

Section 1

ADMINISTRATION OF THE ADULT EDUCATION CENTER AND COMMUNITY EDUCATION PROGRAM

In the development and implementation of procedures, effective administrative communication is of the utmost importance. Following is an enumeration of the responsibilities of administrative staff in the implementation of adult and vocational education:

1. **Superintendent of Schools** - is the chief executive officer of Miami-Dade County Public Schools. He/she has responsibility for all matters concerning public education in Miami-Dade County.
2. **School Principals** - have line responsibility for all programmatic, fiscal and personnel functions related to the operation of their community schools and detailed in this manual.
3. **Vice Principals and Assistant Principals** have delegated responsibilities.
4. **Counselor** - works with the total academic and behavioral concerns of each student and with the teacher on the student's behalf.

The following areas of responsibilities are assigned:

- Recommends student's schedule
- Communicate to the administration any observations made which affect decisions in curriculum, discipline, or the total school program
- Provide and organize student orientations
- Identify and meet with students who are not meeting academic success
- Identify individual student's needs in order to recommend and initiate the proper referrals to in school or to outside agencies
- Recruit students
- Organizes the testing program for students

5. Career Center

- Resume maker available in the media center
- Job postings
- Career explanation material

6. **Administrative and Supervisory Personnel** – spend a major portion of their time evaluating, supervising and auditing the educational programs in the respective subject areas in an effort to improve the quality of instruction. Among other considerations to be addressed are contractual agreements, administrative responsibility, community interest, political requirements of state and federal government, fiscal limitations and visitations. A supervisor's role is one of support.
7. **Principal's Designation of authority** - An Assistant Principal will be designated ad administrator in charge in the absence of the Principal.

Superintendent's Cabinet

Alberto M. Carvalho, Superintendent of Schools

Ms. Milagros R. Fornell – 305-995-1451
Associate Superintendent, Curriculum and Instruction

Mr. Luis M. Garcia – 305-995-1304
Interim School Board Attorney

Dr. Richard H. Hinds – 305-995-1225
Associate Superintendent and Chief Financial Officer

Ms. Vera A. Hirsh – 305-995-7008
Associate Superintendent, HR, Recruit and Performance Management

Mr. Charles J. Hurley – 305-757-7708 ext. 2022
Interim Chief of Police and District Security

Dr. Carmen B. Marinelli – 305-995-4252
Regional Center Superintendent, District/School Operations

Ms. Iraida Mendez-Cartaya – 305-995-1497
Assistant Superintendent, Intergovernmental Affairs & Grants Administration (OIAGA) and Community Services

Mr. John Schuster – 305-995-4638
Chief Communications Officer, Office of Public Relations

Mr. Jaime G. Torrens – 305-995-1401
Chief Facilities Officer, Office of School Facilities

Mr. Allen M. Vann – 305-995-1436
Chief Auditor, Audit and Investigative Affairs

Ms. Ellen O. Wright – 305-995-3091
Assistant Superintendent, Differentiated Accountability

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Superintendent's Senior Staff

Alberto M. Carvalho, Superintendent of Schools

Dr. Magaly C. Abrahante – 305-995-1253
Assistant Superintendent, Title I Administration

Mr. Victor Alonso – 305-995-4606
Construction Officer, Office of School Facilities Construction

Mr. Nicolas A. Betancourt – 305-995-2319
Senior Design and Construction Officer, Office of School Facilities

Dr. Helen Blanch – 305-995-1429
Administrative Director, Business Services, Accountability and Performance

Ms. Valtena G. Brown - 305-995-1880
Assistant Superintendent, Early Childhood, Curriculum and Instruction

Ms. Ava G. Byrne – 305-995-2037
Assistant Superintendent, Professional Development, Educational Services and Curriculum & Instruction

Mr. Scott B. Clark 305-995-7155
Risk and Benefits Officer, Office of Risk and Benefits Management

Dr. Maria P. de Armas – 305-754-4202
Assistant Superintendent, Curriculum and Instruction (K-12 Core Curriculum)

Mr. James J. Dillard – 305-995-1550
Inspections Officer, District Inspections, Operations and Emergency Management

Mr. Joseph A. Gomez – 305-995-2414
Assistant Superintendent, Procurement Management

Ms. Janet S. Hupp – 305-995-7022
Regional Superintendent, South Regional Center

Ms. Deborah Karcher – 305-995-3751
Chief Information Officer, Information Technology Services

Ms. Judith Marte – 305-995-1226
Chief Budget Officer, Office of Budget Management

Dr. Marcos M. Moran – 305-995-6565
Regional Superintendent, North Regional Center

Mr. George A. Nuñez – 305-642-7555
Regional Superintendent, South Central Regional Center

Dr. Essie S. Pace – 305-883-0403
Regional Superintendent, North Central Regional Center

