

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	22-2875
Introduction Date	12/14/2022
Enactment Number	22-2092
Enactment Date	12/14/2022 er



**Board Cover Memorandum**

**To** Board of Education

**From** Kyla Johnson-Trammell, Superintendent  
Tara Gard, Chief of Talent

**Meeting Date** December 14, 2022

**Subject** Creation/Revision of Job Descriptions – Central, Culture and Climate Ambassador, Culture Keeper and Culture and Climate Ambassador – Talent/Human Resources Department

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**Action Requested** Adoption by the Board of Education of Resolution No. 2223-0102 - Creation/Revision of Job Descriptions – Central, Culture and Climate Ambassador, Culture Keeper and Culture and Climate Ambassador – Talent/Human Resources Department.

**Creations:**

1. Central, Culture and Climate Ambassador

**Revisions:**

1. Culture Keeper; and
2. Site-Based Culture and Climate Ambassador

**Discussion** The Talent Division recommends approval of this job description as part of its ongoing work to revise and update the job classifications needed to implement the strategic plan, create greater clarity of roles, and have a written job description that reflects the scope and responsibilities for every position in the district.

**Creation:**

Job Description/Position/Title/FTE

**Central, Culture and Climate Ambassador**

(As Assigned) (6.0 FTE additions)

**Details of Creation:**

A review of the current responsibilities of Culture and Climate Ambassadors assigned to the central office for deployment to school sites to support a positive culture and climate and to support safety protocols shows an increase in scope and responsibilities. This position reflects the duties of this position. The work year for this position is 12 months to ensure that

sites hosting summer school are supported and to ensure that annual professional development is provided to incumbents.

Salary Schedule/Range

Salary Schedule: WTCL 261 Range 36

Range 36: \$41,709.37 – \$55,780.18

261 days, 7.5 hours (FT)

Fiscal Impact:

We anticipate a cost of \$334,681 plus benefits costs ongoing. This position will be funded with COVID ESSER funds (one-time for 2022-23 and 2023-24) and/or central supplemental funds (on-going). The work held by this position aligns to LCAP priorities and the Strategic Plan.

**Revision:**

Job Description/Position/Title/FTE

**Culture Keeper**

(As Assigned) (58.0 current FTE reclassified)

Details of Creation and Revision:

The position provides culture, climate and safety support to school sites district-wide. The incumbents are trained to utilize restorative practices and to cultivate joyful schools. The revised job description is to increase the work year to include two days of professional development, create one classification (previously two classifications Culture Keeper I and II), increase compensation consistent as appropriate for the duties assigned, and revise the prerequisites for the classification to support recruitment efforts.

Salary Schedule/Range

Salary Schedule: WTCL 207

Range 28: \$29,606.18- \$40,582.35

207 days, 7.5 hours (FT)

Fiscal Impact:

With the increase in salary, we anticipate that the fiscal impact of this change is approximately \$366,707.85 annually. This position is currently funded by central supplemental funds. The increases per this revision will be funded with COVID ESSER funds (one-time for 2022-23 and 2023-24) and/or central supplemental funds (on-going). The work held by this position aligns to LCAP priorities and the Strategic Plan.

**Revision:**

Job Description/Position/Title/FTE

**Site-Based Culture and Climate Ambassador**

(As Assigned) (1.0 current FTE reclassified and 8.0 FTE added)

**Details of Creation:**

The position provides culture, climate and safety support to high schools and some middle and elementary schools who need an additional layer of tier 2 and 3 support. The incumbents are trained to utilize restorative practices and to cultivate joyful schools. The revised job description includes an increased work year to ensure that support is provided to sites hosting summer school and annual professional development is provided to incumbents.

**Salary Schedule/Range**

Salary Schedule: WTCL 218 Range 35

Range 35: \$35,967.61 – \$48,096.22

261 days, 8.0 hours (FT)

**Fiscal Impact:**

We anticipate a cost of \$384,769 plus benefits costs ongoing. This position is currently funded by central supplemental funds. The increases per this revision will be funded with COVID ESSER funds (one-time for 2022-23 and 2023-24) and/or central supplemental funds (on-going). The work held by this position aligns to LCAP priorities and the Strategic Plan.

