

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

**SUBJECT:** **FINAL READING: PROPOSED AMENDMENT OF SCHOOL BOARD POLICY 1130, ASSIGNMENTS**

**COMMITTEE:** **PERSONNEL, STUDENT, SCHOOL, AND COMMUNITY SUPPORT**

**LINK TO STRATEGIC PLAN:** **HIGHLY EFFECTIVE TEACHERS, LEADERS AND STAFF**

This item is submitted for consideration by the Board to amend Board Policy 1130, *Assignments*, to conform to current District practices. Board Policy 1130, *Assignments*, delineates the procedures for the selection of school-site and non-school site administrators and Managerial Exempt Personnel (MEP) positions. The proposed amendments update references to the school-site administrator preparation program and District offices; clarify the qualifications for eligible candidates for school-site administrative positions; and update information to align with established District procedures for formal selection, screening, interviews, and assignment.

The policy amendments were drafted in collaboration with and reviewed by the Superintendent, Office of the General Counsel, and District staff. The Notice of Intended Action and policy are attached.

The Notice of Intended Action was published in the *Miami Daily Business Review* on April 25, 2023, and posted in various places for public information and mailed to various organizations representing persons affected by the adopted and amended Board policies and individuals requesting notification. The time to request a hearing or protest the adoption and amendment of the policy has elapsed.

Authorization of the Board is requested for the Superintendent to adopt rulemaking proceedings in accordance with the Florida Administrative Procedure Act for the amendment of the Board Policy 1130, *Assignments*.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida adopt Board Policy 1130, *Assignments*, and authorize the Superintendent to file the policy with The School Board of Miami-Dade County, Florida, to be effective June 21, 2023.

## **NOTICE OF INTENDED ACTION**

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on April 19, 2023, its intention to amend Board Policy 1130, *Assignments*, at its meeting of June 21, 2023.

**PURPOSE AND EFFECT:** To amend Board Policy 1130, *Assignments*, to conform to current District practices.

**SUMMARY:** Board Policy 1130, *Assignments*, delineates the procedures for the selection of school-site and non-school site administrators and Managerial Exempt Personnel (MEP) positions. The proposed amendments update references to the school-site administrator preparation program and District offices; clarify the qualifications for eligible candidates for school-site administrative positions; and update information to align with established District procedures for formal selection, screening, interviews, and assignment.

**SPECIFIC LEGAL AUTHORITY UNDER WHICH POLICYMAKING IS AUTHORIZED:** 1001.41(1)(2), F.S.

**LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC:** 1001.42(5); 1001.43(11); 1001.51(7); 1012.01(3)(7); 1012.22; 1012.27, F.S.

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF June 21, 2023, which begins at 1:00 p.m., in the School Board Auditorium, 1450 N. E. Second Avenue, Miami, Florida 33132. Persons requesting such a hearing or who wish to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), F.S., must do so in writing by, May 16, 2023, to the Superintendent of Schools, Room 912, at the same address.

ANY PERSON WHO DECIDES TO APPEAL THE DECISION made by The School Board of Miami-Dade County, Florida, with respect to this action will need to ensure the preparation of a verbatim record of the proceedings, including the testimony and evidence upon which the appeal is to be based. (Section 286.0105, Florida Statutes)

A COPY OF THE PROPOSED AMENDED POLICY is available, at cost, to the public for inspection and copying in the Citizen Information Center, Room 102, 1450 N. E. Second Avenue, Miami, Florida 33132.



Book	Policy Manual
Section	June 21, 2023 - <u>Final</u> Reading
Title	ASSIGNMENTS
Code	1130
Status	<u>Final</u> Reading

#### 1130 - **ASSIGNMENTS**

The School Board shall assign administrative staff on the recommendation of the Superintendent concerning the terms of contract, assignment, transfer, and appointment. The Superintendent may also transfer any employees during emergencies and submit the action to the Board for approval at its next regular meeting.

When school organization adjustment is necessary, it is intended that all personnel be continued as employees of the Board. Where possible, employees affected by consolidation will be assigned in the areas of work and at the same levels in which they are engaged. Employees shall not be separated from employment or receive a reduction in base salary because of such consolidation. No involuntary transfer shall result in a demotion.

The Superintendent shall assign and communicate the duties, days, and hours of the various classifications of administrators.

