

Permanent Personnel**ASSIGNMENT, TRANSFER, AND APPOINTMENT—PROFESSIONAL AND TECHNICAL EMPLOYEES**

This Board Rule establishes procedures for the selection of candidates for Professional and Technical positions. Vacancies in these positions will be advertised except as stated in this Board Rule, and except when, at the discretion of the Superintendent of Schools, alternative selection procedures which are part of a Board-approved pilot program are instituted for a specified period of time.

**I. Procedures for Requesting a Vacancy to be Announced**

Administrative heads of bureaus, regions, offices, divisions and departments will use the following procedure to request that a vacancy be announced.

- A. Complete a "Request to Advertise and Fill an Open Administrative Position" form and send it to the Assistant Superintendent, Human Resources, Recruiting and Performance Management.
- B. Review and prepare recommendations for updating the job description of the position to be advertised, including qualifications, responsibilities and major duties, which must be forwarded to the Office of Human Resources, Recruiting and Performance Management for revisions, if necessary.
- C. The District Director, Administrative/Professional and Technical Staffing, or designee, will be responsible for determining that the position to be filled is authorized and budgeted.

**II. Formal Selection Procedures**

- A. The announcement of vacancies will state job-related qualifications for the positions, including certification, education, and other experiential requirements. These announcements will be distributed to bureaus, regions, offices, school centers, divisions, and departments. When appropriate, announcements also will be sent to university placement agencies and to other sources outside the school system that are potential resources for recruitment of qualified personnel. The announcements will specify the application procedures.

Application forms specifying the data an applicant must submit shall be developed and updated, when necessary, by the District Director, Administrative/Professional and

Technical Staffing, or designee. An applicant shall be any person submitting properly completed application forms and meeting the qualifications as stated in the announcement.

Security and credential checks will be made by the District Director, Administrative/Professional and Technical Staffing, or designee, on all persons scheduled to be appointed prior to the date of the School Board meeting.

- B. When a position is advertised nationally, there will be three levels of applicant screening.

Level #1 There is a screening of applications to determine those applicants who meet the published qualifications.

Level #2 There is a second screening of applications to determine those applicants whose combination of training and experience most closely match the published qualifications for the position and who will be included in the Level III telephone screening.

Level #3 There is a screening of selected applicants by telephone, conducted by the Interview Committee.

The Interview Committee will review the applications and results of the telephone screening and will select applicants for oral interviews.

- C. The District Director, Administrative/Professional and Technical Staffing, or designee will be responsible for securing the nomination of persons to serve on prescreening and oral interview committees for each position. Nominations shall be from a list of persons trained in selection and interview procedures. Each bureau or office head will designate persons to be trained for screening and interview committees. The immediate supervisor for the open position shall serve on the Initial Interview Committee, if available.

- D. Administrative/Professional and Technical Staffing will convene the Initial Interview Committee. The Initial Interview Committee shall be constituted as follows:

- three members from the affected bureau, office, or division;
- one school site administrator (principal or assistant

- principal according to the level of position);
  - one district or region office administrator selected by the Superintendent of Schools or designee; and
  - the District Director, Administrative/Professional and Technical Staffing, or designee (non-voting).
- E. The District Director, Administrative/Professional and Technical Staffing, or designee will be responsible for notifying committee members of the date, time, and place for pre-screening and interviews, scheduling the applicants to be interviewed, and conducting the interviews.
- F. At the conclusion of the interviews, the Initial Interview Committee will identify a minimum of two finalists. If the Committee cannot identify a minimum of two finalists, the Assistant Superintendent, Human Resources, Recruiting and Performance Management and Superintendent of Schools will be notified that an appropriate selection cannot be made. When a minimum of two finalists are identified, the names and records will be forwarded to the Final Interview Committee by Administrative/Professional and Technical Staffing. If the Initial Interview Committee identifies one finalist, the name of the applicant will be maintained in the records for that position as a finalist. Upon completion of the re-advertised interview, when at least one additional finalist is identified, the names of all finalist applicants from both interviews will be forwarded to the Final Interview Committee.

