

Administrative/Professional and Technical Staffing

Applications for Managerial Exempt Personnel (MEP) and Dade County Schools' Administrators Association (DCSAA) for school site and non-school site vacancies are submitted online via the e-Recruiting portal on the Miami-Dade County Public Schools' website. For school-site administrative vacancies only candidates on the Eligible Candidate Roster (ECR) may apply. Candidates on the ECR have successfully completed the District's training program for aspiring Assistant Principals and Principals.

Screening

The Executive Director for Human Resources, will convene a screening committee that reflects the diversity served by Miami-Dade County Public Schools. Applications for MEP positions, including the applicants resume and answers to three position-specific questions (Administrative Questionnaire), will be evaluated to determine if those applicants meet the minimum qualifications and combination of training and experience that most closely matches the needs of the specific position and worksite. The applicants who meet all of the minimum qualifications and receive the highest scores during the screening will be scheduled for an interview.

For DCSAA positions the screening committee will review the candidate's resume to determine whether he/she meets the minimum qualifications as stated in the job description. The Administrative Questionnaire is not part of the screening for DCSAA positions. Candidates who meet the minimum requirements will be scheduled for an interview. (See attachments 1-4)

Initial Interview Committee

The Executive Director for Human Resources, will convene the Initial Interview Committee that reflects the diversity served by Miami-Dade County Public Schools. For MEP and DCSAA positions the Initial Interview Committee will meet to review the records of all persons to be interviewed, develop interview questions (samples attached) and conduct the interview. The records will include a letter of interest, prior evaluations, references, resume and the Administrative Questionnaire (Questionnaire MEP only). The interview questions shall assess the candidate's preparation and judgment regarding criteria relevant to the job vacancy.

For MEP positions, the Initial Interview Committee will interview candidates and rate them in five areas of assessment using a four point scale (see attachment 5). Candidates must receive a total rating of 18 and above from each of the committee members in order to be considered a finalist. For DCSAA positions, the Initial Interview Committee will interview candidates and rate them in five areas including a written essay (sample essay question attached) using three categories of assessment ranging from fair to outstanding. A candidate must score outstanding in at least three of the five categories (no category can be rated "fair") from each committee member in order to be considered a finalist. The Initial Interview Committee will identify a minimum of two finalists and forward the names and records to the Final Interview Committee (See attachment 6).

The Initial Interview Committee for Assistant Principal vacancies will rank and recommend the top scoring candidates to the Deputy Superintendent, District/School Operations, who in turn 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.

Final Interview Committee

The Executive Director, Human Resources, will convene the Final Interview Committee that reflects the diversity served by Miami-Dade County Public Schools.

The Final Interview Committee will examine all interview data, develop interview questions (samples attached) interview each finalist and make a recommendation to the Superintendent of Schools.

The composition of the Screening, Initial Interview and Final Review Committees for MEP and DCSAA non-school site and school site administrative vacancies are identified on the appropriate Interview/Committee Form (Attachments 7-10).



**MIAMI-DADE COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE/PROFESSIONAL AND TECHNICAL STAFFING**

Application Screening for MEP Non-School Site Position

Job Title: _____
 Work Location Name and Number: _____
 Name: _____

Screening Criteria

I. Qualifications

- A. 1. RESUME
- 2. COVER LETTER
- 3. 2 REFERENCE LETTERS
- 4. OFFICIAL TRANSCRIPT

YES	NO	NOT IDENTIFIABLE VIA RESUME/PACKET

Meets all minimum requirements Yes No

(If "Yes" PROCEED TO SECTION II; IF "NO" DO NOT CONTINUE)

II. RESUME AND WRITTEN RESPONSES

DIRECTIONS: Review the applicant's resume and written responses and rate on scale 1-4

4 3 2 1
 Outstanding Very Good Good Fair

		RATINGS		
		S1	S2	S3
1.	The Candidate clearly expresses an understanding of the position and worksite as well as appropriate motivation for applying at this specific time.			
2.	The candidate's strengths meet the priority needs of this specific position and worksite.			
3.	The candidate demonstrates an understanding of the current challenges/issues of the department or the school and addresses these challenges clearly and adequately			
TOTAL RATINGS:				
OVERALL TOTAL:				

Applicants who meet all minimum qualifications and receive a total rating of less than 30 will not be considered for interview.