#### I. **Employment and Supervision of Relatives**

Administrative supervisors may not employ or directly supervise relatives at the same work location. The administrative supervisor of any District entity or office shall disclose to the Superintendent any relative for whom the supervisor is responsible as to employment decisions, payroll authorization, or job performance evaluations. All employees shall disclose to the Superintendent the names of all relatives working at the same work location. Failure to immediately advise shall be grounds for disciplinary action, up to and including dismissal.

School Board personnel may not directly or indirectly recommend independent contracts between the Board and any relative.

Work location is defined to include payroll cost center or any administrative unit under the direct supervision of a District permanent employee.

"Relative" means an individual who is related to the supervisor as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, domestic partner, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandfather, grandmother, grandchild, or any person who resides in the same residence as the supervisor.

The appropriate area or District office shall resolve issues of substantiated charges of favoritism or disruptive repercussions, based on family relationship at a work site.

## **II. Assignment, Transfer, And Appointment – Managerial Exempt Personnel (MEP)**

MEP administrative positions are management positions. Vacancies will be filled pursuant to this policy except when, at the discretion of the Superintendent, alternative selection procedures which are part of a Board-approved pilot program are developed and implemented for a specified period of time.

## **III. Identification of Eligible Candidates for School-Site Administrative Positions**

The ~~District's school-site administrator preparation programs~~ Principal Preparation Program (PPP) and Assistant Principal Preparation Program (A3P) identify and prepare candidates to be placed on the Eligible Candidate Roster (ECR) for Principal and Assistant Principal. Candidates must meet established standards in the structured interview and complete the respective program requirements to be eligible to interview for a school-site administrative position.

Application forms for the ~~District's school-site administrator preparation programs PPP or A3P~~ specifying the data an applicant must submit shall be developed and updated by the ~~Office of Professional Learning and Career Development~~ Office of Leadership Development in conjunction with ~~the Office of Administrative/Professional and Technical Staffing~~ the Office of Administrative/Professional and Technical Staffing. An applicant shall be any eligible person submitting properly completed application forms.

Advertisements for applicants for ~~the District's school-site administrator preparation programs PPP or A3P~~ shall occur ~~through internal and external forms of communication at least once per year~~. ~~The Office of Administrative/Professional and Technical Staffing~~ shall organize and manage the interviews. The names of the applicants who are successful in the interview process will be submitted by the District Director, Administrative/Professional and Technical Staffing, to the Assistant Superintendent, Human Capital Resources, Leadership Development, to participate in the appropriate preparation program ~~(PPP or A3P) for one year~~.

~~At the conclusion of the program year,~~ ~~the~~ Assistant Superintendent, ~~Human Capital Resources~~ Leadership Development, shall submit to the District Director, Administrative/Professional and Technical Staffing, the names of all applicants who have successfully completed ~~the District's school-site administrator preparation program~~ the Principal Preparation Program or Assistant Principal Preparation Program for placement on the Eligible Candidate Roster (ECR) for Principal or Assistant Principal, respectively. ~~Should a candidate be appointed to a school-site administrative position prior to completion of the preparation program, the candidate shall complete the program requirements to remain in the position.~~

Applicants who do not meet the established standards during the application and interview process for the ~~District's school-site administrator preparation programs PPP or A3P~~ may reapply ~~annually~~. Upon request by the candidate, the District Director, Administrative/Professional and Technical Staffing, shall review ~~the interview~~ results with those applicants who did not meet the established standards. Further assistance shall be provided by exploring alternate career paths and reviewing additional available professional development opportunities.

## **IV. Qualifications Entry Level Requirements for School-Site Administrative Positions**

~~Entry requirements for principals, vice principals, and assistant principals are:~~

### **A. Assistant/Vice Principal Applicants**

- ~~1. Earned Master's Degree-~~
- ~~2. Valid Florida Educator's Certificate in Administration or Administration/Supervision, Vocational Education Director for Vice Principal of Vocational Technical School, Educational Leadership, or School Principal as required by State Board of Education Administrative Rule-~~
- ~~3- Three (3) complete years of instructional experience at a school--site. or a combination of school-site and equivalent District-~~

