

OAKLAND UNIFIED SCHOOL DISTRICT

Office of the Superintendent of Schools

May 23, 2012

Legislative File	
File ID Number:	12-1252
Introduction Date:	5/23/12
Enactment Number:	12-1444
Enactment Date:	5-23-12
By:	AS

TO: Board of Education

FROM: Anthony Smith, Ph.D., Superintendent
 Brigitte Marshall, Associate Superintendent, Human Resources Services and Support

SUBJECT: Elimination and Creation of a Certificated Management Position – High School Network

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1112-0243 – Elimination and Creation of a Certificated Management Position in the High School Network.

DISCUSSION

In support of the creation of a Full Service Community School District, the Director, Alternative Education will be responsible for all alternative education school sites and alternative education programs such as Home and Hospital, TAP Center and Adult Education, and alternative education programs at the continuation school sites in support of the administrators, teachers, students and community. The Director will also administer grant program and collaboratively lead District-wide initiatives that focus on improving outcomes for alternative education students.

High School Network

Eliminate

Position Title/FTE

Coordinator, Certificated (1.0 FTE)

Salary Schedule/Range

Salary Schedule: A227

Range: \$74,541 - \$95,136

12 months, 227 days, 7.5 hours

Create

Position Title/FTE

Director, Alternative Education (1.0 FTE)

Salary Schedule/Range

Salary Schedule: A227

Range 18: \$82,172 - \$104,896

12 months, 227 days, 7.5 hours

A Meet and Confer has been conducted with the appropriate bargaining unit.

BUDGET IMPACT

This position will be funded by 50% General Purpose and 50% Tier 3 funds.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1112-0243 – Elimination and Creation of a Certificated Management Position in the High School Network.

OAKLAND UNIFIED SCHOOL DISTRICT

Office of the Superintendent of Schools

May 9, 2012

Legislative File	
File ID Number:	12-1252
Introduction Date:	5/23/12
Enactment Number:	12-144A
Enactment Date:	5-23-12
By:	XO

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1112-0243**

High School Network

Eliminate

- Coordinator, Certificated -

Create

- Director, Alternative Education -

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 position aligns with the District's priority of a Full Service Community School District and to enhance servicing our students, schools and community, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby eliminates the position of Coordinator, Certificated, on the respective salary schedule/range, as stated herein, and creates the position of Director, Alternative Education in the High School Network attached hereto, and confirms said position's placement on the salary schedule/range, as stated herein, effective 12:01 a.m., May 24, 2012:

High School Network

Eliminate

Position Title/FTE

Coordinator, Certificated (1.0 FTE)

Salary Schedule/Range

Salary Schedule: A227

Range: \$74,541 - \$95,136

12 months, 227 days, 7.5 hours

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Position Title/FTE

Director, Alternative Education (1.0 FTE)

Salary Schedule/Range

Salary Schedule: A227

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12 months, 227 days, 7.5 hours

and,

BE, IT FURTHER RESOLVED, that the Board authorizes 1.0 FTE for the position as so stated above.

Passed by the following vote:


AYES: David Kakishiba, Gary Yee, Christopher Dobbins, Noel Gallo,
Vice President Jumoke Hinton Hodge and President Jody London

NOES: Alice Spearman

ABSTAINED: None

ABSENT: None

I 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 May 23, 2012.


Edgar Rakestraw, Jr.
Secretary, Board of Education
Oakland Unified School District

Legislative File	
File ID Number:	12-1252
Introduction Date:	5/23/12
Enactment Number:	12-1444
Enactment Date:	5-23-12
By:	82

Legislative File	
File ID Number:	12-1252
Introduction Date:	5/23/12
Enactment Number:	12-1444
Enactment Date:	5-23-12
By:	g2



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Director, Alternative Education	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	High School Network	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	WORK YEAR/HOURS	12 months/227 days/7.5 hours
ISSUED:	Created: May 2012	SALARY GRADE:	A227 18

BASIC FUNCTION: Under direction from the High School Network Executive Officer, plan and direct the work of the Office of Alternative Education as a department that supports the District vision of ensuring that all students graduate from high school. Oversee and manage the District's alternative schools and programs and adult education. Administer grant programs and collaboratively lead District-wide initiatives that focus on improving outcomes for alternative education students.

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.)

E = Essential Functions

Maintain the portfolio of alternative schools and programs, which includes Continuation Schools, Community Day Schools, Alternative Schools of Choice, Home and Hospital, Temporary Alternative Placement Centers (TAP), Independent Study (including Blended Learning option), Gateway (in partnership with Laney College) and Adult Education. **E**

Coordinate operations among alternative schools and programs to improve student achievement and to ensure District objectives are achieved and resources are effectively utilized. **E**

Develop, monitor, evaluate, and adjust alternative schools and programs to best meet the needs of students in conjunction with District Leadership. **E**

Partner with a wide variety of community-based organizations and city or county agencies to leverage and coordinate external resources to provide a continuum of services for alternative education students. **E**

Manage and evaluate a wide variety of program components for the purpose of delivering services which conform to established guidelines and regulations. **E**

