

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

**SUBJECT: REQUEST APPROVAL OF ADMINISTRATIVE APPOINTMENTS FOR
2023-2024 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.

The Office of Support Personnel Staffing is responsible for recruiting and staffing personnel for three of the district's five bargaining units (AFSCME, UTD, and DCSMEC) and one meet and confer (CEP) group. To meet the demands of staffing M-DCPS with qualified candidates, the Office of Support Personnel Staffing has increased focus on recruitment and forging stronger partnership with community organizations to secure a dependable workforce. As a result of these evolving responsibilities the position of HR Staffing Coordinator is being reclassified to that of HR Staffing Supervisor, MEP 20. This change reflects the expanded role and increased responsibilities associated with the position, including the task of overseeing the successful launch of our cutting-

edge hiring platform this year. This restructuring plan is in alignment with the district's commitment to delivering exceptional service and support to our schools and community partners. With this restructuring plan the district aims to position itself as a leader in efficacy related to recruitment, talent development and management. This reclassification is at no additional cost to the district due to the cost savings associated with the previous elimination of vacant positions.

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 description 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

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Jorge A. Parra	Adult Assistant Principal Lindsey Hopkins Technical College	AP	Interim Middle Principal Cutler Bay Middle School (Effective 10/02/2023)	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>
Christina V. Diaz	Interim Elementary Principal Howard Drive Elementary School	PR	Elementary Principal Howard Drive Elementary School	PR
Desiree A. Gonzalez Martinez	Interim Adult Principal Miami Palmetto Adult and Community Education Center	PR	Principal, Adult Education Miami Palmetto Adult and Community Education Center	PR
Bridget L. McKinney	Elementary Principal Scott Lake Elementary School	PR	Senior High Principal Miami Carol City Senior High School (Effective 10/02/2023)	PR
Ignacio Rodriguez	Middle Principal Cutler Bay Middle School	PR	Senior Principal Hialeah Senior High School (Effective 10/02/2023)	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>
Beatriz Sears	Senior Principal Hialeah Senior High School	PR	Exceptional Education Principal Neva King Cooper Educational Center (Transition) (Effective 10/02/2023)	PR
Kenneth L. Williams	Senior High Principal Miami Carol City Senior High School	PR	Elementary Principal Scott Lake Elementary School (Effective 10/02/2023)	PR

SCHOOL-SITE LATERAL ADMINISTRATIVE ASSIGNMENTS
VICE/ASSISTANT PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Diane E. Cardona	K-8 Center Assistant Principal Aventura Waterways K-8 Center	AP	Elementary Assistant Principal Redland Elementary School (Effective 10/02/2023)	AP
Mayte M. Fuentes	Temporary Middle Assistant Principal Rockway Middle School	AP	Middle Assistant Principal Rockway Middle School	AP
Lizette Gonzalez	Temporary Elementary Assistant Principal Twin Lakes Elementary School	AP	Elementary Assistant Principal Twin Lakes Elementary School	AP

SCHOOL-SITE LATERAL ADMINISTRATIVE ASSIGNMENTS
VICE/ASSISTANT PRINCIPALS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Tonya A. Johnson	Temporary Senior Assistant Principal Miami Jackson Senior High School	AP	Senior Assistant Principal Miami Jackson Senior High School	AP
Anthony S. White	Temporary Senior Assistant Principal Miami Central Senior High School	AP	Senior Assistant Principal Miami Central Senior High School	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>
Laura C. Cardenas	Coordinator, School Operations Charter School Compliance and Support	20	ERP Team Leader Charter School Compliance and Support	21
Dahlia M. Gonzalez	Executive Director, Charter Schools Charter School Compliance and Support	22	District Director, Charter Schools Charter School Compliance and Support	23
Katravia R. Lynn	District Supervisor, Financial Operations General Accounting	21	Staff Specialist General Accounting (Career re-direction at the request of the incumbent)	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>
Joella P. Nortelus	District Supervisor, Charter Schools Charter School Compliance and Support	21	Executive Director, Charter Schools Charter School Compliance and Support	22

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>
Jose M. Fernandez	Foreperson – A/C and Refrigeration Facilities Operations, Maintenance	--	Coordinator, Construction Facilities Operations, Maintenance	40
Patrick Hazzard	Coordinator III, Facilities Operations Facilities Operations, Maintenance	42	Supervisor II, Facilities Operations Facilities Operations, Maintenance	44
Patricia D. Jitta	Foreperson - Grounds Facilities Operations, Maintenance	--	Coordinator, Construction Facilities Operations, Maintenance	40

RECOMMENDED: That effective October 12, 2023, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida:

1. approve the minimum qualification changes to Police Major, MEP, pay grade S3
2. approve the title and pay grade change to HR Staffing Coordinator, MEP, pay grade 19 to HR Staffing Supervisor, MEP, pay grade 20
3. approve and appoint the following MEP personnel:
 - a. Pedro Fleitas, HR Staffing Coordinator, MEP, pay grade 19 to HR Staffing Supervisor, MEP, pay grade 20
 - b. Joshua R. Garfinkle, HR Staffing Coordinator, MEP, pay grade 19 to HR Staffing Supervisor, MEP, pay grade 20
 - c. Stacy L. Rolle, HR Staffing Coordinator, MEP, pay grade 19 to HR Staffing Supervisor, MEP, pay grade 20
4. approve the recommendation for appointments and lateral transfers to be effective October 12, 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.

SALARY RANGES					
http://salary.dadeschools.net					
	MEP		DCSAA		SCHOOL POLICE
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				