Signature Screener #1	Screening Date
Signature Screener #2	Screening Date
Signature Screener #3	Screening Date
Signature Chairperson	Screening Date



**MIAMI-DADE COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE/PROFESSIONAL AND TECHNICAL STAFFING**

Application Screening for MEP School Site Positions

Position:

Work Location Name and Number:

Name:

Emp. #

Ethnicity:

Gender:

SCREENING CRITERIA

I. RESUME AND WRITTEN RESPONSES

DIRECTIONS: Review the applicant's resume and written responses and rate on scale 1 - 4.

4 Outstanding 3 Very Good 2 Good 1 Fair

RATINGS

S1 S2 S3

1. The candidate clearly expresses an understanding of the position and worksite as well as appropriate motivation for applying at this specific time.
2. The candidate's strengths meet the priority needs of this specific position and worksite.
3. The candidate demonstrates an understanding of the current challenges/issues of the department or school and addresses these challenges clearly and adequately.

TOTAL RATINGS:

OVERALL RATINGS:

School Site applicants who receive a total rating of less than 30 will not be considered for an interview.

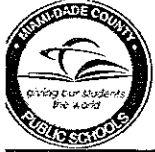
Signature Screener #1

Screening Date

Signature Screener #2

Signature Screener #3

Signature Chairperson



MIAMI-DADE COUNTY PUBLIC SCHOOLS ADMINISTRATIVE/PROFESSIONAL AND TECHNICAL STAFFING

Application Screening for DCSAA Non-School Site Position

Job Title: _____

Work Location Name/Number: _____

Name _____

Screening Criteria

I. Qualifications

- | | |
|--|---|
| <p>A. 1. Minimum Qualification #1
 2. Minimum Qualification #2
 3. Minimum Qualification #3
 4. Minimum Qualification #4</p> | <p>* RESUME
 * COVER LETTER
 * 2 REFERENCE LETTERS
 * OFFICIAL TRANSCRIPT</p> |
|--|---|

YES	NO	NOT IDENTIFIABLE VIA RESUME/PACKET

Meets all minimum requirements Yes No

Applicants who meet all minimum qualifications will be considered for interview.

Signature Screener #1

Signature Screener #2

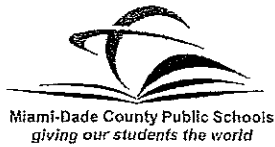
Signature Screener #3

Signature Chairperson

Screening Date

Administrative Questionnaire

- 1. Why are you applying for this position at this specific time?**
- 2. What specific skills, knowledge, and experiences do you have that will meet the needs of this particular position and worksite?**
- 3. If you are hired for this position, what will you do in the first 90 days that will have an impact on the department or school site, and why?**



