Office of Superintendent of Schools
Board Meeting of October 14, 2026

September 30, 2026

Office of the General Counsel
Walter J. Harvey, General Counsel

SUBJECT: **<u>FINAL</u> READING: PROPOSED AMENDMENTS TO SCHOOL BOARD POLICIES 1130/3130/4130, *ASSIGNMENTS*, AND POLICY 1130.01, *RE-ASSIGNMENTS OF ADMINISTRATORS*.**

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

LINK TO STRATEGIC PLAN: **EFFECTIVE & SUSTAINABLE OPERATIONAL PRACTICES**

Consistent with the Board's responsibility to review and amend policies to conform to legislative changes, authorization is requested for the Superintendent to amend School Board Policies 1130, 3130 and 4130, *Assignments*, and Policy 1130.01, *Re-Assignments of Administrators*.

Policies 1130, 1130.01, 3130 and 4130 are proposed for amendment to incorporate a statutory change made by 2026 Florida House Bill 1073. Each policy would be revised to incorporate the new statutory definition of "good cause" for a school board to reject candidates nominated to fill employment positions. "Good cause" is newly defined as a school board determining any of the following: that the nominated candidate fabricated or materially exaggerated his or her credentials or background; that the nominated candidate does not meet the minimum requirements for the position; or that the nominated candidate's educator certificate has been revoked by another state.

The Notice of Intended Action was published in the Miami Herald on August 17, 2026, 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 these policies has elapsed.

These policy amendments were drafted in collaboration with and reviewed by the Superintendent, Cabinet, and District staff. The Notice of Intended Action and policies with strikethroughs and underlines are attached.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, amend School Board Policies 1130, 3130 and 4130, *Assignments*, and Policy 1130.01, *Re-Assignments of Administrators,* and authorize the Superintendent to file the policies with The School Board of Miami-Dade County, Florida, to be effective October 14, 2026.

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NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on August 11, 2026, its intention to amend School Board Policies 1130, 3130 and 4130, *Assignments*, and Policy 1130.01, *Re-Assignments of Administrators*, at its meeting of October 14, 2026.

PURPOSE AND EFFECT: School Board Policies 1130, 3130 and 4130, *Assignments*, and Policy 1130.01, *Re-Assignments of Administrators*, are proposed for amendment in response to legislative changes.

SUMMARY: School Board Policies 1130, 3130 and 4130, *Assignments*, and Policy 1130.01, *Re-Assignments of Administrators*, are proposed for amendment to incorporate changes made by 2026 Florida House Bill 1073. Each policy would be revised to incorporate the new statutory definition of "good cause" for a school board to reject candidates nominated to fill positions. "Good cause" now means a school board has determined any of the following: that the nominated candidate fabricated or materially exaggerated his or her credentials or background; that the nominated candidate does not meet the minimum requirements for the position; or that the nominated candidate's educator certificate has been revoked by another state.

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: Fla. Stat. ss. 1001.41(1); 1001.42(5)–(6); 1012.27.

LAWS IMPLEMENTED INTERPRETED OR MADE SPECIFIC: Fla. Stat. ss. 1001.42(5); 1001.43(11); 1001.49(2); 1001.51; 1012.22(1).

IF REQUESTED, A HEARING WILL BE HELD DURING SCHOOL BOARD MEETING OF October 14, 2026, 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 in Section 120.54(1), F.S., must do so in writing by September 9, 2026, to the Superintendent, 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)

COPIES OF THE PROPOSED AMENDED POLICIES are available at cost to the public for inspection and copying in the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.

Book	Policy Manual
Section	October 14, 2026 – Final Reading
Title	ASSIGNMENTS
Code	1130
Status	Final 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. The Board may reject a candidate recommended by the Superintendent only for good cause as defined in F.S. 1012.22. "Good cause" means the Board has determined any of the following: that the nominated candidate fabricated or materially exaggerated his or her credentials or background; that the nominated candidate does not meet the minimum requirements for the position; or that the nominated candidate's educator certificate has been revoked by another state.

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.

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-sire administrator preparation programs 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 specifying the data an applicant must submit shall be developed and updated by the Office of Professional Learning and Career Development in conjunction with the Office of Administrative 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 shall occur through internal and external forms of communication. The Office of Administrative 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 Staffing, to the Assistant Superintendent, Human Capital, to participate in the appropriate preparation program.

The Assistant Superintendent, Human Capital, shall submit to the District Director, Administrative Staffing, the names of all applicants who have successfully completed the District's school-site administrator 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 may reapply. Upon request by the candidate, the District Director, Administrative Staffing, shall review the 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 learning opportunities.

IV. Qualifications for School-Site Administrative Positions

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 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.

