

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.

As the Miami-Dade County Public Schools continue to change school configuration to meet the needs of students, it is necessary to establish and classify the K-12 Principal and the 6-12 Principal job descriptions to plan, organize, administer, and direct all activities and functions at these schools. In addition, the corresponding Assistant Principal job descriptions, K-12 Assistant Principal and 6-12 Assistant Principal, as well as the K-8 Assistant Principal need to be established and classified to reflect the appropriate level of responsibility.

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.

**SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS**  
**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>
Crystal Spence	Administrative Director, School Operations/Alternative Education 5000 Role Models	24	Elementary Principal Norland Elementary School (Career re-direction at the request of the incumbent) (Effective 01/19/2023)	PR

**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>
Georgina A. Fuentes	Teacher Miami Beach Fienberg/Fisher K-8 Center	--	Temporary Elementary Assistant Principal Miami Beach Fienberg/Fisher K-8 Center	AP
Argentina R. Quick	Child Care Specialist Dorothy M. Wallace COPE Center	--	Temporary Elementary Assistant Principal West Homestead K-8 Center	AP

**SCHOOL-SITE LATERAL 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>
Isabel Hernandez	Elementary Assistant Principal West Homestead K-8 Center	AP	Adult Assistant Principal Miami Sunset Adult Education Center	AP

**NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS**  
**MANAGERIAL EXEMPT**

<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>
Miriam Faraco	ERP Analyst Office of Risk & Benefits Management	17	Lead Systems Analyst Office of Risk & Benefits Management	19
Vanessa Y. Flores	Director, Procurement Management & Strategic Sourcing, Vendor Development & Management Procurement Management Services	21	District Director, Procurement Management Services Procurement Management Services	23
David A. Garcia	ERP Analyst HR Information Services	17	Coordinator, Compensation Administration Department of Compensation Administration (Grant Funded)	19
Miranda L. James	Director, Procurement Management & Strategic Sourcing, Vendor Development & Management Procurement Management Services	21	District Director, Procurement Management Services Procurement Management Services	23
Gelowe Jean	Fiscal Specialist Department of Compensation Administration	--	Coordinator, Compensation Administration Department of Compensation Administration	19

**NON-SCHOOL-SITE ADMINISTRATIVE ASSIGNMENTS**  
**MANAGERIAL EXEMPT**

<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>
Alice P. Margolis	Supervisor, Food Service Reporting & Fiscal Claims Department of Food & Nutrition	19	District Supervisor, Financial Operations Department of Food & Nutrition	21
Helena Pernas	Director, Food & Menu Programs Department of Food & Nutrition	21	Executive Director, Budget Operations Department of Food & Nutrition	22
Jorge A. Rodriguez	Director, Facilities Services Capital Improvement Projects	21	District Director, Facilities Capital Improvement Projects	23

**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>
Esteban Barreto	Electrician II (Journeyman) Facilities Maintenance & Operations	--	Coordinator I, Facilities Operations Facilities Maintenance & Operations	40
Mark J. Hedgemond	Senior Production Operator Computer & Facilities Operations	--	Network Operations Center Specialist I Computer & Facilities Operations	37

**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>
Justin J. Little	Network Infrastructure Support Technician Infrastructure & System User Support	--	Network & Cybersecurity Analyst I Network, Cybersecurity & Technical Services	42
Johann Padron	Foreperson-Network Infrastructure Support Technician Infrastructure & Systems Support	--	Senior Project Manager, Network Services Infrastructure & Systems Support	43
Diane S. Perez	Manager III, Facilities Operations Facilities Maintenance & Operations	39	Coordinator I, Facilities Operations Facilities Maintenance & Operations	40
Efrain J. Soto	Insulation Worker (Journeyperson) Facilities Maintenance & Operations	--	Coordinator I, Facilities Operations Facilities Maintenance & Operations	40

**NON-SCHOOL-SITE LATERAL 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>
Greg A. Mohr	Environmental Engineer Division of Safety & Emergency Management	44	Environmental Specialist Division of Safety & Emergency Management	44

**RECOMMENDED:** That effective February 16, 2023, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida:

1. establish and classify:
  - a. K-12 Principal, MEP pay grade PR
  - b. 6-12 Principal, MEP pay grade PR
  - c. K-12 Assistant Principal, MEP pay grade AP
  - d. K-8 Assistant Principal, MEP pay grade AP
  - e. 6-12 Assistant Principal, MEP pay grade AP
  - f. Lead SAP Business Analyst, MEP pay grade 23
  - g. Senior SAP Business Analyst, MEP pay grade 22
  - h. SAP Business Analyst, MEP pay grade 21
  - i. School Safety Compliance Coordinator, MEP pay grade 20
  - j. VPK Fiscal Support Specialist, DCSAA pay grade 37
  
2. approve the changes to title and minimum qualifications: Environmental Engineer Specialist, DCSAA pay grade 44 to Environmental Specialist, DCSAA pay grade 44.
  
3. approve the recommendation for appointments and lateral transfers to be effective February 16, 2023, 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 \$117,244 - \$204,839	47	\$ 73,701 - \$125,310	S3	\$110,552 - \$142,292
	25 \$108,370 - \$167,690	46	\$ 70,194 - \$119,351	S2	\$ 89,606 - \$131,673
	24 \$103,362 - \$157,465	45	\$ 66,851 - \$113,662		
PR	\$100,612 - \$132,556	44	\$ 63,669 - \$108,255		
23	\$ 93,162 - \$147,240	43	\$ 60,632 - \$103,094		
22	\$ 83,300 - \$137,015	42	\$ 57,754 - \$ 98,200		
21	\$ 77,183 - \$126,790	41	\$ 55,005 - \$ 93,525		
VP	\$ 80,481 - \$102,923	40	\$ 52,378 - \$ 89,065		
AP (12m)	\$ 78,328 - \$ 98,970	39	\$ 49,889 - \$ 84,826		
AP (10m)	\$ 73,292 - \$ 93,921	38	\$ 47,518 - \$ 80,798		
20	\$ 71,536 - \$116,565	37	\$ 45,247 - \$ 76,937		
19	\$ 66,552 - \$100,205	36	\$ 43,000 - \$ 73,267		
18	\$ 61,846 - \$ 89,980	35	\$ 40,000 - \$ 69,790		
17	\$ 55,956 - \$ 79,755				
16	\$ 52,846 - \$ 69,530				