends among followers, and maintaining social media guidelines for schools and departments.
- Producing and implementing a run of show for District initiatives including a social media campaign aimed at gaining the support of voters for a tax referendum, a District-wide commemoration of the Parkland tragedy, and a campaign to honor more than 30 School Police officers serving at one of the sites of the 9-11 attacks.

### REPORTER

*WPTV 5 (NBC Affiliate)/ WFLX 29 (FOX Affiliate), West Palm Beach, FL / Jul 2015 - Aug 2018*

### REPORTER

*WNCT 9 (CBS Affiliate), Greenville, NC / Jun 2013 - Jun 2015*

### REPORTER

*WMBB 13 (ABC Affiliate), Panama City, FL / Jun 2011 - Jun 2011*

## EDUCATION

### UNIVERSITY OF FLORIDA

*Bachelor of Science (B.S.)*

*Telecommunications (May 2011)*

#### *Awards & Honors*

- Cum laude
- UF Hall of Fame Inductee
- Florida Blue Key Member

#### *Extracurricular Activities*

- Sigma Pi (ΣΠ)
- Relay for Life
- UF Association of Hispanic Alumni

## ADDITIONAL SKILLS

Fluent in English and Spanish

Written and Verbal Communication

Media Relations

Crisis Communication

Broadcast Journalism

Social Media Strategies

Storytelling and Content Creation

Organizational Leadership

Proficient in iOS, Windows, Google

Suite, Microsoft Office, Adobe

Premiere, Final Cut Pro, Adobe

Photoshop, Adobe InDesign, JVC

cameras, Nikon DSLR camera,

Constant Contact and

Parentlink/Blackboard