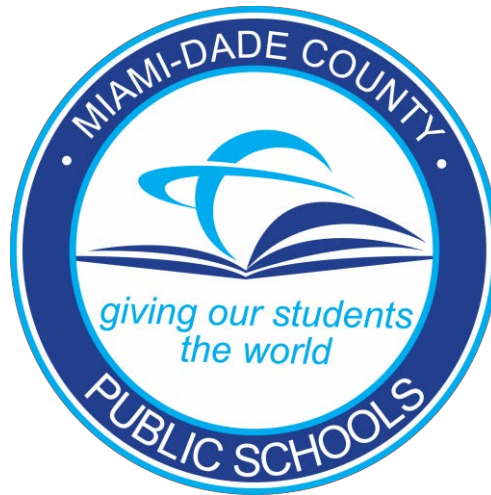


MIAMI-DADE COUNTY PUBLIC SCHOOLS

Division of Athletics, Activities and Accreditation

Guidelines for Extracurricular Personnel Athletics/Activities



August 2022

MIAMI-DADE COUNTY PUBLIC SCHOOLS

The School Board of Miami-Dade County, Florida

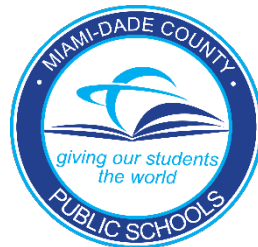
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INTRODUCTION

The Division of Athletics, Activities and Accreditation is providing these guidelines as a resource to clarify the role of extracurricular personnel in athletics and activities at the school site. Individuals who hold these positions should represent your school in a positive manner. These guidelines are in accordance with the contract between the Miami-Dade County Public Schools and the United Teachers of Dade. The guidelines delineate the expectations and qualifications for each extracurricular position. If you have any questions, please do not hesitate to contact the Division of Athletics, Activities and Accreditation.

Restrooms:

Students should be allowed to use the restroom in accordance with their gender identity. Alternative and non-stigmatizing options, such as an all-gender or single user restroom (e.g., staff bathroom or nurse's office), should be made available to students who request them, but not presented as the only option. Any student who has a need or desire for increased privacy, regardless of underlying reasons, has the right to access a single-user restroom.

Locker Rooms or Changing Facilities:

A student should not be required to use a locker room that is incongruent with their gender identity. Locker room usage should be determined on a case-by-case basis, using the guiding principles of safety and honoring the student's gender identity and expression. Some options include: 1) a change in schedule; 2) use of a private area in the facility (e.g., nearby restroom stall with a door, or an area separated by a curtain, a physical education instructor's office in the locker room); and 3) use of a nearby private area (e.g., restroom, nurse's office). Any student who has a need or desire for increased privacy, regardless of the underlying reasons, may request the options listed above.

Privacy and Confidentiality Regarding Disclosures:

Transgender and Gender Non-Conforming students have the right to decide when, with whom, and to what extent to share private information. When contacting the parent/guardian of a transgender or Gender Non-Conforming student, school staff should use the student's legal name and the pronoun corresponding to the student's assigned sex at birth, unless the student or parent/guardian has specified otherwise.

FHSAA Policy 16.8 – Gender Identity Participation:

16.8 Gender Identity Participation

All eligible students should have the opportunity to participate in interscholastic athletics in a manner that is consistent with their gender identity and expression, irrespective of the gender listed on a student's birth certificate and/or records. Should a situation arise regarding a student's request to participate in a gender-segregated athletic event consistent with his/her gender identity and expression, a student may seek review of his or her eligibility for participation through the procedures set forth below:

16.8.1 Notice to the School. The student and parent(s) or guardian(s) shall contact the school administrator or athletic director, prior to the official start date of the sport season as listed on the FHSAA Website, indicating the student has a consistent gender identity and expression different than the gender listed on the student's school registration records and the student desires to participate in a gender-segregated athletic sport in a manner consistent with his/her gender identity and expression.

16.8.2 Documentation. The appealing student must provide the principal or athletic director, and the FHSAA, the following documentation and information:

16.8.2.1 Current transcript and school registration information;

16.8.2.2 All information required for participation and eligibility in FHSAA athletics (i.e. birth certificate, proof of residency, EL2 and EL3);

16.8.2.3 A written statement from the student affirming the consistent identity and expression to which the student self-relates;

16.8.2.4 Documentation from individuals such as, but not limited to, parents /legal guardians appointed by a court of competent jurisdiction, friends and/or teachers, which affirm that the actions, attitudes, dress and manner demonstrate the student's consistent gender identification and expression;

16.8.2.5 A complete list of all the student's prescribed, non-prescribed or over the counter, treatments or medications;

16.8.2.6 Written verification from an appropriate health-care professional (doctor, psychiatrist, or psychologist) of the student's consistent gender identification and expression; and

16.8.2.7 Any other pertinent documentation or information which the student or parent(s) /legal guardian(s) appointed by a court of competent jurisdiction believe relevant and appropriate.

16.8.3 Notice to the FHSAA. The school administrator shall contact the FHSAA, which will assign a facilitator who will assist school and student in preparation and completion of the FHSAA "Gender Identity Eligibility Review Process".

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Extracurricular Athletic Personnel

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ATHLETIC DIRECTOR

QUALIFICATIONS:

- Possess a valid Florida teacher certificate and be employed as a teacher in the Miami-Dade County Public Schools (M-DCPS)
- Possess previous experience as an assistant athletic director, athletic business manager, or experience in the field of sports management or coaching
- Possess knowledge of the overall operation of the athletic program
- Possess a willingness to continue to examine new theories, procedures and practices pertinent to the administration of an athletic program
- Possess proficient communication and current technology skills

REPORTS TO:

- The high school principal or designee who provides the overall objectives and evaluation for the sports program

SUPERVISES:

- Assistant Athletic Director
- Athletic Business Manager
- Athletic Trainer
- Assistant Athletic Trainer
- Athletic Coaches
- Sports Teams
- Student-athletes

JOB GOALS:

- To provide overall leadership, supervision and coordination of all interscholastic sports programs in the school and provide student-athletes with worthwhile learning experiences
- To provide coaches and student-athletes with instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence
- To be supportive of the philosophy of the school

GENERAL:

- The success of athletic programs has a strong influence on the community's image of the entire school system.
- The athletic director is charged with the responsibility to provide fair and equal opportunities for all candidates to participate in the athletic program.
- This position includes extended time, risk injury factor, and due process predicaments.

