

MIAMI BEACH

COMMISSION MEMORANDUM

TO: Honorable Mayor and Members of the City Commission
FROM: Jimmy L. Morales, City Manager
DATE: May 16, 2018

SUBJECT: REFERRAL TO FINANCE AND CITYWIDE PROJECTS COMMITTEE TO DISCUSS AN EDUCATION COMPACT COORDINATOR POSITION.

RECOMMENDATION

Refer the item to FCWPC for further review and discussion.

ANALYSIS

On January 8, 2008, the City entered into an Education Compact (the "Compact" Attachment A) with Miami-Dade County Public Schools (M-DCPS). Developed with significant community input, the Compact reflects the desire of the Miami Beach community to support excellence in its schools and an investment in the overall enhancement of education for its residents. The Compact currently addresses and supports the following priority areas:

- Teacher Recruitment/Retention;
- Communication;
- Parental Involvement/Family Support/Youth and Community Engagement;
- Health and Well-Being;
- Student Achievement;
- Safety; and
- Technology.

In Resolution No. 2015-28997, the City Commission directed the Administration to expand the Compact to address the following areas: Early Learning; Extracurricular/Choice Offerings; and Afterschool Programming.

Since then, the City has entered into many contracts with M-DCPS and other organizations several educational initiatives reflected on the chart attached (Attachment B)

The City supports excellence in education in the City's public schools recognizing it is an investment in the overall enhancement of education for residents. Enhanced student achievement includes a seamless curriculum of advanced studies through the International Baccalaureate (IB) Program, from Pre-Kindergarten through twelfth grade. To date, approximately \$936,000 has been expended for application fees, professional development for teachers, and other youth related activities including dual enrollment, Nurse Initiative, Common Threads, and LCSW Mental Health Services (not including Voluntary Pre-K), for an approximate additional \$383,000 for the first three years.

With the Commission prioritization of education initiatives, the department requires an individual to

support Education Compact Initiatives and other education Commission priorities (Attachment C). This position will report to the Chief Learning and Development Officer. The position will collaborate with other agencies in identifying gaps of services/programs which will prepare children and youths for their future. This position will be responsible for developing, organizing, administering, and monitoring, the implementation of designated educational initiatives, programs, and services, in order to ensure that the educational needs of the city are met. The number of educational initiatives approved for implementation by Commission has exceeded the capacity of the current service levels within Organizational Development (Chief Learning Officer). Adding this position would allow for more comprehensive educational performance research to be conducted and for more educational program funding to be identified and obtained. Additionally, in 2018 alone, the following educational initiatives were approved and implemented requiring after-hour presence and weekend staff presence: Technology Coding Citizens Bootcamp and Drug Prevention/Intervention Series. In April 2018, Commission approved six additional education initiatives not currently part of the Education Compact with an expected implementation date of August 2018: After-school enrichment (Fienberg), after-school enrichment (Biscayne), reading interventionists (South Point, Fienberg, North Beach, Biscayne, Nautilus), math interventionists (Nautilus and Miami Beach Senior), additional mental health professionals at all public schools and college prep program at Miami Beach Senior.

CONCLUSION

Based on additional education related programs and initiatives, the addition of an Education Compact Coordinator should be considered to provide immediate support for prioritized educational initiatives to be implemented in August 2018. The budgetary impact of creating an Education Compact Coordinator for the rest of this fiscal year is \$15,000 (rounded; assuming July 1st start date with no expected health costs within this fiscal year due to the probationary period for new employees). The year 2 impact would be \$80,303.

KEY INTENDED OUTCOMES SUPPORTED

Achieve Educational (K-12) Excellence

Legislative Tracking

Organizational Development Performance Initiatives

Sponsor

Commissioner John Elizabeth Aleman

ATTACHMENTS:

Description

- ▢ Attachment A - Education Compact
- ▢ Attachment B - Six Year Enhancement Summary Education
- ▢ Attachment C - Education Coordinator Position Description Draft
- ▢ Attachment - Agreements for Audit

AN EDUCATION COMPACT BETWEEN MIAMI-DADE COUNTY PUBLIC SCHOOLS AND THE CITY OF MIAMI BEACH

Following the blueprint established by the formation of the Education Compacts between Miami-Dade County Public Schools (District), and other local general purpose governments, the District and the City of Miami Beach (City), will now partner to bring together each organization's collective resources for the greater benefit of both the students and the citizens of Miami Beach. Located on a barrier island in Miami-Dade County, the City, incorporated in 1915, encompasses approximately 7.1 square miles and is home to 6 District facilities including South Pointe Elementary, Fienberg Fisher Elementary, North Beach Elementary, and Biscayne Elementary, Nautilus Middle, and Miami Beach Senior High. With a population of over 93,000, it is the destination of over 7 million tourists annually and the hub of the County's hospitality and tourism industry.

