

Legislative File	
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By:	



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Coordinator, Measure N and Action Research	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	As Assigned	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS:	261 days / 7.5 hours or duty days and hours as assigned
ISSUED:	Created: June 2018	SALARY GRADE:	ADCL 16

BASIC FUNCTION: Under minimal supervision, support the District’s strategic plan to ensure all students are college, career and community ready. The Measure N Coordinator is primarily responsible for leading the effective and coordinated development, implementation, and evaluation of Measure N. The Coordinator defines systems requirements, proposes potential solutions, and coordinates the implementation or modification of systems and processes. Develop, coordinate and manage Measure N as a cohesive strategy across multiple stakeholders to increase students’ engagement in pathways as a way to ensure college and career readiness.

Coordinate and oversee implementation of effective and compliant state and federal systems that operationalize the legislative intent of Measure N to improve and enhance Linked Learning pathways and increase student achievement. Coordinate and oversee implementation of effective holistic system of support and learning designed around students’ needs and current gaps in the system.

REPRESENTATIVE DUTIES: (Incumbents 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 is intended to reflect the principal job elements accurately.)

ESSENTIAL FUNCTIONS:

Linked Learning Pathway Development

Develop aligned systems and structures of support for on-going pathway development for OUSD high school teams, charter school teams, and the High School Linked Learning Office in meeting the essential elements for Linked Learning quality.

Support, mentor and assist College and Career Pathway Coaches in their work with pathway teams of teachers to develop the essential elements of a high quality Linked Learning pathways including student outcomes-driven practice, equity and access, program of study, learning and teaching, work based learning, personalized student support and pathway leadership.

Coordinate with Linked Learning Leadership team and provide recommendations for the establishment of new pathways and/or the elimination of pathways that do not meet labor market projections, quality standards, or adhere to the Linked Learning model of college and career pathways.

Support OUSD high schools and charter schools in the development and implementation of Measure N Education Improvement Plans that are aligned to each of the essential elements of high quality college and career pathways

Implementation and Action Research

Coordinate and support the collection, analysis and monthly dissemination of District and pathway level student achievement data to ensure a cycle of continuous improvement focused on student outcomes-driven practices.

Coordinate and promote the Linked Learning Essential Elements of College and Career Pathways, including documentation that demonstrates a cycle of continuous improvement for the purpose of achieving "Certified" status in the Linked Learning Pathway Quality Review.

Coordinate, advise on, and support school site teams to develop action research evaluations formulated within a framework that demonstrates evidence based best practice whilst linking strategies outcomes and impact

Collaborate with Linked Learning leadership team to engage in a cycle of continuous improvement, document, and develop formative evaluation reports to execute team action research and ensure the district and schools use a strategic decision making process.

Progress Monitoring

Collaborate with High School Linked Learning Office staff and District staff to ensure quality and fidelity to Linked Learning framework by providing data based evidence of school process, timelines, deliverables and processes to Measure N expectations.

Collaborate with Financial Services Department to ensure Measure N allocations are properly calculated and dispersed and prepare and manage budgets in accordance with the Measure N legislative mandates to ensure fiscal responsibility and compliance and report progress and compliance to the Commission and District Leadership

Supervise and collaborate with other departments in the development, analysis, coordination and compliance of Measure N Education Improvement Plans processing for Commission approval, Board of Education approvals, and use of funds

Coordinate and provide training to school site and central office personnel on Measure N legislative requirements and mandate as part of an accountability system that aligns to Measure N and holds schools accountable for delivering on required outcomes including financial oversight and Coordinate yearly Measure N audit with District auditors to ensure all necessary requests are submitted

Systems and Operations

Coordinate yearly processes including Measure N Commission meeting schedule, presentations, site visits, status updates, Education Improvement Plan submissions and evaluations, recommendations, etc.

Plan, organize, and coordinate the activities related to Measure N on a school level and district-wide level; improve operational effectiveness by streamlining processes and procedures

Champion the development and implementation of Measure N for college and career readiness across OUSD high schools, charter schools, and the district

Ensure Measure N is understood and sufficiently supported by the appropriate stakeholders and serve as the department's central point of contact for interdepartmental projects and communications related to Measure N

Collaborate with the Linked Learning Leadership Team, the OUSD Board of Education, and the Measure N Commission to set the scope and monitor Measure N goals, timelines, and budget

Coordinate with site leaders to provide feedback on Measure N processes systems and incorporate feedback to ensure efficiency of Measure N, provide cross-training to other staff managers, develop site planning tools that capture Measure N plan and action research and communicate monthly communication about Measure N updates and highlights

Recruit, hire, develop, support, supervise and evaluate staff

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

Understanding budget and school site planning tool

Strategic direction of the District

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

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

Effective project management

Local and national career preparedness trends

Interpersonal skills using tact, patience, and courtesy

Various District bargaining unit contracts related to employee evaluation

Planning, organization and coordination needed for assigned program

Effective strategies, theories, techniques, and methods of professional development

Curriculum development, implementation and improvement including project-based performance-based learning, integrated cross-disciplinary curriculum and CTE Model Curriculum Standards.

Current District curriculum and school instructional programs in assigned area

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

Correct English usage, grammar, spelling, and punctuation

Principles and practices of effective leadership, supervision and evaluation

Budget preparation and management to ensure fiscal responsibility

Presentation, communication, and public speaking techniques

Computer software, hardware, and related technology

Knowledge and experience of using evaluation and community-based research to inform program development

ABILITY TO:

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

Communicate effectively in English both orally and in writing

Understand and follow oral and written directions

Implement plans and evaluate their outcomes

Interpret District collective bargaining contract language

Analyze situations accurately and adopt effective courses of action

Prioritize responsibilities and meet established schedules and timelines

Manage multiple projects simultaneously

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

Supervise, coach and evaluate assigned personnel

Cross-train department personnel

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 adults to transform their practices

Plan, organize, and complete work to meet established timelines and deadlines

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

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

Meet District standards of professional conduct as outlined in Board Policy

Operate personal computer, related software, and other office equipment

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

PREREQUISITES

Valid California Driver's License, if applicable

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.