- The intent of this job description is to give sufficient guidance as to function. In cases not specifically covered, it shall be assumed that an athletic director will exercise common sense and good judgment.
- The athletic director will perform all other duties which may be assigned by the principal.

DUTIES AND RESPONSIBILITIES:

Administrative Responsibilities

- Possesses a thorough knowledge of all School Board policies and athletic regulations approved by M-DCPS and is responsible for their implementation
- Administers all school district interscholastic policies and procedures as well as the By-laws and Policies of the Florida High School Athletic Association (FHSAA) and Greater Miami Athletic Conference (GMAC), interpreting them for staff where applicable
- Attends all GMAC monthly meetings and FHSAA mandatory district planning meetings
- Attends home athletic contests and/or arranges for proper supervision and event management
- Coordinates attendance of administrative personnel at all home athletic contests
- Presents recommendations for changes in athletic policies and procedures to the principal
- Develops all interscholastic contest schedules and submits to FHSAA and GMAC
- Issues and maintains a record of all contest contracts
- Monitors end of the year reports submitted to the M-DCPS Division of Athletics, Activities and Accreditation
- Acts as a tournament manager for all conference and tournament playoff activities that are assigned to the school
- Cancels, postpones and reschedules contracted contests, officials, and transportation due to inclement weather or other hazardous conditions
- Ensures that a permanent file of medical examinations, insurance forms, records, parental consent forms, insurance payments, and emergency contact information is maintained for seven (7) years
- Provides rosters of eligible/qualified student-athletes to head coaches
- Determines eligibility for all FHSAA Non-traditional Students
- Determines scholastic eligibility of all candidates for athletic teams and certifies their eligibility in accordance to FHSAA and M-DCPS procedures
- Works with the athletic business manager and head coaches to develop the annual athletic budget
- Assumes responsibility for game management at all home interscholastic contests on and off campus
- Monitors the athletic program to ensure compliance with Title IX and the *Florida Equity Act*
- Prepares appeals to the Athletic Eligibility Review Committee (AETRC) and the FHSAA Section Appeals Committee

- Works with the GMAC Executive Secretary to coordinate all interscholastic athletic events
- Seeks ways to support and finance the athletic program
- Observes the rules delineated in the M-DCPS *Manual of Internal Fund Accounting*
- Will not be permitted to coach or assist in coaching any sports while serving as athletic director

Communications/Public Relations Responsibilities

- Organizes pre-season meeting for parents, coaches, student-athletes and guests
- Promotes the athletic program within the school and within the appropriate feeder patterns
- Maintains good public relations with the news media, social media, booster clubs, parents and officials
- Presents information to the news media concerning schedules, tournaments, and contest results
- Represents the school at local, state, and national meetings and/or conferences
- Serves as the school liaison at all athletic booster club meetings

Responsibilities to Student-athletes

- Provides for the appropriate development of sportsmanship
- Monitors student-athletes' academic and conduct grades
- Monitors and enforces the M-DCPS *Contract for Student Participation in Interscholastic Competitions or Performances* per School Board Policy 5845
- Monitors all student-athletes' attendance and tardies and conducts interventions when needed
- Initiates programs and policies concerning injuries, medical attention and emergencies
- Determines discipline and delineates procedures concerning due process when the enforcement of discipline is necessary
- Enforces all athletic suspensions and expulsions
- Works with the principal, activities director, and coaches to schedule athletic assemblies and pep rallies
- Serves as the school's sports information director
- Counsels student-athletes as to their eligibility status
- Processes scholar-athlete and scholarship award applications
- Assists student-athletes in their college or advanced educational selection

Facilities and Equipment Responsibilities

- Makes recommendations for the improvement of facilities to the principal
- Coordinates use and scheduling of athletic facilities
- Coordinates the use of off-campus facilities in cooperation with appropriate agencies
- Accounts for all equipment and maintains an annual inventory

- Coordinates the purchasing of all athletic equipment and supplies with the athletic business manager, head coaches, and school purchasing personnel
- Provides for the cleaning, repairing, and storing of all athletic equipment
- Coordinates all repair and maintenance activities for athletic facilities in cooperation with the maintenance department
- Manages all athletic facilities and controls access by all user groups
- Requests assignments of keys to athletic facilities
- Develops a reasonable and equitable program for the utilization of concession stands
- Instills in coaches and student-athletes a respect for equipment and school property

Responsibilities to Staff

- Establishes the fundamental philosophies to be promoted by the staff
- Arranges staff meetings to ensure awareness of the overall program
- Supports professional development of staff
- Delegates specific duties to athletic staff and supervises implementation
- Advises coaching staff of proper Emergency Management Procedures
- Develops and reviews the athletic policy and staff handbook annually
- Solicits applications and helps conduct interviews for coaching vacancies in accordance with the United Teachers of Dade (UTD) contract and School Board policies
- Evaluates all coaching candidates
- Observes coaches sufficiently in order to make future recommendations in terms of job expectations and job assignments
- Enforces all athletic suspensions and expulsions
- Reviews the status of all contracted coaches' certification
- Informs all contract coaches of the availability of courses for renewal of certification
- Maintains discipline, addresses grievances, and works to increase morale and cooperation within the athletic department

ATHLETIC BUSINESS MANAGER

QUALIFICATIONS:

- Possess a valid Florida teacher certificate and be employed as a teacher in the Miami-Dade County Public Schools (M-DCPS)
- Possess previous experience as an assistant athletic director, coach or experience in the field of sports management is desirable
- Possess knowledge of the overall operation of the athletic program
- Possess a willingness to continue to examine new theories and procedures pertinent to the administration of an athletic program
- Possess proficient communication and current technology skills