In recognition of the fact that *It Takes...* the commitment of the District and the City to raise academic achievement, and recognizing the importance placed on education by the residents of Miami Beach, the District and City seek to codify an Education Compact to build on existing programs and innovative ideas which will enhance the lifelong educational opportunities for the entire community. Therefore, through this agreement we will strive to meet the educational needs of each child and enhance the learning opportunities for all. This Compact was developed with significant community input and reflects the desire of the Miami-Beach community to support excellence in their schools and an investment in the overall enhancement of education for its residents. It is recognized by the District and the City that this Compact represents goals and objectives which are consistent with the long term strategic plans of each entity and it is understood that as such goals and objectives evolve the terms of this Compact may also be modified over time.

The areas of focus in this collaboration include: teacher recruitment and retention; enhanced communication of educational and community events; family/parental involvement in education; community/business engagement, enhanced student health and well-being; improved student achievement; school safety; and technology access. The initial major activities, intended outcomes, and measures associated with each of these major focus areas are outlined below.

Teacher Recruitment/Retention

Activities:

- The District and the City will collaborate to develop a supplemental incentive program for teacher recruitment/retention in Miami Beach schools. The City component of the program will focus on encouraging incentives which may include discounts, mentoring, training, and tickets to public events. Mentoring and training opportunities will be least disruptive to school staffing needs, with schools providing coverage (as applicable) for staff to participate. The District will provide support for the City program which may include but not be limited to invitations to participate in District recruitment events and posting of City sponsored incentives on the District's recruitment webpage.

- The District will make available to the City all instructional staff recruitment and retention statistics and data for Miami Beach schools and districtwide which is considered public information.
- The District will make available to the City all survey data pertaining to teacher satisfaction levels (in particular key drivers for recruitment and retention) on a regular basis, segregated by each Miami Beach school where possible.
- The City will support the District's efforts, those of other stakeholder groups and districtwide initiatives that address the housing needs of teachers and non-instructional staff. In the event the City develops a program to provide workforce housing and/or housing support for "essential personnel," the inclusion of public school teachers and/or other public educational personnel will be explored.

Key Intended Outcomes:

- Maintain teacher recruitment and retention at or above districtwide levels.
- Increase teacher satisfaction rates for City of Miami Beach schools.
- Enhance access to workforce and affordable housing.

Measures:

- Number and percent of Miami Beach school staff participating in various incentive programs provided by the City;
- Number and percent of Miami Beach school staff participating in mentoring and training opportunities sponsored by the City;
- Percent of Miami Beach school and District school personnel that indicate they agree or strongly agree that they like working at their 'Miami Beach' school;
- Miami Beach school instructional personnel retention rate compared to districtwide retention rate; and
- Miami Beach school instructional personnel vacancy rate compared to districtwide vacancy rate.
- Number of instructional personnel utilizing workforce housing options available through the City

Communication

Activities:

- The City will work with the District to disseminate information related to educational opportunities and activities by placing information in strategically located kiosks.
- Collaborate to enhance education-related communication to the City's residents by developing an education page to be included in City's website with links to the Beach schools, providing access to the City's cable TV programming, and space in the City's newsletters and magazines in order to disseminate information on Miami Beach's schools.
- The City will work with the District to support a Student Expo that will highlight Beach school offerings and student achievements.
- The City and the District will endeavor to collaborate on legislative agendas in support of public education.
- Provide regular briefings of the School Board and City Commission regarding the status of the implementation of this Compact and other issues of interest.

Key Intended Outcome:

- Increase community access to Miami Beach school and District information.

Measures:

- Number of District legislative priorities supported by the City; and
- Number of educationally-related articles/ads disseminated through City- sponsored communication methods (magazines, newspaper, television).