4. Past performance as reflected in acceptable evaluations for the last three (3) years (i.e., evaluation ratings of "effective" or "highly effective" or equivalent) and a recommendation for the position from the immediate supervisor at least "meets standards" or equivalent for teachers being promoted to Assistant Principal or Vice Principal and/or evaluation ratings of at least "Commendable Performance Standards" or equivalent for Assistant Principals being promoted to Vice Principal) and recommendation for the position from the immediate supervisor.
5. Successful completion of the District's school-site administrator preparation program and a demonstrated ability to communicate effectively. ~~Assistant Principal Preparation Program.~~

B. Principal Applicants

~~Pursuant to State Board of Education Rule 6A-4.0083, N~~ew principal appointees are assigned as interim principals subject to completion of the State and local required program for issuance of a School Principal Certificate. Interim principals will be selected/appointed on the following:

1. Earned Master's Degree-
2. ~~For appointment as an Interim Principal, V~~valid Florida Educators Certificate, with certification in Educational Leadership, Administration or Administration/Supervision, Vocational Education Director for Principal of Vocational Technical School, or School Principal, as required by State Board of Education Rule-
3. ~~For regular appointment to the position of principal, a School Principal Certificate and a successful year of service in the District as an interim principal.~~
- 4.3. Three (3) complete years of instructional experience at a school-site. or a combination of school-site and equivalent District experience.
5. ~~Three (3) complete years of school-site~~ administrative leadership administrative experience or a combination of school-site and equivalent District experience. ~~This requirement may be waived in the case of special technical centers where no applicants meet the administrative experience requirement.~~
4. ~~6-5.~~ Past performance as reflected in acceptable evaluations ratings for the last three (3) years- (i.e., evaluation ratings of "effective" or "highly effective" or at least "Commendable Performance Standards" or equivalent), and a recommendation for the position from the immediate supervisor. Applicants who do not meet this requirement must have approval for a waiver from the Superintendent-
- 7.6. Successful completion of the Successful completion of the District's school-site administrator preparation program and a demonstrated ability to communicate effectively. ~~Principal Preparation Program.~~
- 8.7. Eligible applicants for principal must have all qualifications/credentials by the established deadline.

For a regular appointment to the position of principal, the candidate must be eligible for a School Principal Certificate and complete a successful year of service in the District as an Interim Principal.

V. Qualifications Entry-Level Requirements for Non-School Site MEP Positions

Applicants for non-school site MEP positions must meet the minimum qualifications listed in the job description for the position to be eligible to apply.

## **VI. Formal Selection Procedures**

The announcement of opportunity for advancement to MEP administrative positions will state the minimum educational, certification, and experiential requirements; a list of the broad areas in which candidates will be assessed; and the application procedures and related information.

~~Generic~~ Announcements will be posted ~~on the District's Bulletin Board for personnel and posted~~ on the District's website under Employment Opportunities. Announcements will also be sent to university placement agencies and other potential resources for recruitment of qualified personnel outside the school system.

Persons who meet the requirements in this policy may apply for MEP administrative positions. Applications should be ~~submitted through the District's online application system, forwarded to the District Director, Administrative/Professional and Technical Staffing.~~

### **A. Assistant Principal Applicants**

1. The Assistant Superintendent, ~~Human Capital Resources Leadership Development~~, shall submit names of applicants who complete the ~~District's school-site administrator preparation A3P~~ program to the District Director, Administrative/~~Professional and Technical Staffing for placement inclusion~~ on the Eligible Candidate Roster (ECR) for Assistant Principal.
2. Applicants are required to update their files annually by submitting a copy of their ~~a~~ Annual ~~e~~Evaluation to ~~the Office of~~ Administrative/~~Professional and Technical Staffing~~ on or before July 1st each year that they are on the ECR. Applicants who fail to submit required annual evaluations shall have their names removed from the ECR until such annual evaluation is submitted.
3. Persons on the ECR are responsible for notifying ~~the Office of~~ Administrative/~~Professional and Technical Staffing~~ in writing when they have had a change of address and/or telephone number.
4. Persons may remain on the ECR for Assistant Principal for a four (4) year period. The four (4) year period shall end on September 1st following the fourth complete year on the list. Persons not appointed shall be entitled to a career/interview counseling session. At the end of the four (4) year period, candidates not appointed to an assistant principal position must complete professional development designed to enhance leadership skills and address areas of weakness. Successful completion of this professional development entitles the candidate to be reinstated on the ECR for one (1) additional year provided the candidate has maintained an acceptable performance evaluations (i.e., evaluation ratings of "effective" or "highly effective" or equivalent).
5. ~~All applicants on the ECR for Assistant Principal will be notified of each vacancy as it occurs. Upon notification, the decision to apply for that vacancy will be determined by the applicant.~~ Assistant Principal vacancies will be posted on the District's online application system.