REPORTS TO:

- The athletic director and the high school principal or designee who provide the overall objectives and evaluation for the sports program

SUPERVISES:

- Athletic personnel as requested by the athletic director
- Athletic event support staff
- Sports teams
- Student-athletes

JOB GOALS:

- To successfully manage all business and financial transactions pertaining to the interscholastic athletic program
- To assist in providing overall leadership, supervision and coordination of all interscholastic sports programs in the school to provide student-athletes with worthwhile learning experiences
- To assist in providing coaches and student-athletes with instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence
- To be supportive of the athletic program and the philosophy of the school

GENERAL:

- The success of athletic programs has a strong influence on the community's image of the entire school system.
- The athletic business manager is charged with the responsibility to provide fair and equal opportunities for all candidates to participate in the athletic program.
- This position includes extended time, risk injury factor, and due process predicaments.

- The intent of this job description is to give sufficient guidance as to function. In cases not specifically covered, it shall be assumed that an athletic business manager will exercise common sense and good judgment.
- The athletic business manager will perform all other duties which may be assigned by the athletic director or principal.

DUTIES AND RESPONSIBILITIES:

Administrative Responsibilities

- Possesses a thorough knowledge of all School Board policies and athletic regulations approved by M-DCPS and assists the athletic director in their implementation
- Administers all school district interscholastic policies and procedures as well as the By-laws and Policies of the Florida High School Athletic Association (FHSAA) and Greater Miami Athletic Conference (GMAC), interpreting them for staff where applicable
- Attends and supervises athletic contests as directed by the athletic director
- Coordinates attendance and assumes responsibility of event support staff at all athletic contests
- Presents recommendations for changes in athletic policies and procedures to the athletic director
- Assists in working to increase morale and cooperation within the athletic department
- Orders athletic tickets annually and maintains a proper annual inventory for audit purposes
- Is responsible for all unsold ticket inventory and security of all unsold tickets
- Prepares all payrolls for interscholastic contests
- Ensures the payment of contest officials and obtains proper information for documentation
- Assumes responsibility for event support staff at athletic contests
- Pays all athletic invoices
- Assists in the purchasing for the athletic department
- Submits all financial end of the year reports to the Division of Athletics/Activities of the M-DCPS
- Submits yearly final ticket inventory to the office of Management and Compliance Audits
- Works with the athletic director to develop the annual athletic budget
- Works with the athletic director to ensure the proper handling of athletic trust accounts
- Seeks ways to assist in the support and financing of the athletic program
- Observes the rules delineated in the M-DCPS *Manual of Internal Fund Accounting*
- Establishes a professional relationship with the school treasurer
- Collects, receipts and inputs all information required for the proper processing of the mandatory M-DCPS interscholastic athletic and football insurance program
- Is not permitted to coach or assist in coaching any sports while serving as athletic business manager

Communications/Public Relations Responsibilities

- Promotes the athletic program within the school
- Maintains good public relations with the news media, social media, booster clubs, parents and officials
- Represents the school at local, state, and national meetings and/or conferences

Responsibilities to Student-Athletes

- Provides for the appropriate development of sportsmanship
- Assists in implementing programs and policies concerning injuries, medical attention and emergencies
- Collects student-athlete insurance premiums and submits information and insurance payments to the insuring company on a weekly basis
- Assists in the processing of scholar-athlete and scholarship award applications
- Assists student-athletes in their college or advanced educational selection

Facilities and Equipment Responsibilities

- Assists in the coordination of the purchasing of all athletic equipment and supplies with the athletic director, head coaches, and school purchasing personnel
- Instills in coaches and student-athletes a respect for equipment and school property

Responsibilities to Staff

- Trains and informs staff in regard to financial arrangements and obligations
- Provides a list to head coaches of student-athletes who have paid insurance
- Supports professional development of staff
- Assists in developing and reviewing the athletic policy and staff handbook annually

ASSISTANT ATHLETIC DIRECTOR

QUALIFICATIONS:

- Possess a valid Florida teacher certificate and be employed as a teacher in the Miami-Dade County Public Schools (M-DCPS)
- Previous experience as a coach or experience in the field of sports management is desirable
- Possess knowledge of the overall operation of the athletic program
- Possess a willingness to continue to examine new theories and procedures pertinent to the administration of an athletic program
- Possess proficient communication and current technology skills

REPORTS TO:

- The athletic director, athletic business manager, and the high school principal or designee who provide the overall objectives and evaluation for the sports program

SUPERVISES:

- Athletic personnel as requested by the athletic director
- Sports teams
- Student-athletes

JOB GOALS:

- To assist the athletic director in providing overall leadership, supervision and coordination of all interscholastic sports programs in the school in order to provide student-athletes with worthwhile learning experiences
- To provide coaches and student-athletes with instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence
- To gain further knowledge of M-DCPS School Board policies, Greater Miami Athletic Conference (GMAC) by-laws and policies and Florida High School Athletic Association (FHSAA) by-laws and policies
- To be supportive of the athletic program and the philosophy of the school

GENERAL:

- The success of athletic programs has a strong influence on the community's image of the entire school system.
- The assistant athletic director is charged with the responsibility to provide fair and equal opportunities for all candidates to participate in the athletic program.
- This position includes extended time, risk injury factor, and due process predicaments.

- The intent of this job description is to give sufficient guidance as to function. In cases not specifically covered, it shall be assumed that an assistant athletic director will exercise common sense and good judgment.
- The assistant athletic director will perform all other duties which may be assigned by the athletic director or principal.