Parental Involvement/Family Support/Youth and Community Engagement

Activities:

- The District will make available to the City all parent satisfaction survey data on a regular basis, segregated by Miami Beach schools where possible, and the City may conduct similar surveys with the assistance of the District, including findings on key drivers for satisfaction, subject to any approvals which may be required from the District's Research Review Committee.

- The City will work with the District to foster local business support for education, including the implementation of employee programs which encourage parent participation in schools. As an example, the City will encourage local businesses to model the City's commitment to parental involvement by developing an employee policy that would allow for employee release time to participate in designated early release day parent/teacher conferences (max. 3 per year) and would provide access to computers for employees for the purpose of accessing the District's Parent Portal to obtain information regarding the employees' children's academic progress. The District will provide confirmation form for employee participation in parent/teacher conferences.
- Through The Parent Academy (TPA), interested City personnel will be provided with training by the District regarding use of the District's newly launched Parent Portal and other electronic resources available through the District .
- The District will focus on Miami Beach parents by creating a City-based model of TPA using City facilities and other community sites.
- The District will support the City's Service Partnership (service program that partners community agencies) via participation in the governing board, provision of referrals to the program as appropriate, recruitment of students for employment opportunities, and assistance in the collection of qualitative data to measure success, subject to parental consent.

Key Intended Outcomes:

- Ensure Community access to educational information.
- Increase accessibility to family/individual support services.

Measures:

- Parent satisfaction rates for each Miami Beach school;
- Number of hours provided by City for City employees to attend teacher conferences, etc.;
- Number of parents from Miami Beach schools attending Parent Academy programs; and
- Percent of students referred by school personnel to the Service Partnership that obtain employment.

Health and Well-Being

Activities:

- The District will maintain health clinics (nurse practitioners and/or registered nurses) at Fienberg Fisher Elementary, Biscayne Elementary, Nautilus Middle School and Miami Beach Senior High School, subject to continued available funding, and will work with all Miami Beach schools to coordinate visits from the Health Connect on Wheels service (as available) or similar service to schools and/or Miami Beach recreation centers.
- The District and the City will collaborate to deliver information regarding health and wellness education, prevention and intervention strategies regarding nutrition, physical activity levels, and health maintenance in accordance with the District's Wellness Initiative.
- The City will explore the development of a middle school-level afterschool program. The District will collaborate with the City by assisting with the recruitment of students, including providing space within District-owned facilities as needed, and exploring expanded transportation options for participating students.
- District will explore the expansion of full-time nurse practitioners and/or registered nurses at schools without health clinics, subject to available funding.

Key Intended Outcome:

- Increased health and well-being of students.

Measures:

- Percent of Miami Beach schools scheduled for Health Connect Mobile provider (or similar service) August through June;
- Number of Health Connect on Wheels mobile unit visits (or similar service) to non-clinic Beach schools and recreation centers; and
- Number of schools with health clinics (Nurse practitioners and/or registered nurses) through School Health Connect and/or equivalent

Student Achievement

Activities:

- The District will make available to the City all student survey data on a regular basis, segregated by Miami Beach schools where possible, and the City may conduct similar surveys with the assistance of a District Educational Evaluation single point of contact, including findings on student ratings of self-esteem and sense of community. All research is subject to approval by the M-DCPS Research Review Committee.

- The District will identify and pursue implementation of best practice strategies to increase the graduation rate at Miami Beach Senior High School (MBSHS).
- The City will work with the District toward the creation of an internship initiative with Miami Beach City government to provide internship opportunities (as appropriate) to MBSHS students based on parameters within the District's Secondary School Reform plan.
- The City will work with the District to support the creation of a speaker's bureau for Miami Beach schools to provide teachers with access to speakers on specialized topics.
- The District will encourage the greater use of school facilities after-hours to support community based programming for youth.
- The District will explore avenues to enhance counseling and teacher-to-student ratios.
- The City will negotiate where possible culture/arts contracts to include access to programs by schools. The District will provide a dedicated Curriculum Coordinator staffed to the feeder pattern to arrange for arts/culture utilization during school hours and after-school hours and alignment to curriculum. Currently available City cultural offerings for students include access to programs at the Bass Museum, Botanical Garden, Byron Carlyle, Colony Theater, Fillmore at the Jackie Gleason, Wolfsonian, Convention Center, Jewish Museum, 10th Street Auditorium, Little Acorn Theater, Arts in Public Places, New World Symphony Campus (TBD), and various festivals/events.
- The City will support the small learning academies at the Miami Beach Senior High School by providing City advisory board participants no more than once a month and the District will provide training to City staff related to interdisciplinary teaching/learning teams, relevant curriculum/instruction, inclusive programs/practices, continuous program improvement, and building community support. Anticipated academies at Miami Beach Senior High School may include, but not be limited to Business, Management, and Administration, Hospitality and Tourism, Information Technology, Public Service and Security, Visual and Performing Arts, Communication and Digital Media, Marine and Environmental Science, Foreign Language and Humanities, International Baccalaureate, Scholars Academy, and Education and Training Services.