MEP INTERVIEW ORAL PRESENTATION ASSESSMENT

CANDIDATE _____ DATE _____

POSITION _____ LOCATION _____

PLEASE RATE THE CANDIDATE IN THE FOLLOWING AREAS USING A FOUR POINT SCALE

4 - Strongly Agree

3 - Agree

2 - Somewhat Agree

1- Disagree

PLEASE GIVE A SUPPORT STATEMENT IN THREE OF THE FIVE ASSESSMENT AREAS

ASSESSMENT AREAS	ASSESSMENTS
<p><u>1. QUALITY AND PERTINENCE OF EXPERIENCE</u></p> <p>The candidate has prior work experience that is related to the position. (Consider the length of the experience as well as the exposure to all major areas of the work, and the relevance of experience to the duties and responsibilities to be performed.)</p> <p><u>Consider the resume of candidate along with the oral responses given to assess the candidate in this category.</u></p>	<p>Rating: 4 3 2 1</p> <p>Support Statement: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><u>2. PROFESSIONAL JOB KNOWLEDGE</u></p> <p>The candidate evidences a command of the technical aspects of the work, familiarity with the latest concepts in the field, and an understanding of approved methods and procedures essential to successful performance in the position.</p> <p><u>Consider the candidate's ability to make judgments on oral responses to those questions that are job related. The candidate should have a good understanding of the duties and the technical knowledge required in the performance on that position.</u></p>	<p>Rating: 4 3 2 1</p> <p>Support Statement: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><u>3. REASONING AND DECISION-MAKING SKILLS</u></p> <p>The candidate demonstrates ability to recognize the ramifications and implications of questions or problems that might arise on the job and resourcefulness and imagination in dealing with them. He/She demonstrates ability to comprehend problems, elicit and evaluate pertinent facts, develop or organize possible alternative solutions, and arrive at sound conclusions.</p> <p><u>Consider the candidate's ability to use logical reasoning when attempting to answer hypothetical job-related questions. The solutions given by the candidate must also stay within School Board Rules and regulations.</u></p>	<p>Rating: 4 3 2 1</p> <p>Support Statement: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

SUB TOTAL: _____

CANDIDATE: _____

POSITION: _____

LOCATION: _____

INTERVIEWER: _____

DATE: _____



ASSESSMENT AREAS

ASSESSMENTS

QUALITY AND PERTINENCE OF EXPERIENCE

The candidate's experience should be considered, not only in terms of time, but of broad exposure to all major areas of the work, and of pertinence to the duties and responsibilities to be performed. Evidence of potential as reflected in previous activities and of job professional growth must also be evaluated.

Outstanding Good Fair

Support Statement: _____

JOB KNOWLEDGE & PROFESSIONAL AWARENESS

The candidate should evidence a command of the technical aspects of the work, familiarity with the latest concepts in the field, and an understanding of approved methods and procedures essential to the successful performance in the position.

Outstanding Good Fair

Support Statement: _____

REASONING AND DECISION-MAKING SKILLS

The candidate should show ability to recognize the ramifications and implications of questions or problems that might arise on the job and should demonstrate resourcefulness and imagination in dealing with them. He/She must be able to comprehend problems, to elicit and evaluate pertinent facts, to develop or recognize possible alternative solutions, and to arrive at sound conclusions.

Outstanding Good Fair

Support Statement: _____

ABILITY TO PRESENT IDEAS CLEARLY AND EFFECTIVELY

The candidate must be able to present ideas in a clear, direct, and logical manner, with conviction and persuasiveness. Oral presentation should show ability to select pertinent facts without dwelling on unimportant details, get to the heart of the matter, and provide a relevant response. He/She should, in addition, demonstrate qualities of voice, diction, grammar, and vocabulary appropriate to the position.

Outstanding Good Fair

Support Statement: _____

ABILITY TO COMMUNICATE IN WRITTEN FORM

The candidate must be able to communicate effectively in writing. Sentence structure should be correct and free of grammatical and spelling errors. The written report must respond to questions given as assignment.

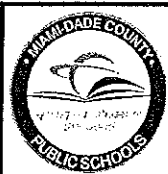
Outstanding Good Fair

Support Statement: _____

OVERALL ASSESSMENT OUTSTANDING GOOD FAIR

SUPPORT STATEMENT: _____

Signature _____



**MIAMI-DADE COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE/PROFESSIONAL AND TECHNICAL STAFFING
INTERVIEW/REVIEW COMMITTEE FORM FOR DCSAA**

Pursuant to Article X DCSAA Contract:

It is the responsibility of the supervising bureau to select the persons whom may serve on the Screening, Interviewing and Final Interview Committees.

POSITION: _____ **DEPARTMENT:** _____

SCREENING COMMITTEE

DATE: _____

	Member Name	Location Name	Title	E/G	Initials
Individual from the affected bureau, office, division or department					
Individual from the affected bureau, office, division or department					
Individual from the affected bureau, office, division or department					
Human Resources representative (Non-Voting)					

INTERVIEW COMMITTEE

DATE: _____

	Member Name	Location Name	Title	E/G	Initials
Immediate supervisor for the open position.					
Individual from the affected bureau, office, division or department					
Individual from the affected bureau, office, division or department					
School-site administrator					
Region or district office administrator					
Human Resources representative (Non-Voting)					

FINAL COMMITTEE

DATE: _____

	Member Name	Location Name	Title	E/G	Initials
Chief Officer or designee					
Ranking Administrator from the affected bureau, office, division or department					
Ranking Administrator from the affected bureau, office, division or department					
Human Resources representative (Non-Voting)					

The two administrators serving on the final committee cannot serve on the initial interview committee.