DUTIES AND RESPONSIBILITIES:

Administrative Responsibilities

- Possesses knowledge of all School Board policies and athletic regulations approved by M-DCPS and assists the athletic director in their implementation
- Possesses knowledge of district interscholastic policies and procedures as well as the by-laws and policies of the FHSAA and GMAC interpreting them for staff where applicable
- Attends and supervises athletic contests as directed by the athletic director
- Facilitates transportation for coaches and teams to local interscholastic competitions
- Facilitates the monitoring of the M-DCPS *Contract for Student Participation in Interscholastic Competitions or Performances* per School Board Policy 5845
- Assists in the monitoring of all student-athletes' attendance and tardies and conducts interventions when needed
- Assists in maintaining discipline, and works to increase morale and cooperation within the school sports program and school community
- Assists the athletic director with the implementation and monitoring of the athletic program to ensure compliance with Title IX and the *Florida Equity Act*
- It is recommended that the assistant athletic director not be permitted to coach or assist in coaching any sports.

Communications/Public Relations Responsibilities

- Promotes the athletic program within the school and within the appropriate feeder patterns
- Maintains good public relations with the news media, social media, booster clubs, parents and officials

Responsibilities to Student-Athletes

- Provides for the appropriate development of sportsmanship
- Assists in implementing programs and policies concerning injuries, medical attention and emergencies
- Assists in counseling student-athletes as to their eligibility status
- Assists in advising student-athletes in regard to their attendance and tardies according to School Board Policy 5845
- Assists in processing scholar-athlete and scholarship award applications
- Assists student-athletes in their college or advanced educational selection

Facilities and Equipment Responsibilities

- Makes recommendations for the improvement of facilities to the athletic director
- Assists in accounting for all equipment and in maintaining an inventory
- Instills in coaches and players a respect for equipment and school property

Responsibilities to Staff

- Assists in the support of the professional development of the staff
- Assists in the development and review of athletic policy and staff handbook annually

HEAD ATHLETIC COACH

QUALIFICATIONS:

- Possess a valid Florida teacher certificate and be employed as a teacher in the Miami-Dade County Public Schools (M-DCPS)
- Possess the ability to organize and supervise a total sports program
- Possess previous coaching experience in assigned sport
- Possess substantial knowledge of the technical aspects of the sport
- Possess current knowledge of concussion management and heat and hydration practices
- Possess a willingness to continue to examine new theories and procedures pertinent to the sport

REPORTS TO:

- The athletic director and principal or designee who provide the overall objectives and evaluation for the sports program

SUPERVISES:

- A staff of high school assistant coaches (where applicable) in conjunction with the athletic administration and the principal
- Designated sport team
- Student-athletes
- Team support personnel (team managers, equipment managers, statisticians)

JOB GOALS:

- To instruct student-athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success
- To provide student-athletes with instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence
- To be supportive of the athletic program and the philosophy of the school

GENERAL:

- The success of athletic programs has a strong influence on the community's image of the entire school system.
- The head coach is charged with the responsibility to provide fair and equal opportunities for all candidates to participate in the athletic program.
- This position includes extended time, risk injury factor, and due process predicaments.

- The intent of this job description is to give sufficient guidance as to function. In cases not specifically covered, it shall be assumed that a head coach will exercise common sense and good judgment.
- The head coach will perform all other duties which may be assigned by the athletic director or principal.

DUTIES AND RESPONSIBILITIES:

Administrative Responsibilities

- Possesses a thorough knowledge of all School Board policies and athletic regulations approved by the M-DCPS and is responsible for their implementation
- Possesses knowledge of all district interscholastic policies and procedures as well as the by-laws and policies of the Florida High School Athletic Association (FHSAA), and Greater Miami Athletic Conference (GMAC), and implements such regulations consistently, interpreting them for staff where applicable
- Understands and complies with the FHSAA rules prohibiting athletic recruiting
- Understands the proper administrative line of command and refers all requests or grievances through proper channels
- Adheres to the FHSAA mandate to comply with the annual viewing of the National Federation of High School Sports (NFHS) Concussion in Sports video and submits a copy of the certification of completion annually to the athletic director
- Assists the athletic director in scheduling, providing transportation and arranging for tournaments and other special sports events
- Assists in the necessary preparation to hold scheduled sports events or practices and adheres to scheduled facility times
- Oversees the documentation necessary to fulfill FHSAA and M-DCPS requirements concerning physical examinations, parental consent and release of liability, concussion and heat related illness, M-DCPS *Contract for Student Participation in Interscholastic Competitions or Performances* and academic eligibility
- Attends and supervises pre-season athletic physicals at the school site
- Provides team roster to the athletic office
- Operates within budget guidelines
- Seeks ways to support and finance their individual sports program
- Observes the rules of fund-raising as delineated in the M-DCPS *Manual of Internal Fund Accounting*
- Determines criteria for team awards and arranges for award presentations

Communications/Public Relations Responsibilities

- Organizes pre-season meeting for parents, assistant coaches, student-athletes and guests
- Promotes the sport within the school
- Maintains good public relations with the news media, social media, booster club, parents and officials

- Presents information to the news media concerning schedules, tournaments, and contest results

Responsibilities to Student-athletes

- Provides training rules and any other unique regulations of the sport to each student-athlete who is considered a participant
- Provides for the appropriate development of sportsmanship
- Supervises student-athletes before and after the practices and contests of the assigned sport
- Provides for sequential conditioning, skill and tactical training
- Supervises the planning and implementation of both in-season and out-of-season conditioning and weight programs
- Monitors student-athletes' academic and conduct grades
- Monitors and enforces the M-DCPS *Contract for Student Participation in Interscholastic Competitions or Performances* per School Board Policy 5845
- Monitors all student-athletes attendance and tardies and conducts interventions when needed
- Implements programs and policies concerning injuries, medical attention and emergencies
- Reports all athletic injuries to the athletic office and athletic trainer as soon as possible
- Directs student managers, student assistants and statisticians
- Determines discipline and delineates procedures concerning due process when the enforcement of discipline is necessary
- Assists student-athletes in their college or advanced educational selection

Facilities and Equipment Responsibilities

- Provides proper safeguards for maintenance and protection of assigned equipment storage location
- Recommends equipment as to type, style, color, or technical specifications to the athletic director
- Accounts for all equipment and maintains an annual inventory
- Assumes responsibility for the proper fitting and usage of athletic equipment under the guidance of the athletic trainer
- Arranges for issuance, storage, and reconditioning of athletic equipment (where applicable)
- Maintains the cleanliness of specific sport equipment
- Communicates to student-athletes to be in designated areas at the appropriate times
- Examines locker rooms for general cleanliness before and after practices and contests
- Secures all doors, lights, windows and locks before leaving the building
- Instills in each player a respect for equipment and school property