- The City and District will collaborate to implement an International Baccalaureate (IB) program within the Miami Beach feeder pattern. The City agrees that it will provide funding for the implementation at Miami Beach Senior High School and Nautilus Middle School in an amount not to exceed \$155,000, and for Fienberg-Fisher Middle Years Program in an amount not to exceed \$ 68,000. The implementation of the IB program with the Miami Beach feeder pattern is as follows:
 - The District will immediately initiate the application process for the International Baccalaureate Program (IBO Diploma Program) at Miami Beach Senior High School (MBSHS) by submitting the Interested Schools Form (October 2007), Consultant Request Form (if applicable by November 2007), Application A (March 1, 2008), Application B (June 1, 2008), Site Visit (Fall 2008), and Authorization (Spring 2009).
 - The City will assist the District in discussing funding or other support from the Miami Beach Chamber of Commerce or other appropriate organizations for annual fees, teacher training, Diploma Program (DP) Coordinator supplement, exam registration (per student), per subject exam fee/shipping, and books .
 - The City will provide resources for the IBO Diploma program rollouts including funding for the feasibility study (if applicable), application A, application B, and professional development costs including registration, travel and expenses for instructional staff as applicable prior to full implementation of the program at MBSHS.
 - The District will immediately initiate the application process for the International Baccalaureate Middle Years Program (IBO Middle Years Program) at Nautilus Middle School (NMS) by submitting the Interested Schools Form (October 2007), Application A (May 1, 2008), Application B (June 1, 2009), Authorization (Fall 2010), and Evaluation (Spring 2014).
 - The City will assist the District in discussing funding or other support from the Miami Beach Chamber or other appropriate organizations for annual fees, teacher training, Area of Interaction (AOI) Leaders supplements, Middle Years Program (MYP) Coordinator supplement, books, and extra teaching periods supplements (as applicable).
 - The City will provide resources for the IBO Middle Years program rollouts including funding for the feasibility study (if applicable), Application A, Application B, and professional development costs including registration, travel and expenses for instructional staff as applicable prior to full implementation of the program at NMS.
 - The District will immediately initiate the application process for the International Baccalaureate Middle Years Program (IBO Middle Years Program) at Fienberg Fisher grades 6-8 by submitting the Interested Schools Form, Application A, Application B, Authorization, and Evaluation.

- The City will provide resources for the IBO Middle Years program rollouts at Fienberg Fisher 6-8 including funding for the feasibility study (if applicable), Application A, Application B, and professional development costs including registration and travel expenses for instructional staff as applicable prior to full implementation of the program at Fienberg Fisher grades 6-8.
- The District and City will pursue the development of an IB program at the elementary school levels over the next 2 years, including development of implementation funding requirements. Funding requirements will be presented to the City Commission for approval. Further, as part of the feasibility review for the implementation of a Primary Years IB program, the District and the City will reach out to its neighboring cities including the Town of North Bay Village and Bay Harbor Islands in consideration of the location of the schools within their borders.
- The City and District will seek to collaborate on grant development opportunities in order to maximize the pool of available resources to serve the City's schools and residents. Types of grants pursued will include, but not be limited to those supporting student academic achievement, literacy, physical activity and fitness, social skills building, family involvement, and health and well-being.

Key Intended Outcomes:

- Increased academic support and achievement.
- Increase academic enrichment. Pursue collaborative grants to support youth academic needs and academic support citywide. Increased number of graduates exposed to external experiential activities including meaningful mentorships and/or internships.

