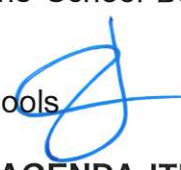


MEMORANDUM

December 8, 2023

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 DECEMBER 20, 2023

Please find the organizational chart for the Office of Economic Opportunity and the job descriptions that serve as supplemental information for Agenda Item D-21.

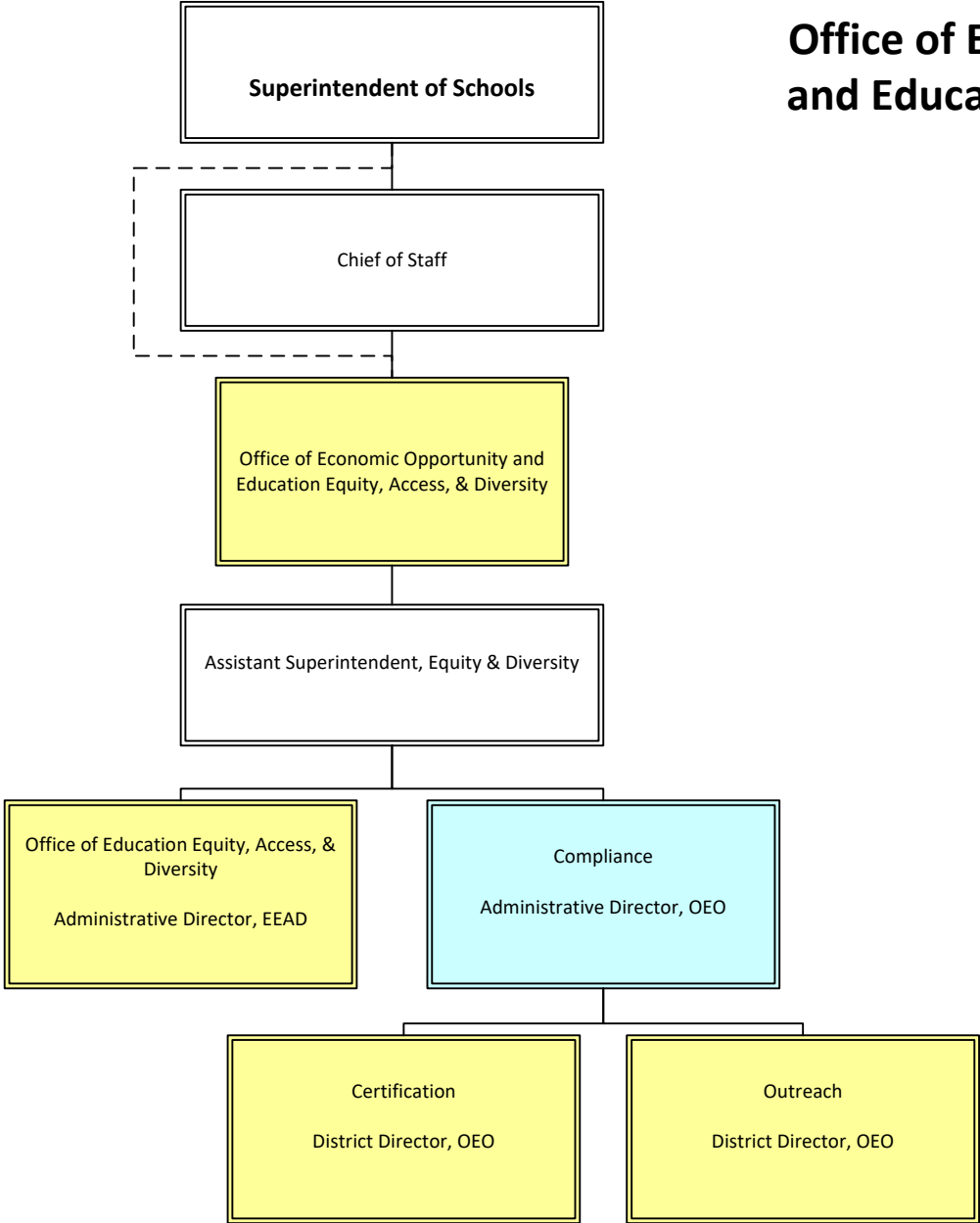
If you have any questions, please contact Dr. Dawn M. Baglos, Chief Human Capital Officer, Office of Human Capital Management, at 305 995-4717.