Responsibilities to Staff (where applicable)

- Establishes the fundamental philosophy, skills, and techniques to be taught by the staff
- Arranges staff meetings to ensure awareness of the overall program
- Trains and informs staff
- Supports professional growth of staff
- Delegates specific duties to assistant coaches and supervises implementation
- Maintains discipline, addresses grievances, and works to increase morale and cooperation

ASSISTANT ATHLETIC COACH

QUALIFICATIONS:

- Possess a valid Florida teacher certificate and be employed as a teacher in the Miami-Dade County Public Schools (M-DCPS) or
- Must be a full-time or part-time employee of M-DCPS and hold a current three or five year State of Florida Educator's Certificate in Athletic Coaching
- Possess previous experience in assigned sport
- Possess knowledge of the technical aspects of the sport
- Possess current knowledge of concussion management and heat and hydration practices
- Possess a willingness to continue to examine new theories and procedures pertinent to the sport

REPORTS TO:

- The head coach, athletic director, and principal or designee who provide the overall objectives and evaluation for the sports program

SUPERVISES:

- Designated sport team
- Student-athletes

JOB GOALS:

- To act as an extension of the head coach
- To share the same philosophy as the head coach and to work to implement those fundamentals and techniques which the head coach establishes
- To instruct student-athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success
- To provide student-athletes with instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence
- To be supportive of the athletic program and the philosophy of the school

GENERAL:

- The success of athletic programs has a strong influence on the community's image of the entire school system.
- The assistant coach is charged with the responsibility to provide fair and equal opportunities for all candidates to participate in the athletic program.

- This position includes extended time, risk injury factor, and due process predicaments.
- The intent of this job description is to give sufficient guidance as to function. In cases not specifically covered, it shall be assumed that an assistant coach will exercise common sense and good judgment.
- The assistant coach will perform all other duties that are consistent with the nature of the position and that may be required by the head coach and athletic director.

DUTIES AND RESPONSIBILITIES:

Administrative Responsibilities

- Possesses a thorough knowledge of all School Board policies and athletic regulations approved by the M-DCPS and is responsible for their implementation
- Possesses knowledge of all district interscholastic policies and procedures as well as the by-laws and policies of the Florida High School Athletic Association (FHSAA), and Greater Miami Athletic Conference (GMAC) and implements such regulations consistently
- Understands and complies with the FHSAA rules prohibiting athletic recruiting
- Understands the proper administrative line of command and refers all requests or grievances through proper channels
- Adheres to the FHSAA mandate to comply with the annual viewing of the National Federation of High School Sports (NFHS) Concussion in Sports video and submits a copy of the certification of completion annually to the athletic director
- Assists in the necessary preparation to hold scheduled sports events or practices and adheres to scheduled facility times
- Attends and supervises pre-season athletic physicals at the school site
- Maintains discipline and works to increase morale and cooperation within the school sports program and school community
- Operates within budget guidelines
- Seeks ways to support and finance their individual sports program
- Observes the rules of fund-raising as delineated in the M-DCPS *Manual of Internal Fund Accounting*

Program Responsibilities

- Works within the basic framework and philosophy of the head coach of that sport
- Assists the head coach in carrying out his responsibilities
- Teaches fundamentals of the sport as outlined by the head coach
- Maintains a record of team statistics and requirements for lettering in that sport
- Attends all staff meetings and carries out scouting assignments as outlined by the head coach
- Helps in the planning and implementation of both in-season and out-of-season conditioning and weight programs
- Strives to improve skills by attending clinics and using resources made available by the head coach

Responsibilities to Student-athletes

- Assists in providing training rules and any other unique regulations of the sport to each student-athlete who is considered a participant
- Assists in providing for the appropriate development of sportsmanship
- Assists in supervising student-athletes before and after practices and contests of the assigned sport
- Assists in providing for sequential conditioning, skill and tactical training
- Reports all athletic injuries to the head coach and athletic trainer as soon as possible
- Enforces the M-DCPS *Contract for Student Participation in Interscholastic Competitions or Performances* per School Board Policy 5845
- Assists student-athletes in their college or advanced educational selection

Facilities and Equipment Responsibilities

- Is accountable to the head coach for all equipment
- Possesses knowledge as to the proper fitting and usage of athletic equipment under the guidance of the athletic trainer
- Assists in the issuance, storage, and reconditioning of athletic equipment (where applicable)
- Assists in maintaining the cleanliness of specific sport equipment
- Communicates to student-athletes to be in designated areas at the appropriate times
- Examines locker rooms for general cleanliness before and after practices and contests
- Secures all doors, lights, windows and locks before leaving the building
- Instills in each student-athlete a respect for equipment and school property

ATHLETIC TRAINER

JOB DESCRIPTION MIAMI-DADE COUNTY PUBLIC SCHOOLS

CLASS TITLE: Athletic Trainer
DEPARTMENT: District/Schools

JOB CODE: 0981
PAY GRADE: A0 DATE: 08/12/94

BASIC OBJECTIVES

The function of the Certified Athletic Trainer (ATC) in the schools is to provide services regarding the prevention, recognition, emergency care, treatment, and rehabilitation of sports injuries to student-athletes; as well as educational and administrative duties.