Ms. Connie Pou – 305-995-2001
Controller, Office of the Controller

Ms. Ana Rijo-Conde – 305-995-7285
Planning Officer, Facilities Planning

Ms. Maria Teresa Rojas – 305-995-7007
Assistant Superintendent, Office of Professional Standards

Ms. Silvia R. Rojas – 305-995-1684
Treasurer, Office of Treasury Management

Ms. Diana Urbizu – 305-995-1590
Assistant Superintendent, Labor Relations

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Electronic Staff Handbook

The Miami-Dade County Public Schools Electronic Staff Handbook can be found at
<http://ehandbooks.dadeschools.net/policies/59/>

Introduction.....	Ms. Ofelia San Pedro, Deputy Superintendent, School Operations
School-Site Information.....	Administration
Sample Memorandum.....	Principal

- 1 Accidents/Injuries/Illnesses - Staff and Students
- 2 AIDS Information
- 3 Americans With Disabilities Act (ADA)
- 4 Attendance – Staff and Students
- 5 Cafeteria/Breakfast-Lunch Program/Closed Campus, Senior High Schools
- 6 Certification - Teachers
- 7 Child Abuse
- 8 Child Study Teams/Cooperative Consultation Model
- 9 Classroom Management
- 10 Clinic/Health Station
- 11 Code of Ethics
- 12 Code of Student Conduct
- 13 Communications Teacher-Parent Public Address System
- 14A Comprehensive Mathematics and Science Plan Mathematics and Science Literacy: Bridges To Careers
- 14B Comprehensive Reading Plan
- 14C Computer Data Access Usage
- 15 Copyright Law
- 16 Corporal Punishment Policy
- 17 Course Expectations
- 18 Cumulative Folders
- 19 Custodian - Zone Mechanic Assistance
- 19A Curriculum Bulletin - 1
- 20 Department Chairperson/Grade Level Chairperson/Team Leaders
- 21 Discipline of Students
- 22 Dismissal of Students
- 23 Distribution of Information Authorized/Unauthorized
- 24 Dress Code Staff-Professional Appearance Students
- 25 Drug Free Workplace
- 26 Educational Excellence School Advisory Councils

27 Emergency Contact Information
28 Emergency Procedures
29 Employee Assistance Program
30 Employee Responsibilities, Duties, Conduct, Desegregation and Racial Ratios
31 Equal Educational and Employment Opportunity
32 Equipment, Property Location Removal, Inventory (Property Control)
33 Exceptional Student Education
34 Exposure Control Plan
35 Extracurricular Activities
35A Evaluation and Research
36 Field Trips
37 Fire Drills/ Evacuation
38 Food/Beverage
39 Fundraising
40 Grade book
41 Grading System, Override, Grade Change
42 Health Issues/Medication
43 Holiday Programs
44 Homework
45 Honor Roll
46 Instructional Materials
47 Interim, Unsatisfactory Progress Reports
48 Internal Funds-Information for Activities Directors/Club Sponsors/Teachers
49 Internet Access
50 Leaving the Building
51 LEP Students
52 Lesson Plans
53 Location of Policy Manuals
54 Mailboxes and Keys - Staff
55 Materials and Supplies
56 Media Center
57 Media Coverage-Newspaper, Radio, T.V. 5
8 Meetings
59 META
59A On-Line Receiving in MSAF
60 Open House/Back to School Night
61 Professional Assessment and Comprehension Evaluation System (PACES)/Teacher Assessment and Development System (TADS)
62 Paperwork Reduction
63 Parent Communication
63A Payroll
64 Personnel Files
65 Planning Days
66 Pledge of Allegiance
66A Procurement Credit Card Program
67 Pupil Progression Plan

68 Reporting Student Progress (Report Cards)
69 Religion in Public Schools
70 Requirements for New Teachers
71 Safety-To-Life
72 School Forms
73 School Performance Excellence Plan
74 School Organizations
75 Security-School and Staff
76 Sign/In/Out-Payroll
77 Standards of Competent Professional Performance
78 Student Case Management System
79 Student Release During The School Day
80 Student Services
81 Student Work Folder/Portfolios
82 Substitute Teachers
83 Sunshine State Standards
84 Superintendent's/Dignitaries' Attendance at Functions
85 Supervision of Students
86 Teacher Education Center (TEC)
87 Telephone Usage/Messages
88 Test Administration Test Security Standardized Tests
89 Textbook Management
90 Tobacco Free Work Place
91 Transportation of Students
91A Travel Procedures
92 Tutoring, Testing, Therapy-Conflict of Interest (See Code of Ethics)
93 Video Materials-Authorized/Unauthorized
94 Violence in the Work Place
95 Visitors 96 Volunteers 97 Weapons – Staff Prohibitions 98 Withdrawal of Students
99 Work Day Hours - Staff