### **B. Principal Applicants**

The Assistant Superintendent, ~~Human Capital Resources Leadership Development~~, shall submit names of applicants who complete the ~~District's school-site administrator preparation program PPP~~ to the District Director, Administrative/~~Professional and Technical Staffing for placement inclusion~~ on the Eligible Candidate Roster (ECR) for Principal.

Persons may remain on the ECR for Principal for a four (4) year period. The four (4) year period shall end on September 1st following the fourth complete year on the roster. Persons not appointed as a principal shall be entitled to career/interview counseling. At the end of the four (4) year period, candidates not appointed will be required to complete a professional development designed to enhance leadership skills and address areas of weakness. Successful completion of this professional development entitles the candidate to be reinstated on the ECR for one (1) additional year provided the candidate has maintained an acceptable performance evaluation (i.e., evaluation ratings of "effective" or "highly effective" or equivalent).~~"Commendable Performance Standards" or equivalent on the performance evaluation.~~

~~All applicants on the ECR for Principal will be notified of each vacancy as it occurs. Upon notification, the decision to apply for that vacancy will be determined by the applicant. Principal vacancies will be posted on the District's online application system.~~

#### C. Applicants For Non-School Site MEP Positions

Applicants for non-school site MEP positions must submit a complete online application for each position they apply for and update required documents as needed. ~~the first time they apply for a position. Applicants who have submitted an application within the previous year may submit a new cover sheet, position-specific letter of interest, and answers to the application questions in order to be considered for another position. If appropriate, Administrative/Professional and Technical Staffing will utilize other documents from the previously submitted application to complete the candidates' application packet.~~

#### D. All Applicants

Applicants for MEP positions are required to have acceptable performance annual evaluations for during the last three (3) years (i.e., evaluation ratings of "effective" or "highly effective" or equivalent). ~~immediately preceding application for the position. Acceptable evaluation is reflected as "meets standards" or equivalent in teacher evaluations, or "Commendable Performance Standards" or equivalent in administrative evaluations.~~ In the event an applicant does not have three (3) years of performance evaluations, the applicant must offer documentation that no performance evaluations were administered.

### VII. Screening

The District Director, ~~Administrative/Professional and Technical~~ Staffing, or designee, will convene the screening committee that reflects the diversity of groups served by the District. The screening committee shall be comprised of the following:

#### A. Assistant Principal

1. Regional/Assistant Superintendent or designee
2. Principal of the school with the opening
3. A teacher elected by the total faculty of the affected school (must have performance evaluation ratings of "effective" or "highly effective" ~~satisfactory evaluations~~ for the past three (3) years)
4. Human Capital Resources representative (non-voting)

#### B. Principal

1. Regional/Assistant Superintendent or designee

2. A teacher elected by the total faculty of the affected school (must have [performance evaluation ratings of "effective" or "highly effective"](#) ~~satisfactory evaluations~~ for the past three (3) years)
3. A principal from a different region
4. Human [CapitalResources](#) representative (non-voting)

C. Non-school site

1. The immediate supervisor for the open position
2. Two (2) designees of the supervisor (one must be from a different bureau)
3. Human [CapitalResources](#) representative (non-voting)

Applications for MEP positions, including the resume and the answers to three (3) position-specific questions, will be screened to determine those applicants who meet the minimum qualifications and whose combination of training and experience most closely match the needs of the specific position and worksite. The applicants who meet all of the minimum qualifications and receive the highest scores during screening will be scheduled to interview.

The District Director, Administrative/~~Professional and Technical~~ Staffing, or designee, will notify applicants who were not selected to interview, by electronic mail, as soon as possible following screening.

