

Board Office Use: Legislative File Info.	
File ID Number	22-2415
Introduction Date	11/09/2022
Enactment Number	22-1879
Enactment Date	11/09/2022 os



Board Cover Memorandum

To Board of Education

From Sondra Aguilera, Acting Superintendent
Tara Gard, Chief of Talent

Meeting Date November 9, 2022

Subject **Creation of Job Description – African American Female Excellence Facilitator - Talent/Human Resources**

Action Requested Adoption by the Board of Education of Resolution No. 2223-0095 – Creation of Job Description – African American Female Excellence (AAFE) Facilitator.

Discussion A job description must be written for, or revised for, every new position classification. The job description outlines the tasks, duties, and responsibilities to be assigned to the job, highlights those duties and responsibilities that are essential, and identifies the placement of the position in the organization and union representation.

Details provided below related to salary range and fiscal impact are for informational purposes only. This resolution does not authorize the addition of a funded full-time equivalent (FTE) position to the Districts budget. Departments requesting to add the approved position classification to their budget will do so through a separate approval process brought forward to the Board.

The Talent Division recommends approval of the following new and revised job descriptions.

Creation of position:

Position: African American Female Excellence (AAFE) Facilitator
Department: Office of Equity
Union / Salary Schedule: OEA
Salary Range: Per OEA Contract
Work Days: Per OEA Contract
Work hours per day: Per OEA Contract

Purpose: The position is being created based on site demand for the expansion of targeted initiative supporting African American girls and young women. This position also serves as a pathway to teaching for current OUSD African American classified Staff and OUSD alumni to enter the teaching profession.

Fiscal Impact: This position will be funded with Supplemental, Resource 0005, Site 929 and does not impact the general fund or the school site for the 2022-23 school year. This position has already been budgeted for at the site level.

Recommendation Adoption by the Board of Education of Resolution No. 2223-0095 – Creation of Job Description – African American Female Excellence (AAFE) Facilitator.



**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 2223-0095**

**Creation of Job Description - African American Female Excellence Facilitator -
Talent/Human Resources**

WHEREAS, it is the goal of the Oakland Unified School District to ensure organizational effectiveness, efficiency and accountability to further student achievement; and

WHEREAS, it is the intent of the district to develop a structure which focuses on providing high standards of service and increasing accountability across the system; and

WHEREAS, the job description aligns with the district's priority of a Full-Service Community School District and to enhance service our students, schools and community, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby determines that the following positions are created or revised as set forth in the attachments and shall be established on the respective salary schedule/range effective 12:01 a.m., November 10, 2022, as follows:

Creation of position:

Position: African American Female Excellence (AAFE) Facilitator

Department: Office of Equity

Union / Salary Schedule: OEA

Salary Range: Per OEA Contract

Work Days: Per OEA Contract

Work hours per day: Per OEA Contract

BE IT FURTHER RESOLVED, that the Board authorizes the creation of job descriptions as so stated above.

Passed by the following vote:

PREFERENTIAL AYE: None

PREFERENTIAL NOE: None

PREFERENTIAL ABSTENTION: None

PREFERENTIAL RECUSE: None

AYES: VanCedric Williams, Kyra Mungia, Clifford Thompson, Aimee Eng, Vice President
Benjamin "Sam" Davis, President Gary Yee

NOES: None

ABSTAINED: None

RECUSE: None

ABSENT: Student Director Samantha Pal, Student Director Linh Le, Mike Hutchinson

CERTIFICATION

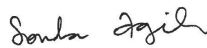
We hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held on November 9, 2022.

OAKLAND UNIFIED SCHOOL DISTRICT

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Gary Yee
President, Board of Education



Sondra Aguilera
Acting Superintendent and Secretary, Board of Education

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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	African American Female Excellence (AAFE) Facilitator	REPORTS TO:	Office of Equity and Site Principal
DEPARTMENT:	As Assigned	CLASSIFICATION:	Certificated
FLSA:	Exempt	WORK YEAR/HOURS:	Per OEA Contract
ISSUED:	Created: November 2022	SALARY GRADE:	Per OEA Contract

BASIC FUNCTION: The African American Female Excellence Facilitator is responsible for planning and delivering the AAFE curriculum and coursework and providing an educational atmosphere where African American female students have the opportunity to fulfill their potential for intellectual, emotional, physical, and psychological growth. The successful candidate is responsible for organizing and implementing an instructional program that will result in students achieving academic success in accordance with the school site's instructional goals, and OUSD's instructional and strategic plans.

REPRESENTATIVE DUTIES: Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.

ESSENTIAL FUNCTIONS:

Building trust with students and fostering relationships and connections with students and families from which the facilitator can connect academics to students' life experiences and cultural background and recognize and interrupt student behaviors that may hinder success.

Effectively facilitate each student's achievement of the program's seven outcomes: (1) become a lifelong learner, (2) increase the positive identity awareness of being an African American female, (3) successfully navigate school, (4) improve writing skills, (5) improve organizational skills, (6) increase emotional intelligence (EQ), and (7) increase connectedness to school.

Identify, select, and modify instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs.

Maintain effective and efficient record keeping procedures.

Communicate effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.

Collaborate with peers to enhance the instructional environment.

Model professional and ethical standards and maintain cooperative working relations with students, parents, peers, and community.

Meet professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, and coordinating responsibilities.

Continue mentoring of students in subsequent years that is intended to supplement school counseling services, not supplant.

Perform other duties and responsibilities as assigned by the supervisor.

QUALIFICATIONS:

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

KNOWLEDGE OF:

Demonstrated competence in managing and responding to situations of race-based conflict and aggression

Demonstrated ability to establish relationships of trust and respect with African American female youth

Culturally competent matters related to African American females entering and continuing through higher education programs

Numerous, proven, successful instructional practices that support African American female achievement

Applicable federal, state, and District codes, regulations, policies and procedures governing work scope

Correct English usage, grammar, spelling, and punctuation

Computer software, hardware, and related technology

ABILITY TO:

Perform the essential functions of the job, with or without reasonable accommodation

Motivate students to develop skills, attitudes, and knowledge needed to provide a good foundation for subject matter, in accordance with each student's ability

Work independently with little direct supervision and as part of a team

Accept responsibility and is self-motivated

Instruct and assess a diverse student population with a variety of learning modalities and instructional levels

Participate in approved professional development

Maintain punctual and regular attendance

Clearly articulate and implement a vision and a set of core values and beliefs that include a high level of success for all African American females

Commit to supporting and helping to implement the District's voluntary resolution plan to eliminate the practices that have led to patterns of inequity for African American students

PREREQUISITES:

Any combination of education, training and/or experience equivalent to a Bachelor's degree from an accredited college or university.

Three (3) years of experience in mentoring, advocacy, community service and/or social work with African American female teenagers relating to race or gender inequities within disenfranchised groups, or related field work, strongly preferred

Experience in teaching strategies to recognize and understand institutionalized racism specifically as directed toward African American female youth, strongly preferred

Experience in modeling and teaching anger management and productive communication strategies to African American female youth

Valid California Teaching Credential or willingness to work toward a valid credential (work experience may allow a candidate to qualify for a California Career Technical Credential)

PRE-EMPLOYMENT PROCESS:

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

WORKING CONDITIONS

ENVIRONMENT:

Office and diverse school site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions

PHYSICAL REQUIREMENTS:

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 30 pounds, occasionally 30+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.

NON-DISCRIMINATION POLICY:

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.