RECOMMENDED CANDIDATE: _____

SUPPORTING COMMENTS: _____



MIAMI-DADE COUNTY PUBLIC SCHOOLS

ADMINISTRATIVE/PROFESSIONAL AND TECHNICAL STAFFING
INTERVIEW/REVIEW COMMITTEE FORM FOR MEP NON-SCHOOL SITE

Pursuant to Board Rule 6GX13- 4A-1.161:

It is the responsibility of the supervising bureau to select the persons whom may serve on the Screening, Interviewing and Final Interview Committees.

Department: _____ Position: _____

Screening Committee

Date: _____

	Member Name	Location Name	Title	E/G	Initials
The immediate supervisor for the open position					
A designee of the supervisor					
A designee of the supervisor (must be from a different bureau)					
Human Resources Representative (non-voting)					

Interview Committee

Date: _____

	Name	Location Name	Title	E/G	Initials
The immediate supervisor for the open position					
A designee of the above mentioned supervisor					
A designee of the above mentioned supervisor (must be from a different bureau)					
Human Resources Representative (non-voting)					

Final Interview Committee

Date: _____

	Name	Location Name	Title	E/G	Initials
The appropriate cabinet member or designee.					
A designee of the appropriate cabinet member.					
A designee of the appropriate cabinet member (must be from a different bureau).					
Human Resources representative (non-voting)					

Recommended Candidate: _____

Supporting Comments: _____



MIAMI-DADE COUNTY PUBLIC SCHOOLS

ADMINISTRATIVE/PROFESSIONAL AND TECHNICAL STAFFING
INTERVIEW/REVIEW COMMITTEE FORM FOR PRINCIPAL

Pursuant to Board Rule 6GX13-4A-1.161:

It is the responsibility of the supervising bureau to select the persons whom may serve on the Screening, Interviewing and Final Interview Committees.

School's Name: _____ Region: _____

Screening Committee

Date: _____

	Member Name	Location Name	Title	Region	E/G	Initials
Regional/Assistant Superintendent or Designee.						
A principal from a different region.						
A teacher elected by the total faculty of the affected school.						
Human Resources Representative (non-voting)						

Interview Committee

Date: _____

	Name	Location Name	Title	Region	E/G	Initials
Regional/Assistant Superintendent or Designee.						
A principal from a different region.						
A teacher elected by the total faculty of the affected school.						
Human Resources Representative (non-voting)						

Final Interview Committee

Date: _____

	Name	Location Name	Title	Region	E/G	Initials
The Deputy/Associate Superintendent or designee.						
The appropriate Regional Assistant/Superintendent or Designee.						
A teacher elected by the total faculty of the affected school.						
Human Resources Representative (non-voting)						

Recommended Candidate: _____

Supporting Comments: _____



MIAMI-DADE COUNTY PUBLIC SCHOOLS

ADMINISTRATIVE/PROFESSIONAL AND TECHNICAL STAFFING
INTERVIEW/REVIEW COMMITTEE FORM FOR ASSISTANT/VICE PRINCIPAL

Pursuant to Board Rule 6GX13-4A-1.161:

It is the responsibility of the supervising bureau to select the persons whom may serve on the Screening and Interviewing Committees.

School's Name: _____ Region: _____

Screening Committee Date: _____

	Member Name	Location Name	Title	Region	E/G	Initials
Regional/Assistant Superintendent or Designee.						
Principal of the school with the opening.						
A teacher elected by the total faculty of the affected school.						
Human Resources Representative (non-voting)						

Interview Committee Date: _____

	Name	Location Name	Title	Region	E/G	Initials
Regional/Assistant Superintendent or Designee.						
Principal of the school with the opening.						
A teacher elected by the total faculty of the affected school.						
Human Resources Representative (non-voting)						

Recommended Candidates: _____

Supporting Comments: _____



MIAMI-DADE COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE/PROFESSIONAL AND TECHNICAL STAFFING

1. _____
2. _____
3. _____
4. _____
5. _____

COORDINATOR III COMPLIANCE
OFFICE OF CIVIL RIGHTS COMPLIANCE

NAME: _____

Written Question: (Please limit your response to no more than 20 to 30 minutes.)