Identify funding opportunities that align with the needs of students and schools; write and submit grant proposals, and administer grant funds to programs. **E**

Assist in the development and coordination of student support services that build a foundation for Full Service Community Schools, such as coordination of service teams, after school programs, mental health services, gang intervention programs, and drug and alcohol services. **E**

Coordinate with the High School Executive Officer and other staff in determining objectives and identifying student and school needs in developing long- and short-range plans/programs and annual budget to ensure the District's resources are effectively utilized. **E**

Provide instructional leadership through teacher professional development specifically tailored to meet the needs of students in alternative programs; evaluate teachers in the Home and Hospital program. **E**

Oversee adoption and implementation of appropriate curriculum for alternative schools and programs. **E**

Monitor compliance with State requirements as well as District Board policies and administrative regulations pertaining to alternative schools. **E**

Work with the California Department of Education when necessary to ensure full compliance with Alternative Education law, policies and EdCode. **E**

Prepare and present reports on alternative education programs for the Board of Education, California Department of Education, District and site administrators, and parent/community groups. **E**

Ensure the Alternative Education Program serves individuals in the community who are most in need of educational options, including individuals suspended, dropouts, adjudicated students and potential dropouts. **E**

Serve as liaison between all schools and the Alternative Education Programs in areas of placement, monitoring and evaluation of students; create student referral processes and direct student enrollment for specified programs. **E**

Maintain student records, including attendance and grade reports. **E**

Communicate with parents regarding alternative placements, discipline decisions and OUSD policy. **E**

Assist families in determining educational options and accessing student and family support services. **E**

Convene, facilitate, or participate in work groups focusing on high needs populations, such as Interagency Gang Prevention Collaborative and Sexually Exploited Minors Task Force; promote, elicit and enhance the level of community involvement in the areas pertaining to assistance and understanding of at-risk-students. **E**

Collaborate with school personnel in gathering and utilizing data on a case-by-case basis to assist in planning strategies for modifying inappropriate student behavior. **E**

Develop and manage budgets from a variety of funding streams for multiple programs. **E**

Monitor fund balances of assigned programs and related financial activity to ensure allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed. **E**

Support and assist alternative schools in areas of instruction, operations, budgets, student services, safety, and compliance. **E**

Research a variety of information (e.g. current practices, instructional materials, methods, curriculum guidelines, etc...) in order to develop new programs. **E**

Participate in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions. **E**

Promote alternative education at the local and state levels. **E**

Provide cross-training to other staff members within the department. **E**

Supervise and evaluate all assigned personnel, including teachers, administrators, and other staff. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: A Master's degree in education or related field; five years of experience in school administration, and experience in working with high needs populations.

Experience in teaching or administration in an alternative school setting preferred

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services credential

Valid California Teaching Credential

Valid California Driver's License

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

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Applicable federal, state, and District codes, regulations, policies and procedures governing various alternative education programs

Instructional strategies and approaches

Principals of alternative education

Budget preparation

Stages of student development

Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students; the District's diverse community, partners, and agencies

Correct English usage, grammar, spelling, vocabulary and punctuation

Computer software, hardware, and related technology

ABILITY TO:

Build high functioning relationships across various District departments and with external organizations

Prioritize responsibilities and meet established timelines and deadlines

Communicate effectively with diverse stakeholder groups

Display sensitivity to diverse cultural and ethnic groups

Facilitate group processes

Manage multiple projects simultaneously

Write high level reports and proposals

Operate personal computer, related software, and other office equipment

WORKING CONDITIONS

ENVIRONMENT:

Office environment 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.

Alison McDonald,
Executive Director
High School Network

Cleo Protopapas
Project Director
SLC + I-3

VACANT
Director
College & Career Readiness

Monica Vaughan
Director
Alternative Education

3 SLC
Coordinators
Site Leadership

2 SLC
Coaches
Math & ELA

6 I3
Coaches
Middle & High

Abigail Adams
Coordinator
College-Going
Operations

Diana Kampa
Program Manager

Central
Counselors
8.0 FTE

Susan Benz
Coordinator
Pathway Dev. +
Support

Donna Wyatt
Curriculum Cor
ROP

Louis Thomas
TSA – 0.6 FTE

Elizabeth Paniagua
TSA - 4 FTE

CTE Coaches
Savonne Whitfield
Courtney Slocum
Claire Mueller
Thelma Howland

Jennie Dinorossi
Business Liaison
1.0 FTE

Sundra Kerlighan
Service Team
Assistant

Greg Cluster
WBL Coordinator
0.3 FTE

Schools &
Programs
Gateway to College
Street Academy
Rudsdale
Bunche
Dewey
MetWest
OIHS

Home & Hospital
Teachers
10.0 FTE

Shirley
Alt Ed Special
Services

Adult Ed
Administrator
Chris Nelson

Veronica
Richards
Office Manager

Judith Flores
GED Chief
Administrator

Joanne Kafka
Counselor
0.5 FTE

Adult Education
Teachers
6.0 FTE