Measures:

- Percent of high school students graduating who entered Miami Beach High in the 9th grade year;
- Number and percent of high school target population participating in City-sponsored internship program;
- Number of high quality internship opportunities made available to the Miami Beach students by the City;
- Number of City employees that are registered mentors and providing services to Miami Beach students;
- Number of speaker hours provided by City 'experts' to schools on specialized topics in support of the speaker's bureau;
- Allocation per fulltime equivalent student;
- Number of students enrolled in the IB program by school;
- Number of Miami Beach schools receiving a state accountability grade of A or B;
- Number of attendees by school to City-sponsored/supported cultural activities during school hours and after-school hours;

- Number of City management staff actively participating in School of Business and Technical Arts, School of Creative Arts, and School of Liberal Arts smaller learning academies in advisory board roles;
- Number of grants and amount of funding secured through collaborative efforts to obtain grants supporting youth and public education; and
- Number of students completing a City-sponsored internship.

Safety

Activities:

- The District and City each will designate a Police Department liaison to coordinate security and safety related activities for Miami Beach schools and to explore joint training opportunities for personnel involved with safety issues at all Miami Beach schools.

Key Intended Outcome:

- Improve safety and/perceptions of safety at schools in City.

Measures:

- Parent, student and District perception ratings for school safety.

Technology

Activities:

- To the extent the City maintains a free WiFi network Citywide; the City will provide free WiFi access to support home access throughout the community and will provide access to discounted computer equipment to all residents; helping to reduce the digital divide.
- The District and City will collaborate to identify additional avenues for student access to technology and the District will provide opportunities for technology training at school sites for parent(s)/guardian(s).

Key Intended Outcome:

- Improve youth and parent access to technology.

Measures:

- Number of Miami Beach homes with technology enabling youth to access WiFi; and
- Number of opportunities for technology training at school sites for parent(s)/guardian(s).

The adoption of this Education Compact between the City of Miami Beach and M-DCPS establishes a pact to continually strive to promote excellence and relevance in education in the City's schools and community at large by joining forces for the greater benefit of both the students and the citizens of Miami Beach.

The City and the District agreed that any more favorable position provided in any other District Education compact will be offered to the City of Miami Beach for consideration.

IN WITNESS WHEREOF, the Parties have caused this Education Compact to be executed in their names by their duly authorized officers and the corporate seals to be affixed all as of the day and year first above written.

WITNESSETH we have set our hands and seals hereto on this 16th of January, 2008.

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

BY: [Signature]

Name: Rudolph F. Crew

Title: Superintendent/Designee

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

BY: [Signature]

Name: Agustin J. Barrera

Title: Chair, School Board

ATTEST: [Signature]
BY: _____

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

BY: [Signature]

Name: Julie Ann Rico

Title: School Board Attorney

BY: [Signature]

Name: Perla Tabares Hantman

Title: Vice Chair, School Board

CITY OF MIAMI BEACH, FLORIDA

BY: [Signature]
Name: Jorge Gonzalez
Title: City Manager

BY: [Signature]
Name: Matti H. Bower
Title: Mayor

ATTEST:
BY: [Signature]
Title: City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