JLD:dsj
M0422

Attachment

cc: General Counsel
Chief Auditor
Superintendent's Cabinet
School Board Agenda Office

Office of Economic Opportunity and Education Equity, Access, & Diversity



DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

- | | | |
|----|-----------------------|--|
| 1. | JOB TITLE: | Technical College Director |
| 2. | DEPARTMENT: | Office of Postsecondary Career and Technical Education |
| 3. | IMMEDIATE SUPERVISOR: | Administrative Director |
| 4. | PAY GRADE: | PR |
| 5. | JOB CODE: | TBD |
| 6. | BARGAINING UNIT: | 6 |
| 7. | POSITION AUTHORIZED: | Board Item D-21, December 20, 2023 |
-

OCCUPATIONAL SUMMARY

Supervises the organization of a state designated technical college offering full and part-time Career and Technical Education programs as authorized by the Florida Department of Education and the Miami-Dade County Public School Board. Administers the total operation of the day and night educational programs and facilities.

EXAMPLE OF DUTIES

1. Manages the total school facility.
 - assumes responsibility for cleanliness, construction, maintenance and safety of the building and the surrounding grounds
2. Identifies school level objectives and develops a three-year strategic plan for their attainment.
3. Executes policies, methods and procedures.
 - meets with staff and individuals as needed to explain and collaborate on rules and procedures
 - provides faculty/staff handbook to all employees
4. Interviews and recommends appointments of school site vacancies and recommends continued employment or termination of active employees.
 - assigns duties of employees
 - serves district as member of management assessment and selection teams, as applicable

- assesses, selects, and hires employees at the work site
 - pursuant to state statutes and labor contracts, initiates and makes recommendations to the superintendent on suspension and/or dismissal of employees
 - makes recommendations on approval and disapproval of employee leave
5. Observes and evaluates teacher performance and provides assistance to individual teachers in an effort to improve classroom instruction.
 - convenes informal discussions, memoranda and/or conferences-for-the-record, or grievance hearings as needed
 - implements set procedures as outlined in the labor contract for observation, remediation, and final evaluation of instructional personnel
 6. Budgets funds generated by the FEFP Program and/or Workforce Development Education Program expenditures based on the current year's objectives and a thorough review of a school developed needs assessment document and directs expenditures of funds.
 - assumes responsibility for analyzing and developing the school-based budget system and for disseminating information regarding available funds to all stakeholders
 7. Utilizes reports and school developed records to monitor the expenditure of funds and ensures that they are expended in accord with the accepted practices and procedures.
 - assumes responsibility for monitoring the expenditure of funds in accordance with school board policies
 - supervises staff assigned to create purchase orders and disbursement of school funds
 - assumes responsibility for the appropriate use of state and federal funds/grants
 8. Ensures effective management of internal accounts by providing training in the established practices and procedures for those handling internal funds, by reviewing and approving the purchase and payment for all goods and services received, and by reviewing all monthly reports with the treasurer/business manager.
 - assumes responsibility for audit exceptions and makes recommendations to Board for remediation
 9. Responsible for the operation, safety and fiscal management of production shops and other revenue producing operations which involves purchase of materials, supervision of students, instructors, and customer relations.
 10. Maintains school facilities as a safe environment.

- assumes responsibility for the implementation of Board policies related to safety to life requirements
 - initiates corrective action on any identified infractions
 - assumes responsibility for enforcing Worker's Compensation regulations
 - initiates referrals to the Employee Assistance Program as appropriate
 - assumes responsibility for managing student behavior to promote a safe learning environment
11. Forms, supports and works cooperatively with various occupational advisory committees and business partners.
 - assumes leadership role in coordinating all community groups working within the school
 12. Provides an effective liaison between the school, industry, and business.
 13. Conducts an annual review of the school's curricula to insure appropriateness for student needs.
 - provides for the use of student performance data as measured by state and local assessments required in 229.57 F.S.
 - assumes responsibility for the total instructional program
 - assumes responsibility for enforcing standards relative to student progress and promotion
 - assumes responsibility for determining promotion eligibility for all students
 14. Develops an articulation program that will establish smooth transition form-feeder schools in regard to academic programs, extra and co-curriculum programs, curriculum planning, effective recruitment and scheduling of students on a semester and trimester basis, subject selection and social adjustment to a new school.
 15. Identifies ways and develops an action plan to enhance staff morale.
 16. Arranges/conducts in-service activities and meetings.
 17. Develops the school's master schedule for both the semester and trimester educational programs.
 18. Meets and confers with the faculty council.
 19. Confers with students and staff to resolve issues and concerns.
 20. Directs the preparation for required records, reports, and documents such as: the school progress report, Federal surveys, etc.

21. Develops a program of public relations which includes continuous information to parents and community leaders via correspondence, newsletter, and conferences.
22. Schedules and monitors all extra-curricular activities.
23. Administers all executed Board employee contracts to insure adherence to all provisions as approved.
24. Provides appropriate records and data to complete Workforce Development Information System, Integrated Postsecondary Education Data System, National Student Loan Data System and other workforce education reports.
25. Oversees preparation for Council on Occupational Education accreditation.
26. Provides oversight for Federal, State and District Financial Aid, Scholarship and Veteran Affairs programs.
27. 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 QUALIFICATION REQUIREMENTS

1. Earned Master's degree.
2. 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. Three (3) complete years of instructional experience at a school-site.
4. Three (3) complete years of school-site administrative experience or a combination of school-site and equivalent district experience.
5. 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. Applicants who

do not meet this requirement must have approval for a waiver from the Superintendent.