**VIII. Interview Committee**

The District Director, Administrative/~~Professional and Technical~~ Staffing, or designee, will convene the Initial Interview Committee that reflects the diversity of groups served by the District. The Interview Committee shall be constituted as follows:

A. Assistant Principal

1. Regional/~~Assistant~~ Superintendent or designee
2. Principal of the school with the opening
3. A teacher elected by the total faculty of the affected school (must have [performance evaluation ratings of "effective" or "highly effective"](#) ~~satisfactory evaluations~~ for the past three (3) years)
4. Human [CapitalResources](#) representative (non-voting)

B. Principal

1. Regional/~~Assistant~~ Superintendent or designee
2. A principal from a different region
3. A teacher elected by the total faculty of the affected school (must have [performance evaluation ratings of "effective" or "highly effective"](#) ~~have satisfactory evaluations~~ for the past three (3) years)
4. Human [CapitalResources](#) representative (non-voting)

C. Non-school site

1. The immediate supervisor for the open position
2. Two (2) designees of the above-mentioned supervisor (one (1) must be from a different bureau)
3. Human [CapitalResources](#) representative (non-voting)

The Initial Interview Committee will meet at a time and place determined by [the Office of Administrative/~~Professional and Technical~~](#) Staffing to review the records of all persons to be interviewed, develop interview questions, and conduct the interview. The records shall include a letter of interest, answers to the application questionnaire, prior evaluations, references, and resumes of the candidates. The questions shall assess the candidate's preparation and judgment regarding criteria relevant to the job vacancy.

The District Director, Administrative/~~Professional and Technical~~ Staffing, or designee (non-voting) shall chair all oral interview committees and ensure that uniform interview procedures are used with all candidates.

The Initial Interview Committee for Assistant Principal vacancies will rank and recommend the top scoring candidates to the Regional Superintendent and the ~~Deputy Associate~~ Superintendent, School ~~Leadership and Performance Operations~~. The ~~Deputy Associate~~ Superintendent, School ~~Leadership and Performance Operations~~, will recommend one candidate to the Superintendent.

The Initial Interview Committees for Principal and non-school site MEP positions will identify [and qualify one or more](#) finalists who will proceed to final interviews.

[The Office of Administrative/~~Professional and Technical~~](#) Staffing will forward the finalists' names and records to the Final Interview Committee.

**IX. Final Interview Committee**

[The Office of Administrative/~~Professional and Technical~~](#) Staffing will convene the Final Interview Committee that reflects the diversity of groups served by the District. The final interview committee will consist of:

A. Principal

1. the Deputy/~~Associate~~ Superintendent or designee
2. the appropriate Regional/~~Assistant~~ Superintendent or designee
3. one (1) teacher elected by the total faculty of the affected school (must have [performance evaluation ratings of "effective" or "highly effective"](#) ~~satisfactory evaluations~~ for the past three (3) years)
4. Human [CapitalResources](#) representative (non-voting)

B. Non-school site MEP

1. appropriate Cabinet member or designee
2. Two (2) designees of the appropriate Cabinet member (one (1) must be from a different bureau)
3. Human [CapitalResources](#) representative (non-voting)

The Final Interview Committee will examine all interview data, develop interview questions, interview each finalist, and make a recommendation to the Superintendent.

The Superintendent will review all interview data and make the final recommendation to the Board. If the Superintendent deems it is in the best interest of the school system, the recommended candidate may be placed immediately while awaiting Board approval.

The Assistant Superintendent, Human ~~Capital Resources, Recruiting and Performance Management~~, will be responsible for preparing the formal recommendation of the Superintendent for placement before the Board.

Candidates interviewed by the Initial Interview Committee and not selected as finalists will be notified in writing by ~~the Office of Administrative/Professional and Technical Staffing~~. Finalist candidates not selected will be notified in writing by ~~the Office of Administrative/Professional and Technical Staffing~~. The notification will offer the applicant an opportunity to schedule a career counseling session with the District Director, ~~Administrative/Professional and Technical Staffing~~, or designee.

Persons included on the ECR for Principal or Assistant Principal shall have no guarantee of employment in managerial positions covered by this Rule.

### **X. ~~\_\_\_\_\_~~ Appointment of Temporary Principals, Temporary Assistant Principals**

When it is determined that a principal or assistant principal position will be vacant for either an indeterminate time or a specified period of time not to exceed one (1) year, the position will be filled by a temporary principal or temporary assistant principal for the duration of the vacancy. The selection shall be recommended to the Superintendent from the ECR by the appropriate ~~Region Deputy or Associate Superintendent~~; when the vacancy is anticipated to be six months or less. If the temporary position is an assistant principal position, the principal of the affected school shall be consulted.