**Recommendation**

Adoption by the Board of Education of Resolution No. 2223-0102 - Creation/Revision of Job Descriptions – Central, Culture and Climate Ambassador, Culture Keeper and Culture and Climate Ambassador – Talent/Human Resources Department.

**Creations:**

1. Central, Culture and Climate Ambassador

**Revisions:**

1. Culture Keeper; and
2. Site-Based Culture and Climate Ambassador



**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 2223-0102**

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

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**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., December 15, 2022, as follows:

**Creation of position:**

**Position:** Central, Culture and Climate Ambassador  
**Department:** Community Schools Student Services (CSSS)  
**Union / Salary Schedule:** WTCL 261 Range 36  
**Salary Range:** \$41,709.37 – \$55,780.18  
**Work Days:** 261 days  
**Work hours per day:** 7.5 hours (FT)

**Revision of position:**

**Position:** Culture Keeper  
**Department:** Community Schools Student Services (CSSS)  
**Union / Salary Schedule:** WTCL 207  
**Salary Range:** \$29,606.18- \$40,582.35  
**Work Days:** 207 days  
**Work hours per day:** 7.5 hours (FT)

**Revision of position:**

**Position:** Site-Based Culture and Climate Ambassador  
**Department:** Community Schools Student Services (CSSS)  
**Union / Salary Schedule:** WTCL 218 Range 35  
**Salary Range:** \$35,967.61 – \$48,096.22  
**Work Days:** 261 days  
**Work hours per day:** 8.0 hours (FT)

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

NOES: None

ABSTAINED: Mike Hutchinson

RECUSE: None

ABSENT: Natalie Gallegos Chavez (Student Director), Linh Lee (Student Director)

### **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 December 14, 2022.

### **OAKLAND UNIFIED SCHOOL DISTRICT**

<b>Legislative File</b>	
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Gary Yee  
President, Board of Education



Kyla Johnson-Trammell  
Superintendent and Secretary, Board of Education

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# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Central - Culture and Climate Ambassador</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>As Assigned</b>	<b>CLASSIFICATION:</b>	<b>Classified</b>
<b>FLSA:</b>	<b>Non-Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>12 months/7.5 hours Duty days and hours as assigned (261 Days)</b>
<b>ISSUED:</b>	<b>Created: March 2020 Revised: December 2022</b>	<b>SALARY GRADE:</b>	<b>WTCL 36</b>

**BASIC FUNCTION:** Perform a variety of proficient, prescribed duties requiring excellent communication skills, conflict mediation skills and use restorative justice practices. The Central Culture and Climate Ambassador provides Tier 2 and Tier 3 culture and climate supports. Primary responsibility is to support district schools with de-escalating mid to high escalated situations. They are essential members of the district’s rapid response safety team. During times there is not a need for a specific incident, the Central Culture & Climate Ambassador will be visiting/supporting sites by building relationships and modeling/coaching to other site based Culture Keepers & Ambassadors.

**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:

#### School Ambassadors

- Central Culture and Climate Ambassadors visit schools within their network in order to build relationships and model / coach sites on Safety aspects
- Respond to district sites in need of immediate support in de-escalating incidences as part of the rapid response safety team
- Demonstrate and implement de-escalation skills, trauma informed practices and other skill sets to effectively support and intervene on escalated school incidences
- Coach newly hired Culture Keepers
- Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals of the school and the District.

#### School Safety:

- Ensure that schools are in compliance with District and school policies.
- Support school staff to monitor established climate and culture zones and areas including lunch areas, walkways, restrooms, parking lots, observe and interact with students during passing periods, between classes, lunch and lunch breaks.
- Assist in the investigations, incident reports and situations that interrupt the climate and culture of the school.
- Support with development of security protocols with SSO’s at the school site location.

### **Conflict Mediation**

- Promote conflict mediation/resolution practices for students
- Accurately read and interpret verbal and nonverbal communication.
- Be aware of and respectful of differences by avoiding disrespectful words, actions, or tones.
- Implement Crisis Prevention Strategies or other programs that prevent conflict and provide Tier 1 conflict mediation for students.
- Assist in the identification of students in need of conflict mediation and connect them directly with services on campus.

### **Restorative Practices**

- Participate and lead restorative circles.
- Assist in data collection for Tier 1 systems in the school.
- Review culture and climate data to improve the effectiveness of culture and climate interventions.
- Attend weekly Climate and Culture team meetings to discuss best practices and improve climate and culture on campus.
- Facilitate restorative practices with students and use de-escalation strategies with students.
- Support the re-entry of students returning from discipline and incarceration through restorative practices to increase the access to wrap-around supports and connection to school site staff and resources.