You are the only staff member in the Office of Civil Rights Compliance and you receive a call from an irate employee claiming that she feels that she has been harassed. The employee complains that she is 60 years old and her immediate supervisor is "picking on her" and is treating her differently by giving her more work than the other staff members.

Please write a report to the Executive Director explaining what occurred during the call and the actions you took regarding this matter.



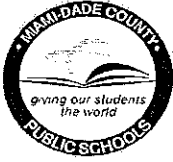
MIAMI-DADE COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE/PROFESSIONAL AND TECHNICAL STAFFING

ORAL INTERVIEW QUESTIONS

COORDINATOR III COMPLIANCE

OFFICE OF CIVIL RIGHTS COMPLIANCE

- o 1. The Civil Rights Office is responsible for monitoring and assessing the District's compliance and implementation of policies, laws, and state statutes as they relate to anti-discrimination/harassment. Please name at least three federal laws that are related to discrimination and harassment in employment.
- o 2. Miami-Dade County Public Schools has policies in place which prohibit discriminating against employees or job applicants based on certain protected categories. Please name five of these protected categories.
- o 3. As a Coordinator in the Civil Rights Office, you have been assigned an investigation of allegations regarding sexual harassment. Please tell this committee what constitutes sexual harassment; the two types of sexual harassment and what standards you would use to make a determination regarding this case.
- o 4. Federal law, state statutes, and School Board policies prohibit retaliation. Please tell this committee your understanding of what is meant by prohibited retaliation.



MIAMI-DADE COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE/PROFESSIONAL AND TECHNICAL STAFFING

FINAL REVIEW QUESTIONS

COORDINATOR III COMPLIANCE

OFFICE OF CIVIL RIGHTS COMPLIANCE

- o As a Compliance Coordinator for M-DCPS, you have been tasked with training administrators, faculty and staff at different locations throughout the county. The Executive Director for the Civil Rights Compliance Office has set a minimum of 4 elementary and 4 senior high schools to be trained during the 2011-2012 school year. Please explain what steps you will undertake to accomplish this goal and what your training objectives will be.
- o As a Compliance Coordinator, you have been assigned an investigation regarding a parent complaint on behalf of their child, that their child was not selected for the school Cheerleading Squad because of her race, African-American. The person in charge of the Cheerleading Squad is also African-American. Explain what steps you will undertake to conduct this investigation.
- o A Hispanic employee has filed a complaint of harassment based on his ethnic/national origin. You are assigned this investigation, and during your initial meeting with the employee you are told that he wants another investigator because you do not understand his culture. What do you say to this employee?

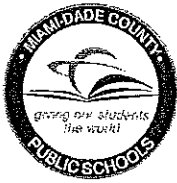


MIAMI-DADE COUNTY PUBLIC SCHOOLS
OFFICE OF HUMAN RESOURCES

INTERVIEW QUESTIONS SUMMARY

PRINCIPAL

- o What is your knowledge of FCAT 2.0 as it pertains to increasing student achievement for all AYP subgroups?
- o What would you do to facilitate the growth of the International Baccalaureate (IB) program school-wide while ensuring fidelity?
- o has been an "A" school for the past five years, what marketing strategies would you use to make.... the first choice among feeder pattern students?



MIAMI-DADE COUNTY PUBLIC SCHOOLS
OFFICE OF HUMAN RESOURCES

FINAL REVIEW QUESTION

PRINCIPAL

- o What steps would you take to ensure teaching strategies implemented by your teachers accommodate the diverse learning styles and needs of your students?
- o What initiative would you implement and what steps would you take to market your school and programs in order to increase student enrollment?
- o As you well know, ... is very community oriented. What strategy would you implement to foster this on-going relationship?