JOB TASK/RESPONSIBILITIES

1. Coordinates the school's sports medicine service for all major home athletic events.
2. Treats athletes and prepares teams prior to away athletic competitions.
3. Coordinates the school's sports medicine service for all varsity and junior varsity football games and for all home junior varsity and varsity football practices.
4. Assists visiting teams with any necessary medical services and communicates these injuries to their athletic trainer in a timely fashion.
5. Communicates to coaches and administration, (keeping within the guidelines of the Health Information Patient Privacy Act [HIPPA]), information pertaining to the play status and injury diagnosis and prognosis of injured athlete.
6. Communicates in a timely fashion injury status to injured athlete's parents/guardians.
7. Maintains open communication with physicians and other medical personnel in regards to injured athletes.
8. Maintains files and records on the medical history of student-athletes including daily injury records, daily treatment records, physician referral, physicals, head injuries, and insurance.
9. Provides coaching staff appropriate injury report(s) (in line with HIPPA) on the progress of injured athletes and the degree to which these athletes may participate in practice and/or game sessions.
10. Files the proper forms for student athletic insurance when student athletes are referred to outside medical source.
11. Communicates with insurance companies in regards to student-athletic injuries.
12. Communicates with parents/guardians of injured athletes as to the procedures for reporting injuries to school insurance.
13. Assumes responsibility for the organization, inventory and requisition of all training room supplies. Requisitions for medical equipment and/or supplies must be submitted to the athletic administration.

14. Supervises the athletic training room facility(s) to ensure the maintenance of good hygiene, sanitation and safety. Plans and develops an athletic training facility to meet the needs of student-athletes.
15. Develops an appropriate emergency plan for the athletic training facility(s).
16. Makes provisions for the care and management of minor injuries and refers to physicians those injuries requiring additional medical services.
17. Plans and organizes emergency procedures for injured athletes.
18. Maintains the proper CPR/AED and/or Basic Life Support (BLS)/Professional Rescuer certifications in adherence with the State of Florida and the National Athletic Trainers' Association.
19. The procedures for evaluating, referring and caring for athletic injuries shall be done in adherence with the State of Florida's Statutes Title: XXXII-Chapter: 468-Part XIII, 468.713. Physician Protocol and Scope of Practice shall be signed by the athletic trainer and physician each licensure renewal year.
20. Coordinates with the M-DCPS sports medicine liaison pre-participation health screenings (physicals) throughout the year for all sports teams within the school.
21. Conducts annual wrestling assessments for all junior and varsity wrestlers.
22. Coordinates with team physician(s) and area sports medicine clinics referrals for injured athletes to be evaluated.
23. Works with physicians regarding clearances for injured athletes to return to practice and/or game participation.
24. Serves as liaison between the physician, the injured athlete and his/her parents, and the coaching staff regarding injury diagnosis, status and progress of the injured athlete (within the guidelines of HIPPA).
25. Designs and applies appropriate treatment protocols for minor injuries and conditions.
26. Carries out appropriate instructions and treatment as directed by the athlete's physician.
27. Design and implement rehabilitation programs. .
28. Provides post-injury care and reconditioning programs prescribed by the consulting physician and organizes selected exercises and drills to maintain conditioning level of the injured athlete.
29. Designs appropriate therapeutic rehabilitation programs for injured athletes based upon assessment or diagnosis of injury.
30. Monitors players for over-fatigue, excessive weight gains and/or losses, and assists in advising on dietary supplement plans and the abuse of performance enhancing substances relevant to athletic participation.
31. Assists and educates coaching staff and athletes in the implementation of proper hydration techniques.
32. Communicates with coaches and administration the M-DCPS Emergency Management Procedures in regards to adverse weather conditions that may suspend or cancel athletic activities.
33. Advises coaching staff and athletic administration concerning safety issues relative to athletic fields or facilities.
34. Assists coaching staff and athletes on planning and implementing pre-season and off-season conditioning programs.

35. Advises and counsels coaches and athletic administration concerning safety issues relative to athletic equipment.
36. Advises, supervises and assists coaches in the selection, use and maintenance of protective equipment.
37. Ensures the availability and proper use of emergency equipment.
38. Applies techniques and devices such as strapping, bandaging, braces, or special protective equipment designed to prevent or protect athletic injuries.
39. Assists in the development of special injury protection pads or devices needed to enable the injured athlete to participate without subjecting the athlete to further injury.
40. Educates and supervises the student athletic training staff.
41. Attends the appropriate conferences, meetings and seminars to maintain national certification and state licensure.

PHYSICAL REQUIREMENTS

This is heavy work which requires the following physical activities: lifting, climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The worker is exposed to heat, cold, noise and atmospheric conditions. The work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Must hold a Bachelor's degree from an accredited college or university.
2. Must hold National Athletic Trainers' Association (NATA) certification and maintain the association's standards.
3. Must hold/be eligible and apply for State of Florida, Department of Health, Division of Medical Quality Assurance, Athletic Training Licensure and maintain the State's standards.
4. Must hold/acquire the Florida High School Athletic Association (FHSAA) Wrestling Assessor Certification and maintain the association's standards.
5. Must be able to successfully communicate with students, parents, administrators, faculty, staff, coaches and medical personnel any information pertaining to the health and welfare of student athletes.

ASSISTANT ATHLETIC TRAINER

QUALIFICATIONS:

- Must hold National Athletic Trainer's Association (NATA) certification and maintain the association's standards
- Must hold State of Florida, Department of Health, Division of Medical Quality Assurance, Athletic Training Licensure and maintain the State's standards

REPORTS TO:

- The head athletic trainer, athletic director, and principal or designee who provide the overall objectives and evaluation for the sports program

SUPERVISES:

- Student athletic trainers
- Student-athletes

JOB GOALS:

- To provide care for athletic injuries
- To assist in coordinating efforts with team and family physicians to provide therapeutic rehabilitation in an attempt to expedite the student-athletes return to competition, while keeping the student-athletes' mental and physical welfare as the top priority
- To be supportive of the athletic program and the philosophy of the school

GENERAL:

- The success of athletic programs has a strong influence on the community's image of the entire school system.
- The assistant athletic trainer is charged with the responsibility to provide fair and equal opportunities for all candidates to participate in the athletic program.
- This position includes extended time, risk injury factor, and due process predicaments.
- The intent of this job description is to give sufficient guidance as to function. In cases not specifically covered, it shall be assumed that an assistant athletic trainer will exercise common sense and good judgment.
- The assistant athletic trainer will perform all other duties which may be assigned by the head athletic trainer, athletic director, or principal.