Perform related duties as assigned.

### **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:**

Proficient use of Google Docs, Microsoft Word, district Email and technology and ability to analyze and gather data to identify trends

Linked Learning high school reform initiative or large school transformation and providing comprehensive student support.

Strategic direction of the District including restorative practices and conflict mediation

Federal, state, and District policies and mandates related to work scope

Methods to interpret apply and explain rules, regulations, policies, and procedures

Interpersonal skills using tact, patience, de-escalation strategies and courtesy

Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students and staff

Effective and clear verbal and written communication

Principles and practices of effective leadership, supervision and evaluation

### **ABILITIES TO:**

Interpret, apply, and explain rules, regulations, policies and procedures

Manage stress while remaining alert, calm, and action-oriented in stressful situations.

Understand and follow oral and written directions

Implement plans and evaluate their outcomes

Analyze situations accurately and adopt effective courses of action

Prioritize responsibilities and meet established schedules and timelines

Perform a variety of proficient, prescribed duties involving individual and group supervision



Assist with any safety situations that occur on campus when called upon

Supply incident reports to Police School Services as well the Administrator for the school site

Patrol and monitor an assigned campus to maintain order, safety and security

Assure student compliance with school and District policies and regulations

Control personal emotions and behavior so that you can communicate your needs without threatening, frightening, or triggering others

Learn, interpret, apply, and explain laws, rules and regulations

Operate a two-way radio

Communicate clearly with students, staff and others

Understand and follow oral and written directions and work cooperatively with others

Meet schedules and time lines and maintain a safe and orderly environment

Maintain complex, basic records

Administer first aid

Complete work accurately and as directed with many interruptions

Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities

Address the needs of identified English Learner communities

Maintain accurate records

Work with diverse school sites and conditions

Perform duties with awareness of all District requirements and policies

Analyze, interpret and communicate data

Motivate and support students to transform their behaviors

Prepare and deliver clear and concise presentations to a variety of audiences

Participate in District approved professional development to maintain current knowledge of the evolving needs of students and the District related to work scope

Meet District standards of professional conduct as outlined in Board Policy

Analyze information, summarize findings and present them in ways easily understandable to decision-makers

**PREREQUISITES:**

High School Diploma required.

Five (5) years in conflict mediation/resolution, restorative justice, behavioral health, social justice or related field is *preferred*

Candidate must be trained in restorative justice practices prior to hiring or commit to being trained within the first 3 months of employment

Five (5) years of relevant experience working in an urban school district environment highly preferred

A Bachelor degree preferred

Must be able to work a minimum of 10 Saturdays during the year as scheduled by the designated Police Services Administrator/Supervisor

Must be able to attend school activities such as games, dances and graduations

Bilingual Spanish preferred, but not required

Valid California Driver's License, if applicable

**PRE-EMPLOYMENT PROCESS:**

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

**WORKING CONDITIONS**

**ENVIRONMENT:**

School outdoor environment and diverse school site environments; driving a vehicle everyday and throughout the day to conduct work; fast-paced work; constant interruptions

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person, on the telephone and two-way radio; seeing to read a variety of documents; reaching overhead, above the shoulders or horizontally, or bending at the waist; dexterity of hands and fingers to work with students; standing for extended periods of time; walking and running; climbing stairs; lifting heavy objects. 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.

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By:	er



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Culture Keeper</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>As Assigned</b>	<b>CLASSIFICATION:</b>	<b>Classified</b>
<b>FLSA:</b>	<b>Non-Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>207 days/7.5 hours or duty days and hour as assigned</b>
<b>ISSUED:</b>	<b>Revised: June 27, 2007 Revised: October 2021 Revised: December 2022</b>	<b>SALARY GRADE:</b>	<b>WTCL 207 / Range 28</b>

**BASIC FUNCTION:** Perform a variety of proficient, prescribed duties requiring good communication skills, including assisting others in the workplace; provide work direction to assigned staff, monitor an assigned school campus; maintain order, safety and monitor; assure student compliance with school and District policies and regulations. Maintain positive relationships with students, parents, staff, and community; communicate with students and staff to provide and receive information regarding school activities.

