

Permanent Personnel**ASSIGNMENT, TRANSFER, AND APPOINTMENT – MANAGEMENT EXEMPT PERSONNEL**

Managerial Exempt Personnel (MEP) positions are key management positions essential to the operation of a responsive, effective, and efficient school district. The selection of the best available leaders are critical to meeting high standards of achievement.

MEP administrative vacancies will be filled through the procedures set forth in this Board Rule except in limited situations provided under this 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 developed and instituted for a specified period of time.

I. Identification of Eligible Candidates for School Site Administrative Positions

The 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, respectively. Candidates must be successful in meeting 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 PPP or A3P specifying the data an applicant must submit shall be developed and updated by the Office of Leadership Development in conjunction with Administrative/Professional and Technical Staffing. An applicant shall be any eligible person submitting properly completed application forms as set forth in this Rule.

Advertisements for applicants for PPP or A3P shall occur at least once per year. Administrative/Professional and Technical Staffing shall organize and manage the interviews, and 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, 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, Leadership Development, shall submit to the District Director, Administrative/Professional and Technical Staffing,

the names of all applicants who successfully completed the Principal Preparation Program or Assistant Principal Preparation Program for placement on the Eligible Candidate Roster (ECR) for Principal or Assistant Principal, respectively.

Applicants who are not successful in meeting the established standards during the interview process for the PPP or A3P may reapply annually. The District Director, Administrative/Professional and Technical Staffing, shall review interview results with those applicants who did not meet the established standards, upon request by the candidate. Further assistance shall be provided by exploring alternate career paths and reviewing additional professional development opportunities available.

II. Entry Level Requirements for School Site Administrative Positions

M-DCPS entry requirements for principals, vice-principals, and assistant principals are comprised of the following:

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 complete years of instructional experience at a school-site.
4. Past performance as reflected in acceptable evaluations for the last three years (i.e., evaluation ratings of 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 Assistant Principal Preparation Program.

B. Principal Applicants

Pursuant to State Board of Education Rule 6A-4.0083, new principal appointees are assigned as interim subject to completion of the state and local required program for issuance of a School Principal Certificate. Principals will be selected/appointed pursuant to the following:

1. Earned Master's Degree.
2. For appointment as an Interim Principal, 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. Three complete years of instructional experience at a school-site.
5. Three complete years of school site administrative experience or combination of school site and equivalent district experience. In the case of special technical centers where no applicants meet the administrative experience requirement, this requirement may be waived.
6. Past performance as reflected in evaluation ratings for the last three years of at least "Commendable Performance Standards" or equivalent, and recommendation for the position from the immediate supervisor. Applicants who do not meet this requirement must have approval for a waiver from the Superintendent of Schools or designee.
7. Successful completion of the Principal Preparation Program.
8. Eligible applicants for principal must have all qualifications/credentials "in hand" by the established deadline.

III. 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.

IV. Formal Selection Procedures

- A. 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.
- B. 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 be sent also to university placement agencies and other sources outside the school system that are potential resources for recruitment of qualified personnel.
- C. Persons who meet the requirements as stated in this Rule may apply for MEP administrative positions. Applications should be forwarded to the District Director, Administrative/Professional and Technical Staffing.

For Assistant Principal Applicants

The Assistant Superintendent, Leadership Development, shall submit names of applicants who complete the A3P program to the District Director, Administrative/Professional and Technical Staffing for inclusion on the Eligible Candidate Roster (ECR) for Assistant Principal.

Applicants are required to update their files annually by submitting a copy of their Annual Evaluation to Administrative/Professional and Technical Staffing on or before July 1 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.

Persons on the ECR are responsible for notifying Administrative/Professional and Technical Staffing in writing when they have had a change of address and/or telephone number.

Persons may remain on the ECR for Assistant Principal for a four-year period. The four-year period shall end on September 1 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-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 additional year provided the candidate has maintained acceptable performance evaluations.

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.

For Principal Applicants

The Assistant Superintendent, Leadership Development, shall submit names of applicants who complete the PPP to the District Director, Administrative/Professional and Technical Staffing for inclusion on the Eligible Candidate Roster (ECR) for Principal.

Persons may remain on the ECR for Principal for a four-year period. The four-year period shall end on September 1 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-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 additional year provided the candidate has maintained "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.

For Applicants For Non-School Site MEP Positions

Applicants for non-school site MEP positions must submit a complete application 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.

For All Applicants

Applicants for MEP positions are required to have acceptable annual evaluations during the three years 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 years of evaluations, the applicant must offer documentation that no evaluations were administered.

D. Screening

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

For school-site positions:

Assistant Principal

- Regional/Assistant Superintendent or designee
- Principal of the school with the opening
- A teacher elected by the total faculty of the affected school (must have satisfactory evaluations for the past three years)
- Human Resources representative (non-voting)

Principal

- Regional/Assistant Superintendent or designee
- A teacher elected by the total faculty of the affected school (must have satisfactory evaluations for the past three years)
- A principal from a different region
- Human Resources representative (non-voting)

For non-school site positions:

- The immediate supervisor for the open position
- Two designees of the supervisor (one must be from a different bureau)
- Human Resources representative (non-voting)

Applications for MEP positions, including the resume and the answers to three 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.