DUTIES AND RESPONSIBILITIES:

- Assists the head athletic trainer in communicating to coaches and administration (keeping within the guidelines of the Health Information Patient Privacy Act [HIPPA]), information pertaining to play status and injury diagnosis and prognosis of the injured student athlete
- Assists in reporting all injuries to the athletic office on the proper forms and keeping an annual record of athletic injuries according to HIPPA
- Assists with the concussion management program and education of coaches, student-athletes, parents/guardians, administrators and school faculty in head injuries, concussion awareness and concussion management
- Assists with the administration, maintenance and updating of cognitive testing and concussion management program requirements
- Assists with the administration, management and education of coaches, student-athletes, parents/guardians in proper heat and hydration policies and procedures
- Educates student-athletes as to proper nutrition and the abuse of performance enhancement substances
- Gives basic instruction to athletic staff members in the care and prevention of injuries
- Refers athletic injuries to physicians for diagnosis and/or treatment
- Carries out appropriate instructions and treatment as directed by the (student-athlete's) physician
- Develops and supervises appropriate rehabilitation programs for student-athletes under the direction of the physician
- Communicates with the parents of student-athletes as to the nature of injuries and insurance procedures
- Communicates with insurance companies in regard to student-athlete injuries
- Assists in the organization and implementation of the school site pre-season athletic physicals
- Assists and advises the coaching staff regarding injury prevention, conditioning programs and the selection, fitting and care of protective equipment
- Treats and supervises all minor athletic injuries and conditions
- Assists in the organization, inventory and requisition of all training room supplies, requisitions for medical equipment and/or supplies which must be submitted to the athletic administrator
- Communicates any adverse weather conditions to appropriate staff and is familiar with the M-DCPS Emergency Management Procedures
- Must be present at football practices, all varsity football games and all JV football games when requested by the head athletic trainer
- Assists in maintaining the care and cleanliness of the training room
- Assists in training and supervising student trainers
- Performs all other duties assigned by head athletic trainer or athletic director

Extracurricular Activities Personnel

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ACTIVITIES DIRECTOR

QUALIFICATIONS:

- Possess a valid Florida teacher certificate and be employed as a teacher in the Miami-Dade County Public Schools (M-DCPS)
- Possess previous experience as a club sponsor, department head or a leadership role at the school site
- Possess knowledge of the overall operation of the activities program
- Possess proficient communication and technology skills
- Possess a willingness to continue to examine new theories and procedures pertinent to the administration of the activities program

REPORTS TO:

- The high school principal or designee who provides the overall objectives and evaluation for the activities program

SUPERVISES:

- Club Sponsors
- Class Sponsors
- Performing Group Sponsors
- Clubs
- Student club members
- PTSA (Liaison)
- Booster Clubs (Liaison)

JOB GOALS:

- To provide overall leadership, supervision and coordination of all activities programs in the school and to provide students with worthwhile learning experiences
- To provide club sponsors and student club or class members with instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence
- To be supportive of the philosophy of the school

GENERAL:

- The success of activities programs has a strong influence on the community's image of the entire school system.

- The activities director is charged with the responsibility to provide fair and equal opportunities for all students to participate in the activities program.
- This position includes extended time, risk injury factor, and due process predicaments.
- The intent of this job description is to give sufficient guidance as to function. In cases not specifically covered, it shall be assumed that an activities director will exercise common sense and good judgment.
- The activities director will perform all other duties which may be assigned by the principal.

DUTIES AND RESPONSIBILITIES:

Administrative Responsibilities

- Possesses a thorough knowledge of all M-DCPS School Board Policies and is responsible for their implementation in regard to the activities program
- Attends monthly Activities Directors meetings
- Develops a master calendar for the school to coordinate all school-sponsored activities
- Assists the principal in identifying and selecting club and organization sponsors
- Coordinates and approves all school fundraising activities
- Maintains the financial responsibility, in conjunction with the school treasurer, of all clubs and organizations
- Assists in compiling and coordinating school and community projects
- Supports and directs the annual United Way student campaign
- Conducts an annual club fair
- Assists in the planning of Open House/Back to School Night
- Maintains a usage schedule of all school facilities to assure there are no conflicts
- Demonstrates knowledge of the M-DCPS *Manual of Internal Fund Accounting*
- Schedules and supervises bid proceedings at the school site: yearbook photographic services, ring bids, graduation announcements, photographic services for prom/homecoming/graduation, prom decorations/souvenirs/party favors, and panoramic photographic services
- Maintains the financial responsibility, in conjunction with the school treasurer, of all clubs and organizations
- Along with the school treasurer, supervises the collection and deposits of money for homecoming, prom, Grad Bash, and cap and gown orders
- Distributes and reviews the club sponsor manual with all club sponsors
- Assists in organizing field trips by ensuring that all M-DCPS policies and procedures are followed
- Assumes responsibility for “opening exercises” and school announcements

- Organizes and directs new student orientations
- Organizes and directs assemblies
- Organizes and directs pep rallies and works with the Athletic Director to promote school spirit and co-ordinate schedules to avoid conflicts
- Organizes school award presentations including grade level awards, end-of-the year awards ceremony/banquet, and honor roll/principal's honor roll recognition
- Coordinates and presents a meeting for all booster club presidents in the school
- Works with the School Site Volunteer Coordinator to develop a plan to effectively utilize the school's volunteer resources and to train all volunteers on the requirements to be a field trip chaperone
- Supervises all student elections, including but not limited to, grade level and student council elections, homecoming court and prom court, homecoming theme/prom theme, superlatives, and/or seniors of distinction
- Coordinates school blood drives with an outside organization, to ensure a safe and legal process, and supervises the selection and sign-up procedure of students participating in blood drives
- Approves and reviews school-wide contests
- Monitors student academic eligibility to participate in club activities where applicable on an ongoing basis in accordance with the M-DCPS Extracurricular Contract per School Board Policy 5845
- Supervises arrangements for all school dances/proms
- Plans and organizes graduation ceremonies according the M-DCPS *Graduation Guidelines* including ordering of caps/gowns for students, faculty, and dignitaries, compiling information for commencement program, organizing security, music, distribution of marching cards, diplomas and the distribution and collection of caps and gowns