B. Principal Applicants

New 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. 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 rule.

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

4. Three (3) complete years of school-site administrative experience or 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 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 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.

Announcements will be 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.

A. Assistant Principal Applicants

1. The Assistant Superintendent, Human Capital, shall submit names of applicants who complete the District's school-site administrator program to the District Director, Administrative Staffing for placement on the Eligible Candidate Roster (ECR) for Assistant Principal.

2. Applicants are required to update their files annually by submitting a copy of their annual evaluation to the Office of Administrative 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 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 learning designed to enhance leadership skills and address areas of weakness. Successful completion of this professional learning 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.

5. Assistant Principal vacancies will be posted on the District's online application system.

B. Principal Applicants

The Assistant Superintendent, Human Capital, shall submit names of applicants who complete the District's school-site administrator preparation program to the District Director, Administrative Staffing for placement 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 learning designed to enhance leadership skills and address areas of weakness. Successful completion of this professional learning 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).

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 and update required documents as needed.

D. All Applicants

Applicants for MEP positions are required to have acceptable performance evaluations for the last three (3) years (i.e., evaluation ratings of "effective" or "highly effective" or equivalent). 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 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. Region/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" for the past three (3) years)

4. Human Capital representative (non-voting)

B. Principal

1. Region/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" for the past three (3) years)

3. A principal from a different region

4. Human Capital 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 Capital 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 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 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. Region/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" for the past three (3) years)

4. Human Capital representative (non-voting)

B. Principal

1. Region/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" for the past three (3) years)

4. Human Capital 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 must be from a different bureau)

3. Human Capital representative (non-voting)

The Initial Interview Committee will meet at a time and place determined by the Office of Administrative 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 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 Region Superintendent and the Deputy Superintendent, School Leadership and Performance. The Deputy

Superintendent, School Leadership and Performance, will recommend one candidate to the Superintendent.

The Initial Interview Committee for Principal and non-school site MEP positions will identify and qualify finalists who will proceed to final interviews.

The Office of Administrative Staffing will forward the finalists' names and records to the Final Interview Committee.

IX. Final Interview Committee

The Office of Administrative 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 Superintendent or designee
2. the appropriate Region/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" for the past three (3) years)
4. Human Capital 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 Capital 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, 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 Staffing. Finalist candidates not selected will be notified in writing by the Office of Administrative Staffing. The notification will offer the applicant an opportunity to schedule a career counseling session with the District Director, Administrative 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~~policy.

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 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 Region/Assistant Superintendent shall examine the appropriate ECR and recommend to the appropriate Deputy 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 Region/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" for the past three (3) years)
4. Human Capital representative (non-voting)

B. Principal

1. the Deputy Superintendent or designee

2. the appropriate Region/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" for the past three (3) years)

4. Human Capital 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 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.

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 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 Region/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" for the past three (3) years)

    d. Human Resources representative (non-voting)

2. Principal

    a. the Deputy Superintendent or designee

    b. the appropriate Region/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" for the past three (3)

years)

d. Human Capital 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 representative (non-voting)

The Deputy/Region 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 evaluating (i.e., evaluation ratings of "effective" or "highly effective" or equivalent) for the past three (3) years, shall be eligible to request and be considered for lateral transfers and, when appointed, will be required to serve one (1) calendar year as Interim Assistant Principal or Interim Principal.

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 Region and District 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 may waive any or all of the minimum qualifications 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 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. MEP Application Screening Form (FM-TBA)

C. MEP Interview Oral Presentation Assessment Form (FM-2806)

Effective 07.01.2011
Revised 06.21.2023
Technical Correction 09.11.2023

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Legal References:
F.S. 112.3135
F.S. 1012.22
F.S. 1012.23
F.A.C. 6A-4.0083

Adoption Date: 05.11.2011

Book	Policy Manual
Section	October 14, 2026 – Final Reading
Title	RE-ASSIGNMENTS OF ADMINISTRATORS
Code	1130.01
Status	Final Reading

1130.01 - **RE-ASSIGNMENTS OF ADMINISTRATORS**

The Superintendent may recommend qualified candidates to the School Board for assignment, transfer, and/or appointment to managerial exempt level positions.

The Board may reject ~~for good cause~~ a candidate recommended by the Superintendent only for good cause as ~~provided~~defined in F.S. 1012.22~~(1)(a)2~~. "Good cause" ~~exists when the candidate is morally or professionally unqualified~~ means the Board has determined any of the following: that the nominated candidate fabricated or materially exaggerated his or her credentials or background; that the nominated candidate does not meet the minimum requirements for the position; or that the nominated candidate's educator certificate has been revoked by another state.

Managerial exempt employees reassigned to another job position are not entitled to a hearing.