When the vacancy is expected to extend over six months, but less than a year, the appropriate ~~Regional/Assistant Superintendent~~ shall examine the appropriate ECR and recommend to the appropriate ~~Deputy/Associate Superintendent~~ at least two (2) persons to interview for appointment to the open temporary position.

The Interview Committee for temporary positions will consist of the following:

#### **A. Assistant Principal**

1. the appropriate ~~Regional/Assistant Superintendent~~ or designee
2. the principal from the affected school
3. one (1) teacher elected by the total faculty of the affected school (must have ~~performance evaluation ratings of "effective" or "highly effective"~~ performance evaluation ratings of "effective" or "highly effective" ~~satisfactory evaluations~~ for the past three (3) years)
4. Human ~~Capital Resources~~ representative (non-voting)

#### **B. Principal**

1. the ~~Deputy/Associate Superintendent~~ or designee
2. the appropriate ~~Regional/Assistant Superintendent~~ or designee
3. one (1) teacher elected by the total faculty of the affected school (must have ~~performance evaluation ratings of "effective" or "highly effective"~~ performance evaluation ratings of "effective" or "highly effective" ~~satisfactory evaluations~~ for the past three (3) years)
4. Human ~~Capital Resources~~ representative (non-voting)

The committee shall send its recommendation to the Superintendent to consider recommendation to the Board. If the Superintendent deems it is in the best interest of the school system, the recommended candidate may be placed immediately while awaiting Board approval.

Temporary appointments to principal or assistant principal vacancies shall continue in effect until the return of the incumbent, but no longer than a year, at which time the position shall be filled through the formal selection procedures in this policy. Upon the return of the incumbent, the person appointed to the temporary principal or assistant principal position will revert to the former status unless otherwise assigned.

Assistant principal positions purchased from discretionary funds will be designated as a purchased annual temporary position. A person occupying a purchased annual temporary position will revert to the former status at the end of the fiscal year unless otherwise assigned. Purchased annual temporary positions will be filled using the formal selection procedures in this policy, unless the position is for less than a year, in which case the procedure stated above may be used.

## **XI.       Appointment of Interim Principals**

All regular assignments of new principals will be interim appointments. Principals appointed as interim must be under the direction and observation of a designated supervisor and a principal serving as a mentor, serve a full calendar year as principal, and complete the [State and District required training programs specified in State Board of Education Administrative Rule F.A.C. 6A-4.0083](#), before being considered for regular assignment to the position.

Pursuant to the interim principal's successful completion of requirements, the Superintendent shall recommend to the Florida Department of Education the issuance of a School Principal Certificate, and the position shall be changed to Principal.

Interim principals who are not recommended for a School Principal certification and consequently not eligible for appointment to a regular principal position will be reassigned to the last position (or, if not available, a comparable position of the same pay grade) where acceptable performance was ~~demonstrated.~~ ~~experienced.~~

## **XII.       Exceptions**

### **A. Lateral Transfers**

Any permanently appointed administrator in the same or equivalent pay grade as the vacant position and who meets the qualifications of the vacant position may be considered for a lateral transfer. Lateral requests for vacant positions shall be accepted by [the Office of Administrative/Professional and Technical Staffing](#) as openings are announced.

Principals at any school level (i.e., elementary/secondary/adult) may request reassignment to the position of the principal at another school level. These requests will be considered at the same time as lateral requests are considered.

Lateral transfer requests will be considered prior to administering the interview process.