Communications/Public Relations Responsibilities

- Organizes parents, sponsors and students for initial school meetings
- Promotes the activities program within the school and within the appropriate feeder patterns
- Presents information to the news media concerning school activities and awards
- Maintains required documentation for all school booster clubs

Responsibilities to Student Participants

- Provides for appropriate development of citizenship and civic responsibility
- Monitors and enforces the M-DCPS *Contract for Student Participation in Interscholastic Competitions or Performances* per School Board Policy 5845
- Enforces all activities suspensions and expulsions
- Serves as the school's activities information director
- Ensures that all students have equal access to the school's activities programs

Facilities and Equipment Responsibilities

- Makes recommendations for the improvement of facilities to the principal
- Coordinates use and scheduling of school facilities
- Coordinates the use of off-campus facilities for various events in cooperation with appropriate agencies
- Instills in club sponsors and students a respect for equipment and school property

Responsibilities to Staff

- Establishes the fundamental activities philosophies to be promoted by the staff
- Arranges staff meetings to ensure awareness of the overall activities program
- Trains and informs staff
- Delegates specific duties to activities sponsors and supervises implementation
- Advises activities sponsors of proper Emergency Management Procedures and hydration protocols
- Develops and reviews the activities policy and club sponsor handbook annually
- Maintains discipline, addresses complaints, and works to increase morale and cooperation within the activities department and the school site

CLUB SPONSOR

QUALIFICATIONS:

- Possess a valid Florida teacher certificate and be employed as a teacher in the Miami-Dade County Public Schools (M-DCPS) unless approved by the Division of Athletics and Activities
- Possess effective communication skills and proficient knowledge of technology systems
- Possess a willingness to continue to examine new theories and procedures pertinent to the administration of the activities program

REPORTS TO:

- The high school activities director and the high school principal or designee who provides the overall objectives and evaluation for the activities program

SUPERVISES:

- Student club members

JOB GOALS:

- To provide overall leadership, supervision and coordination of all pertinent club programs in the school and to provide students with worthwhile learning experiences
- To provide student club members with instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence
- To be supportive of the philosophy of the school

GENERAL:

- The success of clubs in the school has a strong influence on the community's image of the entire school system.
- The club sponsor is charged with the responsibility to provide fair and equal opportunities for all students to participate in club activities.
- This position includes extended time, risk injury factor, and due process predicaments.

- The intent of this job description is to give sufficient guidance as to function. In cases not specifically covered, it shall be assumed that a club sponsor will exercise common sense and good judgment.
- The club sponsor will perform all other duties which may be assigned by the activities director and principal.

DUTIES AND RESPONSIBILITIES:

Administrative Responsibilities

- Possesses a thorough knowledge of all M-DCPS School Board Policies and is responsible for their implementation in regard to the club program
- Is familiar with the school's Emergency Management Plan
- Possesses knowledge of the District's hydration plan and oversees its enforcement in regard to club activities
- Attends the club advisor meetings at the school site
- Participates in the school's annual club fair
- Maintains club's national affiliation if applicable
- Provides opportunities for all students to participate
- Conducts club meetings, at a minimum, on a monthly basis (All club meetings must be held at the school site.)
- Publishes a schedule of all club meetings and submits the schedule to the school's activities director
- Maintains a record of (minutes) of all club meetings
- Submits monthly club reports
- Reviews and formulates a budget for the club
- Supervises all club fundraising activities
- Signs all purchase orders, invoices (bills) check requisitions and includes all financial operating reports
- Oversees the formulation and updating of a club constitution and the annual election of officers
- Attends all club meetings and events
- Supervises club members who remain on-campus after school to work on club activities
- Monitors student attendance and conduct as required by the M-DCPS Extracurricular Contract per School Board Policy 5845
- Complies with proper field trip procedures for all off-campus activities
- Encourages students in the area of service to both school and community

- Develops a survey/report to be submitted at the end of the school year to justify the club's existence during the past year and for the upcoming year
- Notifies the principal and activities director at the end of the school year if he or she wishes to continue in the role of club sponsor
- Reports potential or existing problems (with or within the club) to the principal and activities director

Communications/Public Relations Responsibilities

- Promotes the club program within the school and within the appropriate feeder patterns
- Provides information to the activities director to be shared with the news media concerning club activities and awards

Responsibilities to Student Participants

- Provides for appropriate development of citizenship and civic responsibility
- Monitors and enforces the M-DCPS *Contract for Student Participation in Interscholastic Competitions or Performances* per School Board Policy 5845
- Enforces all club suspensions and expulsions
- Ensures that all students have equal access to the club's programs

Facilities and Equipment Responsibilities

- Schedules needed school facilities with the school activities director
- Instills in students a respect for equipment and school property

Responsibilities to Staff

- Supports professional development of staff in regard to club activities
- Assists in the development and review of the club sponsor handbook annually

Anti-Discrimination Policy

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender. M-DCPS does not discriminate on the basis of sex in any education program or activity that it operates as required by Title IX. M-DCPS also does not discriminate on the basis of sex in admissions or employment.

Age Discrimination Act of 1975 - prohibits discrimination based on age in programs or activities.

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40 years old.

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.

Boy Scouts of America Equal Access Act of 2002 – No public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

In Addition:

School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, sex/gender, gender identification, social and family background, linguistic preference, pregnancy, citizenship status, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

For additional information about Title IX or any other discrimination/harassment concerns, contact the U.S. Department of Education Asst. Secretary for Civil Rights or:

Office of Civil Rights Compliance (CRC)
Executive Director/Title IX Coordinator
155 N.E. 15th Street, Suite P104E
Miami, Florida 33132

Phone: (305) 995-1580 TDD: (305) 995-2400

Email: crc@dadeschools.net Website: <https://hrdadeschools.net/civilrights>