**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:

Perform a variety of proficient, prescribed duties requiring good communication skills, including assisting others in the workplace; provide work direction to assigned staff; monitor and monitor an assigned school campus; maintain order, safety; assure student compliance with school and District policies and regulations.

Unlock doors and school facilities; monitor lunch areas, walkways, restrooms and parking lots; observe students during passing periods between classes, lunch and break periods; and assure timely return of students to class.

Respond to calls regarding classroom disturbances, behavior problems or related situations; escort students to office for disciplinary action; and prepare incident reports.

Utilize good communication skills to prevent student conflicts and fights according to established guidelines and intervene as necessary; advise students of consequences if rules are violated.

Enforce school and District rules, regulations and policies for the safety of students, staff and property; report unusual activities or unauthorized persons on campus to appropriate personnel.

Prevent illegal parking and loitering on school grounds according to established procedures; check vehicles for appropriate parking stickers.

Assist in the investigation of illegal activities; search backpacks, cars and lockers for alcohol, weapons, drugs, drug paraphernalia and related items according to established procedures and District policies.

Maintain positive relationships with students, parents, staff, and community; communicate with students and staff to provide and receive information regarding school activities.

Operate a two-way radio to communicate with school office and other personnel.

Administer first aid as necessary; prepare related reports.

Perform related duties as assigned.

**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:**

Proficient, prescribed methods of individual and group supervision  
Requirements to maintain a school environment in a safe and orderly condition  
Attitudes, interests and emotional development of adolescents and teenagers  
Good communication and interpersonal skills using tact, patience and courtesy  
District policies regarding student discipline, health, safety and other procedures  
First aid techniques

**ABILITY TO:**

Perform a variety of proficient, prescribed duties involving individual and group supervision  
Monitor an assigned campus to maintain order and monitor.  
Assure student compliance with school and District policies and regulations  
Learn, interpret, apply, and explain laws, rules and regulations  
Observe situations and accurately determine an effective course of action  
Operate a two-way radio  
Communicate clearly with students, staff and others  
Understand and follow oral and written directions and work cooperatively with others  
Meet schedules and time lines and maintain a safe and orderly environment  
Maintain complex, basic records  
Administer first aid  
Complete work accurately and as directed with many interruptions

**PREREQUISITES:**

Any combination of education, training and/or experience equivalent to: graduation from high school plus related courses and three (3) years of relevant experience.

Valid California Driver's License, if applicable

**PRE-EMPLOYMENT PROCESS:**

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

**WORKING CONDITIONS**

**ENVIRONMENT:**

Diverse school site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions; exposure to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions

**PHYSICAL REQUIREMENTS:**

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 50 pounds, occasionally 50+ 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.

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# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Site-Based Culture and Climate Ambassador</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>As Assigned</b>	<b>CLASSIFICATION:</b>	<b>Classified</b>
<b>FLSA:</b>	<b>Non-Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>10 months/7.5 hours Duty days and hours as assigned</b>
<b>ISSUED:</b>	<b>Created: March 2020 Revised: December 2022</b>	<b>SALARY GRADE:</b>	<b>WTCL 218, Range 35</b>

**BASIC FUNCTION:** Perform a variety of proficient, prescribed duties requiring excellent communication skills, conflict mediation skills and use restorative justice practices. The Culture and Climate Ambassador provides Tier 1 and Tier 2 culture and climate supports. On a limited basis, they may serve as Tier 3 supports for students that are exiting Juvenile Justice System or returning from suspension. Primary responsibility is to welcome students and families and provide Tier 1 climate and culture supports through the school community by intercepting emerging conflicts, providing conflict mediation and resolution, and are essential members of the school’s rapid response safety team.

**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:

#### School Ambassadors

- Culture and Climate Ambassadors greet students throughout the day to create a positive and inviting climate and culture on campus.
- Support school team to implement Positive Behavioral Intervention Systems that support on-time return to class including encouraging students, giving positive rewards, and implementing tardy sweeps.
- Build positive relationships with students, parents, staff and community; communicate with students and staff to provide receive information.
- Monitor and support a small group of focal students that need additional support and guidance.
- Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals of the school and the District.