Except in instances when a lateral transfer is a direct recommendation of the Superintendent, a final interview committee shall be convened and will include the following:

1. Assistant Principal
  - a. the appropriate Regional/Assistant Superintendent or designee
  - b. the principal from the affected school
  - c. one (1) teacher elected by the total faculty of the affected school (must have [performance evaluation ratings of "effective" or "highly effective" satisfactory evaluations](#) for the past three (3) years)

- d. Human ~~Capital Resources~~ representative (non-voting)
2. Principal
- a. the Deputy/~~Associate~~ Superintendent or designee
  - b. the appropriate Regional/~~Assistant~~ Superintendent or designee
  - c. one (1) teacher elected by the total faculty of the affected school (must have performance evaluation ratings of "effective" or "highly effective" satisfactory evaluations for the past three (3) years)
  - d. Human ~~Capital Resources~~ representative (non-voting)
3. Non-school site MEP
- a. the appropriate Cabinet member or designee;
  - b. two (2) designees of the appropriate Cabinet member (one (1) must be from a different bureau); and
  - c. Human ~~Capital Resources~~ representative (non-voting)

The Deputy/~~Regional/Associate/Assistant~~ Superintendent will make a recommendation through the designated administrative line of authority to the Superintendent.

Out-of-system experienced principals and assistant principals, with an acceptable performance evaluation (i.e., evaluation ratings of "effective" or "highly effective" or equivalent) for the past three (3) years ~~annual evaluation rating of "Commendable Performance Standards" or equivalent~~, shall be eligible to request and be considered for lateral transfers and, when appointed, will be required to serve one (1) calendar year as ~~I~~nterim ~~A~~ssistant ~~P~~principals or ~~I~~nterim ~~P~~principals.

B. Career Redirection

Administrators who meet all qualifications for an administrative position may apply for career redirection to a position at a lower pay grade. If approved by the Superintendent, it will be presented to the Board for appointment as a request for "Career Redirection."

C. Administrative Reassignment

The Superintendent may recommend to the Board administrative reassignments for the most effective deployment of personnel.

D. Direct Appointment

The Superintendent may recommend to the Board that a vacancy be filled by the direct appointment of an individual who has demonstrated the specific qualifications and background applicable to the position.

The authority for direct appointments shall be exercised where necessary, e.g., as a result of reorganization, in cases of leaves or emergency needs, reassignment of personnel from regional and ~~D~~istrict offices, career incumbents serving as interim when placed in positions permanently, when an Interview Committee advises that an appropriate selection cannot be made because the ECR has been exhausted, when no applicant has applied to be interviewed or when the Superintendent deems it in the best interest of the school system.

Except as otherwise required by Florida Statute or rule, the Superintendent of Schools may waive any or all of the minimum qualifications requirements in the classification specifications when it is deemed in the best interest of the District and the candidate is otherwise qualified to carry out the duties and responsibilities of the position.

E. Career Alternative Assignments

To promote the development of productive career alternatives, the Superintendent may authorize a temporary and voluntary exchange of assignments between school site, region and/or District office personnel. Such exchanges shall be special assignments for a time set by the Superintendent.

There shall be no loss of compensation as a result of such special assignments.

**XIII. Assignment Priority**

Vacancies will be filled according to the following priorities before a vacancy is filled through the interview process:

- A. employees returning from official leave; and/or
- B. principals or assistant principals whose school assignment has been terminated because of a phase-out of the school or a decrease in enrollment.

**XIV. Equal Opportunity Employment**

The ~~Chief Human Capital Officer Assistant Superintendent, Human Resources, Recruiting and Performance Management~~, shall monitor and regularly advise the Superintendent regarding the impact of these selection procedures on equal employment.

**XV. Forms**

The following forms will be utilized as part of the application and screening process for all MEP vacancies:

- A. Administrative Reassignment and/or Request to Advertise Administrative Positions Form (FM-4465)
- ~~B. Position Advancement Opportunity (FM-2743)~~
- ~~C. Application Cover Sheet (FM-5916)~~
- ~~D. Reference Evaluation Form (FM-2746)~~
- ~~E. MEP Application Questionnaire (FM-TBA)~~
- ~~F.B. MEP Application Screening Form (FM-TBA)~~
- ~~G.C. MEP Interview Oral Presentation Assessment Form (FM-2806)~~
- ~~H. Application for Administrative/Professional and Technical Personnel (FM-3164)~~
- ~~I. Restricted Personal Data Form (FM-3505)~~
- ~~J. Agreement for Designation of Change of Beneficiary (FM-5088)~~
- ~~K. Reference Information (FM-6712)~~

Effective 7/1/11

Legal References: [F.S. Sections 112.3135, 1012.22, 1012.23](#)  
[F.A.C Rule 6A-4.0083](#)

Adoption Date: **05.11**

Classification:

Revised Dates:

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