6. Successful completion of the district's school-site administrator preparation program and a demonstrated ability to communicate effectively.
7. Eligible applicants for director/principal must have all qualifications/credentials by the established deadline.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|-----------------------|--|
| 1. | JOB TITLE: | Technical College Associate Director |
| 2. | DEPARTMENT: | Office of Postsecondary Career and Technical Education |
| 3. | IMMEDIATE SUPERVISOR: | Director, Technical College |
| 4. | PAY GRADE: | VP |
| 5. | JOB CODE: | TBD |
| 6. | BARGAINING UNIT: | 6 |
| 7. | POSITION AUTHORIZED: | Board Item D-21, December 20, 2023 |
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OCCUPATIONAL SUMMARY

Assists the director with supervising the organization of a state designated technical college offering full and part-time Career and Technical Education (CTE) programs as authorized by the Florida Department of Education and the Miami-Dade County Public School Board. Assists director administering the total operation of the day and night educational programs and facilities.

EXAMPLE OF DUTIES

1. Assists director with managing the total school facility.
2. Assists director with observing and evaluating teacher performance and providing assistance to individual teachers in effort to improve classroom instruction.
3. Assists director with budget funds generated by the FEFP Program and/or Workforce Development Education Program expenditures based on the current year's objectives and a thorough review of a school developed needs assessment document and directs expenditures of funds.
4. Assists director utilizing reports and school developed records to monitor the expenditure of funds and ensures that they are expended in accord with the accepted practices and procedures.
5. Assists director with ensuring effective management of internal accounts by providing training in established practices and procedures for those handling internal funds, by reviewing and approving the purchase and payment for all good

- and services received, and by reviewing all monthly reports with the treasurer/business manager.
6. Assists director with the responsibility for the operation, safety and fiscal management of production shops and other revenue producing operations which involves purchase of materials, supervision of students, instructors, and customer relations.
 7. Assists director with providing an effective liaison between the school, industry, and business.
 8. Assists director with developing an articulation program that will establish smooth transition form-feeder schools in regard to academic programs, extra and co-curriculum programs, curriculum planning, effective recruitment and scheduling of students on a semester and trimester basis, subject selection and social adjustment to a new school.
 9. Assists director with arranging/conducting in-service activities and meetings.
 10. Assists director with developing the school's master schedule for both the semester and trimester educational programs.
 11. Assists director with meetings and confers with the faculty council.
 12. Assigns, trains, supervises, and evaluates assigned staff and their work and makes recommendation on promotion and other personnel actions.
 13. Promotes CTE, Adult Basic Education, Adult High School, General Educational Development and English for Speakers of Other Languages through student recruitment activities, occupational advisory committees, and participation in civic and community functions.
 14. Works closely with students, school staff, agencies, community groups, business and industry, and other entities in enforcing, interpreting and furthering assigned programs.
 15. Provides appropriate records and data to complete Workforce Development Information System, National Student Loan Data System, Integrated Postsecondary Education Data System, and other workforce education reports.
 16. Oversees the placement and follow-up of program completers.
 17. Oversees preparation for Council on Occupational Education accreditation.
 18. Works with assistant directors in their function and is the director's designee.

19. 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 QUALIFICATION REQUIREMENTS

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 Rule.
3. Three (3) complete years of instructional experience at a school-site.
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.
5. Successful completion of the district's school-site administrator preparation program and a demonstrated ability to communicate effectively.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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|----|-----------------------|--|
| 1. | JOB TITLE: | Technical College Assistant Director |
| 2. | DEPARTMENT: | Office of Postsecondary Career and Technical Education |
| 3. | IMMEDIATE SUPERVISOR: | Director, Technical College |
| 4. | PAY GRADE: | AP |
| 5. | JOB CODE: | TBD |
| 6. | BARGAINING UNIT: | 6 |
| 7. | POSITION AUTHORIZED: | Board Item D-21, December 20, 2023 |
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OCCUPATIONAL SUMMARY

Assists the director in the administration of the technical college(s); performs duties in one or more areas of administration as assigned.