#### School Safety:

- Ensure that students are in compliance with District and school policies.
- Monitor established climate and culture zones and areas including lunch areas, walkways, restrooms, parking lots, observe and interact with students during passing periods, between classes, lunch and lunch breaks.
- Assist in the investigations, incident reports and situations that interrupt the climate and culture of the school.
- Oversee and coordinate security protocols with SSO’s at the school site location.

### **Conflict Mediation**

- Promote conflict mediation/resolution practices for students
- Accurately read and interpret verbal and nonverbal communication.
- Be aware of and respectful of differences by avoiding disrespectful words, actions, or tones.
- Implement Crisis Prevention Strategies or other programs that prevent conflict and provide Tier 1 conflict mediation for students.
- Assist in the identification of students in need of conflict mediation and connect them directly with services on campus.

### **Restorative Practices**

- Monitor and supervise monthly Saturday School and participate and lead restorative circles.
- Assist in data collection for Tier 1 systems in the school.
- Review culture and climate data to improve the effectiveness of culture and climate interventions.
- Attend weekly Climate and Culture team meetings to discuss best practices and improve climate and culture on campus.
- Facilitate restorative practices with students and use de-escalation strategies with students.
- Support the re-entry of students returning from discipline and incarceration through restorative practices to increase the access to wrap-around supports and connection to school site staff and resources.

Perform related duties as assigned.

### **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:**

Proficient use of Excel and ability to analyze and gather data to identify trends

Linked Learning high school reform initiative or large school transformation and providing comprehensive student support.

Strategic direction of the District including restorative practices and conflict mediation

Federal, state, and District policies and mandates related to work scope

Methods to interpret apply and explain rules, regulations, policies, and procedures

Interpersonal skills using tact, patience, de-escalation strategies and courtesy

Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students and staff

Effective and clear verbal and written communication

Principles and practices of effective leadership, supervision and evaluation

### **ABILITIES TO:**

Interpret, apply, and explain rules, regulations, policies and procedures

Manage stress while remaining alert, calm, and action-oriented in stressful situations.

Understand and follow oral and written directions

Implement plans and evaluate their outcomes

Analyze situations accurately and adopt effective courses of action

Prioritize responsibilities and meet established schedules and timelines

Perform a variety of proficient, prescribed duties involving individual and group supervision

Assist with any safety situations that occur on campus when called upon

Supply incident reports to Police School Services as well the Administrator for the school site

Patrol and monitor an assigned campus to maintain order, safety and security

Assure student compliance with school and District policies and regulations

Control personal emotions and behavior so that you can communicate your needs without threatening, frightening, or triggering others

Learn, interpret, apply, and explain laws, rules and regulations

Operate a two-way radio

Communicate clearly with students, staff and others

Understand and follow oral and written directions and work cooperatively with others

Meet schedules and time lines and maintain a safe and orderly environment

Maintain complex, basic records

Administer first aid

Complete work accurately and as directed with many interruptions

Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities

Address the needs of identified English Learner communities

Maintain accurate records

Work with diverse school sites and conditions

Perform duties with awareness of all District requirements and policies

Analyze, interpret and communicate data

Motivate and support students to transform their behaviors

Prepare and deliver clear and concise presentations to a variety of audiences

Participate in District approved professional development to maintain current knowledge of the evolving needs of students and the District related to work scope

Meet District standards of professional conduct as outlined in Board Policy

Analyze information, summarize findings and present them in ways easily understandable to decision-makers

**PREREQUISITES:**

High School Diploma required.

Five (5) years in conflict mediation/resolution, restorative justice, behavioral health, social justice or related field is *preferred*

Candidate must be trained in restorative justice practices prior to hiring or commit to being trained within the first 3 months of employment

Five (5) years of relevant experience working in an urban school district environment highly preferred

A Bachelor degree preferred

Must be able to work a minimum of 10 Saturdays during the year as scheduled by the designated Police Services Administrator/Supervisor

Must be able to attend school activities such as games, dances and graduations

Bilingual Spanish preferred, but not required

Valid California Driver's License, if applicable



**PRE-EMPLOYMENT PROCESS:**

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

**WORKING CONDITIONS**

**ENVIRONMENT:**

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

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person, on the telephone and two-way radio; seeing to read a variety of documents; reaching overhead, above the shoulders or horizontally, or bending at the waist; dexterity of hands and fingers to work with students; standing for extended periods of time; walking and running; climbing stairs; lifting heavy objects. 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.