The Final Interview Committee, consisting of the appropriate Deputy Superintendent (or paygrade equivalent) or designee, supervising bureau, office, division or department head, and at least two other ranking administrators, will examine all interview data and interview each finalist. The Final Interview Committee may select no more than one candidate to be recommended to the Superintendent of Schools. The name and records of the recommended candidate will be forwarded to Administrative/Professional and Technical Staffing to initiate reference checks, fingerprinting and drug testing as necessary.

After clearance, Administrative/Professional and Technical Staffing will forward the name and records of the recommended candidate to the Superintendent of Schools for review and approval. The Superintendent of Schools will approve the recommendation of the Final Interview Committee or select another finalist to be recommended to the Board for appointment. Administrative/Professional and Technical Staffing will prepare the summary packet and submit it to the Assistant Superintendent, Human Resources, Recruiting and Performance Management who

will be responsible for preparing the formal recommendation of the Superintendent of Schools for approval by the School Board.

- G. All applicants for the position are to be notified in writing within a reasonable time by the District Director, Administrative/Professional and Technical Staffing, or designee of the results of the interviews. This notification will offer the applicant interviewed and not selected as a finalist an opportunity to schedule a career counseling conference. The purpose of this career counseling conference will be to provide the applicant with any available information that may assist in his/her future professional development.

Finalist applicants not selected for the position will be notified immediately by telephone by the District Director, Administrative/Professional and Technical Staffing, or designee and in writing within a reasonable time. The applicant selected will be apprised of the recommendation by the supervising administrator or designee.

### **III. Appointment of Temporary Administrators**

Subject to the approval of the School Board, the Superintendent of Schools may fill any administrative vacancy which occurs as the result of an emergency situation of an indeterminate length.

In the event of a sudden or unexpected vacancy in an administrative position, the Superintendent of Schools may fill the position immediately with a temporary appointment and report the action taken to the School Board for approval at the next regularly scheduled School Board meeting.

When an administrative position is open and formal selection procedures are anticipated, the Superintendent of Schools may make a temporary appointment to a position to assure continuity of services while the interview and selection process are being conducted.

When it is anticipated that an administrative position will be vacant for a specified period of time not to exceed one year, the position may be filled by a temporary administrator for the duration of the vacancy. At the termination of this period, the temporary administrator shall revert to his/her former status unless otherwise appointed or assigned.

Temporary appointments to administrative vacancies shall continue in effect until the return of the incumbent or until the position is filled through the formal selection procedures in this Rule. Temporary

appointments may be made for an indeterminate time or a specified period of time not to exceed one year.

Administrators taking official leave for one year or less may return to the position to which they were previously assigned. When administrators on official leave extend their leave period beyond one year, the vacant position will be permanently filled.

**IV. Upon recommendation of the Superintendent of Schools and approval of the School Board, administrative vacancies may be filled by the following procedures:**

**A. Lateral Transfers**

Administrative vacancies may be filled by lateral transfer of a member of the staff providing that:

1. the staff member's position is of the same pay grade as the vacancy;
2. the staff member meets the qualifications of the vacant position;
3. the administrative head of the bureau, region, office, division, or department requests the position be filled by a lateral transfer; and
4. the Superintendent of Schools recommends and the School Board approves the lateral transfer.

**B. Career Re-direction**

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

**C. Direct Appointments**

Upon the recommendation of the Superintendent of Schools, with the approval of the School Board, an administrative vacancy may be filled by a 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 when necessary, i.e., as a result of reorganization, in cases of leaves or emergency needs, reassignment of personnel within region or district offices, or when the Interview

Committee advises that it cannot make an appropriate selection or when the Superintendent of Schools deems it in the best interest of the school system.

D. Administrative Re-assignment

The Superintendent of Schools may recommend to the School Board administrative re-assignments for the most effective deployment of personnel.

**V. The Assistant Superintendent, Human Resources, Recruiting and Performance Management, shall monitor and regularly advise the Superintendent of Schools regarding the impact of these selection procedures on equal employment opportunity.**

Specific Authority: 1001.41(1)(2); 1001.42(23); 1001.43(11) F.S.

Law Implemented, Interpreted, or Made Specific: 1001.42(5); 1012.01; 1012.22 F.S.; 6A-4.0083; 6A-4.0084 FAC

History

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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