BY: [Signature]
Name: Jose Smith
Title: City Attorney



MIAMI BEACH

6 YEAR SUMMARY OF ENHANCEMENTS/ADDITIONS

Department	Fund	2012/13 Enhancements/ Additions	2013/14 Enhancements/ Additions	2014/15 Enhancements/ Additions	2015/16 Enhancements/ Additions	2016/17 Enhancements/ Additions	2017/18 Enhancements/ Additions
Organizational Development & Performance Improvement							
The results of the assessments are used to monitor the impacts of recently implemented initiatives to target areas for future improvements, and assure the quality of services. Each quarter 90 four (4) hour assessments are conducted 7 days a week to provide a statistically valid sampling (1,440 hours annually). There are 4 four hour shifts Sunday – Thursday and 6 four hour shifts Friday and Saturday. Outsourcing will eliminate the need to utilize city personnel to conduct these ongoing assessments	General			36,000			
Create an Employee Suggestion program	General			15,000			
Coordinate and host an IB professional workshop for instructional staff at Nautilus Middle School and Miami Beach Senior High School	General			94,000			
Anti-Defamation League (added mid-year FY 17 and added to FY2017/18 CSL as directed by the Finance Committee at the July 10, 2017 meeting) (mid-year)	General					4,000	
Common Threads (added mid-year FY 17 and added to FY2017/18 CSL as directed by the Finance Committee at the July 10, 2017 meeting) (mid-year)	General					19,000	
FIU Dual Enrollment Expansion (previously funded from Education Compact Fund in FY15 & FY16. Enhanced level of service in FY17) (mid-year)	Special Revenue					62,000	
Miami-Dade College Dual Enrollment -added to FY2017/18 CSL as directed by the Finance Committee at the July 10, 2017 meeting (previously funded from Education Compact Fund in FY16. Enhanced level of service in FY17)	General					28,000	
Nurse Enhancement Initiative (added mid-year FY 17 and added to FY2017/18 CSL as directed by the Finance Committee at the July 10, 2017 meeting) (previously funded from Education Compact Fund in FY15 & FY16) (mid-year)	General					16,000	
Nurse Initiative - Behavioral Health	General					54,000	
VPK Program - Year 3 (\$253,000 added mid-year in F16 for year 1 in Education Compact Fund)	Special Revenue					141,000	
VPK Program - One VPK class at Biscayne Elementary at \$35,000 with MDCPS funding the remaining 50% (FY18 VPK program cost decreased by 106k) (mid-year)	Special Revenue						(106,000)
Substance Abuse Workshops (mid-year)	General						3,000
Extracurricular activities for Fienberg Fisher and Biscayne (mid-year)	Special Revenue						60,000
Reading Tutoring (mid-year)	Special Revenue						50,000
Math Tutoring (mid-year)	Special Revenue						20,000
Mental Health (mid-year)	Special Revenue						60,000
College Prep Program / Materials (mid-year)	General						12,500

6 YEAR SUMMARY OF ENHANCEMENTS/ADDITIONS

Department	Fund	2012/13 Enhancements/ Additions	2013/14 Enhancements/ Additions	2014/15 Enhancements/ Additions	2015/16 Enhancements/ Additions	2016/17 Enhancements/ Additions	2017/18 Enhancements/ Additions
Total		-	-	145,000	-	324,000	99,500

EDUCATION COMPACT INITIATIVES COORDINATOR

Job Code: _____

Class Code: N/A

Bargaining Unit: Unclass.

FLSA Code: N/A

Grade: u17

NATURE OF WORK

This is professional and supervisory work coordinating and overseeing the City of Miami Beach's Educational Initiatives and Educational Compact. Work involves working closely with City committees, MDCPS and other agencies identifying gaps of services/programs which will prepare children and youth for their futures. Actively works with community based organizations, private/public companies, etc. and recruits or builds relationships for future and current programs. Supervision is exercised over subordinate personnel, consultants, contractors, and agencies involved in carrying out the daily activities of such services/programs and ensure that the work is accomplished in accordance with established procedures and agreements. Work involves the consistent exercise of judgment and discretion in its performance. Reports to the Chief Learning Development Officer/Department Director.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Assesses educational needs and develops, organizes, administers, and monitors the implementation of designated initiatives, programs and services
- Monitors the quality of services and effectiveness provided by programs/services
- Researches and solicits in order to develop and maintain programs and initiatives
- Promotes, identifies, and obtains funding for educational programs designated for children/youth
- Monitors the performance of contracted entities ensuring compliance with programs, and contracts
- Formulates and revises policies and procedures relating to, but not limited to the programs
- Conducts research, analyzes, and prepares reports
- Conducts on-site visits to review programs, and employees / consultants / contractors job performance
- Establishes and maintains contacts with MDCPS and other agencies
- Promotes citizen engagement and leads innovative projects to strengthen and empower children/youths/families knowledge on educational programs available
- Develops a wide variety of presentation materials, media and resources and makes presentations to companies and organizations on programs and services available to assist children/youths and their families
- Maximizes resources and achieves goals for assigned programs by collaborating activities and efforts with public and private agencies
- Develops, and maintains an evaluation system to assess the effectiveness of programs
- Implements new outcome measures pertaining to the performance of such programs, and monitors and tracks the outcomes of programs
- Schedules and attends community meetings related, but not limited to education initiatives
- Participates on committees and task forces organized by local government agencies, and may facilitate and lead the work of committees as necessary
- Assists with the preparation of annual budget for the division, programs, and services
- Ensures that all expenditures are in accordance with contracts, City, State, and Federal Guidelines
- Performs other related duties as assigned