E. 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 M-DCPS. The Interview Committee shall be constituted as follows:

For school-site positions:

Assistant Principal

- Regional/Assistant Superintendent or designee
- Principal of the school with the opening
- A teacher elected by the total faculty of the affected school (must have satisfactory evaluations for the past three years)

- Human Resources representative (non-voting)

Principal

- Regional/Assistant Superintendent or designee
- A principal from a different region
- A teacher elected by the total faculty of the affected school (must have satisfactory evaluations for the past three years)
- Human Resources representative (non-voting)

For non-school site positions:

- The immediate supervisor for the open position
- Two designees of the above-mentioned supervisor (one must be from a different bureau)
- Human Resources representative (non-voting)

The Initial Interview Committee will meet at a time and place determined by 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 Associate Superintendent, School Operations. The Associate Superintendent, School Operations, will recommend one candidate to the Superintendent.

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

Administrative/Professional and Technical Staffing will forward the finalists' names and records to the Final Interview Committee.

F. Final Interview Committee

Administrative/Professional and Technical Staffing will convene the Final Interview Committee that reflects the diversity of groups served by M-DCPS. The final interview committee will consist of:

For principal positions:

- the Deputy/Associate Superintendent or designee
- the appropriate Regional/Assistant Superintendent or designee
- one teacher elected by the total faculty of the affected school (must have satisfactory evaluations for the past three years)
- Human Resources representative (non-voting)

For non-school site MEP positions:

- the appropriate Cabinet member or designee
- Two designees of the appropriate Cabinet member (one must be from a different bureau)
- Human Resources 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 of Schools.

G. The Superintendent of Schools will review all interview data and make the final recommendation to the School Board. If the Superintendent deems it is in the best interest of the school system, s/he may place the recommended candidate immediately while awaiting Board approval.

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

Candidates interviewed by the Initial Interview Committee and not selected as finalists will be notified in writing by Administrative/Professional and Technical Staffing. Finalist candidates not selected will be notified in writing by 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.

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

V. 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 year, the position will be filled by a temporary principal or temporary assistant principal, respectively, for the duration of the vacancy. The selection shall be recommended to the Superintendent of Schools from the ECR by the appropriate 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 persons to interview for appointment to the open temporary position. The Interview Committee for temporary positions will consist of the following:

For assistant principal positions:

- the appropriate Regional/Assistant Superintendent or designee
- the principal from the affected school
- one teacher elected by the total faculty of the affected school (must have satisfactory evaluations for the past three years)
- Human Resources representative (non-voting)

For principal positions:

- the Deputy/Associate Superintendent or designee
- the appropriate Regional/Assistant Superintendent or designee
- one teacher elected by the total faculty of the affected school (must have satisfactory evaluations for the past three years)
- Human Resources representative (non-voting)

The committee shall send its recommendation to the Superintendent of Schools for consideration for recommendation to the School Board. If the Superintendent deems it is in the best interest of the school system, s/he

may place the recommended candidate 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 stated in this Rule. Upon the return of the incumbent to his/her position the person appointed to the temporary principal or assistant principal position will revert to his/her 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 his/her former status at the end of the fiscal year unless otherwise assigned. Purchased annual temporary positions will be filled using the formal selection procedures stated in this Rule, unless the position is for less than a year, in which case the procedure stated above may be utilized.

VI. 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 program specified in State Board of Education Administrative Rule 6A-4.0083, before being considered for regular assignment to the position.

Pursuant to the interim principal's successful completion of requirements the Superintendent of Schools 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 experienced.

VII. MEP Vacancies Will Be Filled by the Foregoing Procedures Except as Follows:

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 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:

For assistant principal positions:

- the appropriate Regional/Assistant Superintendent or designee
- the principal from the affected school
- one teacher elected by the total faculty of the affected school (must have satisfactory evaluations for the past three years)
- Human Resources representative (non-voting)

For principal positions:

- the Deputy/Associate Superintendent or designee
- the appropriate Regional/Assistant Superintendent or designee
- one teacher elected by the total faculty of the affected school (must have satisfactory evaluations for the past three years)
- Human Resources representative (non-voting)

For non-school site MEP positions:

- the appropriate Cabinet member or designee
- two designees of the appropriate Cabinet member (one must be from a different bureau)
- Human 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 past three years' annual evaluation rating of "Commendable Performance Standards" or equivalent, shall be eligible to request and to be considered for lateral transfers and, when appointed, will be required to serve one calendar year as interim assistant principals or interim principals.

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 Re-direction."

C. Administrative Reassignment

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

D. Direct Appointment

The Superintendent of Schools 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 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 of Schools deems it in the best interest of the school system.

E. Career Alternative Assignments

To promote the development of productive career alternatives, the Superintendent of Schools 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 of Schools.

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

VIII. 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.

IX. Equal Opportunity Employment

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.

X. Forms

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

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

Specific Authority: 1001.41(1)(2); 1001.42(5)(b)(22); 1001.43(11) F.S.
Law Implemented, Interpreted, or Made Specific: 1012.01; 1012.22 F.S.; 6A-4.0082;
6A-4.0083; 6A-4.0084 FAC

History THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
New: 5-21-97
Amended: 4-15-98; 8-25-99; 2-14-07