EXAMPLE OF DUTIES

1. Administers assigned area of educational activity as school site, or off-campus locations that may relate to administration, curriculum, guidance, Career and Technical Education (CTE), non-instructional personnel, or other areas assigned.
2. Assists the director in the assignment, training, supervision, and evaluation of staff.
 - serves as a member of management selection team
 - assists the principal with the assessment and selection of employees at the work site
 - arranges and conducts in-service activities and meetings at the work site
 - assists the principal with the implementation and the determination of the effects of the individualized professional development plans for all instructional personnel that is linked to improved student performance
3. Studies policies, methods and procedures of functions and operations under area(s) of control and makes recommendations to the director for improvements affecting economy, efficiency and quality of those functions and operations.
4. Participates in the development, monitoring and control of budget and funds for assigned functions.

5. Initiates purchases for assigned CTE programs.
6. Promotes CTE programs through student recruitment activities, occupational advisory committees, and participation in civic and community functions.
7. Works closely with students, school staff, agencies, community groups, business and industry, and other entities in enforcing, interpreting, and furthering assigned programs.
8. Assists industry and special agencies in the design and implementation of curriculum for special training programs and preparing the contract documents related to these activities, including the collection of fees where applicable.
9. Monitors assigned CTE programs to ensure that they meet state licensing criteria (State Board of Nursing, State Board of Cosmetology, etc.).
10. Supervises the maintenance of tools and equipment and inventories for assigned CTE shops.
11. Assists in the management of business matters and the physical plant.
 - assists the director with the cleanliness, construction, repair and maintenance and safety of the building of the surrounding grounds
 - assists the director with the monitoring of property control inventory
12. Develops and enforces safety and security standards for assigned CTE programs.
13. 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 QUALIFICATION REQUIREMENTS

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 Rule.
3. Three (3) complete years of instructional experience at a school site.

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.
5. Successful completion of the district’s school-site administrator preparation program and a demonstrated ability to communicate effectively.

DRAFT

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

- | | | |
|----|------------------------|---|
| 1. | JOB TITLE: | FTE Senior Auditor |
| 2. | DEPARTMENT: | Office of Management & Compliance Audits |
| 3. | IMMEDIATE SUPERVISOR: | Internal Audit Supervisor, School Audits |
| 4. | PAY GRADE: | 36 <u>37</u> |
| 5. | JOB CODE: | 8453 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | POSITION AUTHORIZED: | Board Item SP-1, July 6, 2016 |
| 8. | DATE OF LAST REVISION: | Board Item D-21, March 15, 2023 <u>December 20, 2023</u> |
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OCCUPATIONAL SUMMARY

Performs and supervises Full-Time Equivalent (FTE) audits of District Schools for the purpose of ensuring compliance with District and State FTE reporting procedures. FTE audits are used to promote District accountability and reduce the loss of funding precipitated by audit exceptions determined by the State Auditor General.

EXAMPLES OF DUTIES

1. Plans the scope and selection of FTE audits in accordance with the office's Annual Audit Plan.
2. Supervises the performance of FTE audits and identifies the key internal control points of the FTE processes and evaluates the effectiveness of the processes.
3. Directly supervises and trains the FTE Staff Auditor.
4. Obtains, analyzes, and appraises FTE data as a basis for an informed objective opinion of the adequacy of attendance and record keeping processes being audited.
5. Reviews the examination of school records to ensure conformity with generally accepted accounting principles, district ESE, ELL, Teacher Certification and Vocational On-the-Job (OJT) training policies, good business practices, Florida Department of Education guidelines, State laws, School Board Policy, administrative directives, and manuals.
6. Designs and updates FTE audit program and worksheets, as needed to ensure compliance with District and State policies and procedures.

7. Prepares FTE audit reports and discusses findings and recommendations with school and district administration.
8. Appraises the adequacy of the corrective action taken to implement past recommendations for both internal and State Auditor General FTE audits.
9. Follows principles of generally accepted governmental auditing standards (GAGAS) and meets required continuing education requirements, which will be provided by the Office of Management and Compliance Audits as required by the Yellow Book.
10. Directly assists and coordinates with the State Auditor General in their Florida Education Finance Program (FEFP) audit.
11. Participates in presentations for district trainings to school/district administrators.
12. 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 work is performed primarily indoors and outdoors and requires frequent in-county travel.

MINIMUM QUALIFICATION REQUIREMENTS

1. Associate's degree and a minimum of two (2) years of acceptable related experience in FTE reporting, knowledge of FTE related and student records, online registration, and student information system maintenance. Bachelor's degree preferred.
2. Possession of valid Florida Drivers' license.
3. Knowledge of Exceptional Student Education (ESE) and Gifted records, English for Speakers of Other Languages (ESOL/ELL) records, Instructional certification requirements, Vocational On-the-Job (OJT) training, META and attendance procedures.
4. Knowledge of student program records, requirements, documentation, and attendance procedures.
5. Knowledge of microcomputer applications (Word, Excel, and PowerPoint) or comparable applications.
6. Demonstrated ability to communicate effectively in both orally and written form.