EDUCATION COMPACT INITIATIVES COORDINATOR

MINIMUM REQUIREMENTS

- Bachelor's degree in Education, Public or Business Administration, or a closely related field, and considerable experience (5-7 years) identifying, establishing or monitoring educational programs or services. Some (2-3 years) must have been at a supervisory level.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the use of modern office equipment, including computers and job related software programs
- Knowledge of business English, spelling and business arithmetic
- Ability to understand and follow written and verbal instructions
- Ability to communicate effectively both verbally and in writing
- Ability to establish and maintain effective working relations with other employees, City officials and the general public
- Ability to analyze complex policy/process/procedure issues, develop solutions and to formulate alternatives for presentation to superiors
- Ability to formulate and conduct a research program to identify specific problems or issues, followed by the ability to appropriately analyze and formulate solutions

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- The work is typically performed in an office, sitting at a desk or table, while intermittently standing or stooping, walking, kneeling, reaching, carrying and climbing
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to computer terminal and hand held electronic device

SUPERVISION RECEIVED

- Reporting to the Chief Learning and Development Officer/Department Director who reviews work, as needed, for conformity with established administrative and departmental practices and procedures and achievement of performance objectives
- Specific assignments are received from the Chief Learning and Development Officer/Department Director in the Office of Organization Development Performance Initiatives

SUPERVISION EXERCISED

- None

EDUCATION COMPACT INITIATIVES COORDINATOR

*The information herein is not all inclusive and may change at the discretion of the Human Resources Department

Job Description Approval:

Human Resources Director: _____ Date: _____
Michael Smith

Assistant City Manager: _____ Date: _____
Kathie G. Brooks

City Manager: _____ Date: _____
Jimmy L. Morales

FY18 Agreements & Upcoming FY19 Agreements for Organizational Development Performance Initiatives

FY18

Company	Description	Amount	Expiration Date
Adobe/Dell	E-Learning platform and licenses	\$ 17,375.63	May 2018
Sollah	Tag video library for e-Learning	\$ 34,190.50	September 2019
North Bay Village / Bay Harbor / Bal Harbour / Surfside	Nurse initiative	\$ 15,400.00	July 2018
MB Chamber	Nurse initiative	\$ 53,600.00	July 2018
Meridian Planners	Agenda planners	\$ 20,195.40	September 2018
ADL	No place for hate program	\$ 3,750.00	September 2018
FIU/MDCPS	Dual enrollment	\$ 62,000.00	June 2018
MDC/MDCPS	Dual enrollment	\$ 28,000.00	June 2018
Common Threads	Cooking for a healthier life program	\$ 19,000.00	September 2018
Eco tech	Coding bootcamp	\$ 42,000.00	June 2018
Family Recovery Specialists	Substance abuse prevention	\$ 3,000.00	June 2018
MDCPS/IB	International Baccalaureate	\$ 50,000.00	Budgeted but not Executed
MDCPS	Substitute teacher incentive program for Nautilus Middle	\$ 3,000.00	Budgeted but not Executed
Total		\$ 351,511.53	

FY19

TBD	After school activities	\$ 60,000.00
TBD	Reading tutors	\$ 50,000.00
TBD	Math tutors	\$ 20,000.00
Children's Trust	Mental health expansion	\$ 60,000.00
Prepworks	College prep	\$ 12,500.00
Adobe/Dell	E-Learning platform and licenses	\$ 17,375.63
Sollah	Tag video library for e-Learning	\$ 34,190.50
North Bay Village / Bay Harbor / Bal Harbour / Surfside	Nurse initiative	\$ 15,400.00
MB Chamber	Nurse initiative	\$ 53,600.00
Meridian Planners	Agenda planners	\$ 20,195.40
ADL	No place for hate program	\$ 3,750.00
FIU/MDCPS	Dual enrollment	\$ 62,000.00
MDC/MDCPS	Dual enrollment	\$ 28,000.00
Common Threads	Cooking for a healthier life program	\$ 19,000.00
MDCPS/IB	International Baccalaureate	\$ 50,000.00
MDCPS	Substitute teacher incentive program for Nautilus Middle	\$ 3,000.00

Eco tech
Total

Coding bootcamp

\$ 42,000.00

\$ 551,011.53