In the event of a personnel reorganization, the agenda item shall be presented at the appropriate Board Committee. Pursuant to Policy 0165.1, *Agendas*, the Superintendent shall provide the Board, no later than forty-eight (48) hours prior to the regular Board meeting where the matter will be considered by the Board, the following information:

A. An explanation as to how the proposed job positions to be established, abolished or reclassified in the reorganization meet or enhance the District's strategic plan.

B. A statement of any improvements the reorganization will bring to District operations and the objectives and desired outcomes of the reorganization.

C. A statement of the budgetary impact of the proposed positions to be established, abolished, or reclassified.

D. A statement of reasons for the timing of the reorganization.

E. Organizational charts reflecting any proposed restructuring of the senior administrative structure in District offices, which shall also be updated as needed for accuracy and made available on the District's website. If a reorganization is not contemplated or does take place during a calendar year, the organizational charts shall be updated at least once during that year.

F. No employee names shall be provided in this information.

Effective 07.01.11
Revised 01.18.2023

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Legal References:
F.S. 1012.01
F.S. 1012.33
Mathos v. School Board of Miami-Dade County, Florida, 29 FLW D1, 3rd DCA, December 17, 2003

Adoption Date: 05.11.2011

Book	Policy Manual
Section	October 14, 2026 – Final Reading
Title	ASSIGNMENTS
Code	3130
Status	Final Reading

3130 - **ASSIGNMENTS**

The School Board shall assign instructional staff on the Superintendent's recommendation concerning the terms of contract, assignment, transfer, and appointment. The Board may reject a candidate recommended by the Superintendent only for good cause as ~~provided~~ defined in F.S. 1012.22~~(1)(a)2~~. "Good cause" ~~exists when the candidate is morally or professionally unqualified~~ means the Board has determined any of the following: that the nominated candidate fabricated or materially exaggerated his or her credentials or background; that the nominated candidate does not meet the minimum requirements for the position; or that the nominated candidate's educator certificate has been revoked by another state.

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 consolidation.

Instructional staff members may be reassigned to any position for which they are qualified in order to meet the needs of the District and pursuant to the collective bargaining agreement.

Loss of a supplement for teachers for duties beyond the regular teaching assignment, as designated in the Salary Handbook, shall not be considered a demotion.

The Superintendent shall assign and communicate the duties, days, and hours of the various classes of instructional personnel.

The District shall not assign a higher percentage than the District average of first-time teachers, temporarily certified teachers, teachers in need of improvement, or out-of-field teachers to schools with above the District average of minority and economically disadvantaged students, or to schools that are graded "D" or "F". These assignments shall be consistent with the collective bargaining agreement.

The District shall annually certify to the Commissioner of Education that this requirement is being met.

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.

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 permanent employee of the school system.

"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 is responsible for resolving substantiated charges of favoritism or disruptive repercussions based on family relationship at a work site.

Effective 07.01.2011

Legal References:
F.S. 112.3135, 1012.22, 1012.23, 1012.2315, 1012.27

Adoption Date: 05.11.2011

Book	Policy Manual
Section	October 14, 2026 – Final Reading
Title	ASSIGNMENTS
Code	4130
Status	Final Reading

4130 - **ASSIGNMENTS**

The School Board shall assign non-instructional staff on the Superintendent's recommendation concerning the terms of contract, assignment, transfer, and appointment. The Board may reject a candidate recommended by the Superintendent only for good cause as ~~provided~~ defined in F.S. 1012.22~~(1)(a)2~~. "Good cause" ~~exists when the candidate is morally or professional unqualified~~ means the Board has determined any of the following: that the nominated candidate fabricated or materially exaggerated his or her credentials or background; that the nominated candidate does not meet the minimum requirements for the position; or that the nominated candidate's educator certificate has been revoked by another state.

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 consolidation.

The Superintendent shall assign and communicate the duties, days, and hours of the various classes of support staff.

A permanent employee seeking a transfer will request it in writing to the Assistant Superintendent, Office of Personnel, with a copy to the employee's department head. The employee will be placed on the list for the appropriate classification and will be referred for consideration for the next opening in the department or desired

location. Pay status of the employee will not be determining factor in acceptance or rejection of the transfer by the department.

Transferred employees will serve a normal probationary period in the new position and, if their performance is not satisfactory, will be returned to their original department, if possible.

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 so advise shall be grounds for disciplinary action, up to and including dismissal.

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 permanent employee of the school system.

"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 is responsible for resolving substantiated charges of favoritism or disruptive repercussions based on family relationship at a work site.

Effective 07.01.2011

Legal References:
F.S. 112.3135, 1012.22, 1012.23, 1012.2315, 1012.27
F.A.C. 6A-1.070

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