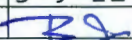



OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the Superintendent of Schools

May 9, 2012

Legislative File	
File ID Number:	12-1095
Introduction Date:	5/9/12
Enactment Number:	12-1263
Enactment Date:	5-9-12
By:	

TO: Board of Education

FROM: Anthony Smith, Ph.D., Superintendent *via G.T.S.*  
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support 

SUBJECT: Elimination and Creation of a Certificated Management Position – Quality Community School Development Department

**ACTION REQUESTED**

Approval by the Board of Education of Resolution No. 1112-0238 – Elimination and Creation of a Certificated Management Position in the Quality Community School Development Department.

**DISCUSSION**

In service of the Strategic Plan, the School Quality Review (SQR) process supports the District in systematically reviewing the quality of its schools. The newly created position will be responsible for implementing the SQR process as part of the overall school program evaluation system. The position is critical to the coordination and facilitation of the SQR process, which works in support of all schools and in the interest of continuous improvement and supporting the overall move to elevate the quality of Oakland's schools on behalf of all children.

Quality Community School Development Department

**Eliminate**

Position Title/FTE

Administrator on Special Assignment 5 (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ASA5

Range: \$78,267 - \$99,891

12 months, 227 days, 7.5 hours

Quality Community School Development Department

**Create**

Position Title/FTE

Director, School Quality Review (1.0 FTE)

Salary Schedule/Range

Salary Schedule: A227

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

12 months, 227 days, 7.5 hours

**BUDGET IMPACT**

This position will be funded by Tier 3-TIIG funds.

**RECOMMENDATION**

Approval by the Board of Education of Resolution No. 1112-0238 – Elimination and Creation of a Certificated Management Position in the Quality Community School Development Department.

OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the Superintendent of Schools

May 9, 2012

Legislative File	
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By:	89

RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 1112-0238

Quality Community School Development Department

**Eliminate**

- Administrator on Special Assignment 5 -

**Create**

- Director, School Quality Review -

**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 Administrator on Special Assignment 5, on the respective salary schedule/range, as stated herein, and creates the position of Director, School Quality Review in the Quality Community School Development Department attached hereto, and confirms said position's placement on the salary schedule/range, as stated herein, effective 12:01 a.m., July 1, 2012:

Quality Community School Development Department

**Eliminate**

Position Title/FTE

Administrator on Special Assignment 5 (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ASA5

Range: \$78,267 - \$99,891

12 months, 227 days, 7.5 hours

Quality Community School Development Department

**Create**

Position Title/FTE

Director, School Quality Review (1.0 FTE)

Salary Schedule/Range

Salary Schedule: A227

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

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: Gary Yee, Christopher Dobbins, Vice President Jumoke Hinton Hodge,  
President Jody London

NOES: Noel Gallo, Alice Spearman


ABSTAINED: None

ABSENT: David Kakishiba

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 9, 2012.



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

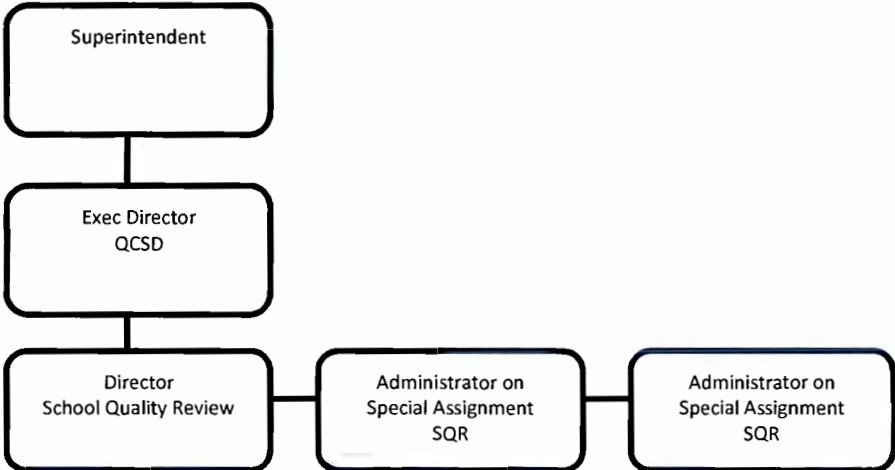
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By:	

# Quality Community Schools Development 2012-2013

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*Director, School Quality Review*

*Lead Evaluator, School Quality Review*





Legislative File	
File ID Number:	12-1095
Introduction Date:	5/9/12
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By:	BY



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Director, School Quality Review</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Quality Community School Development</b>	<b>CLASSIFICATION:</b>	<b>Certificated Management</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS</b>	<b>227 days/7.5 hours (FT) or as assigned</b>
<b>ISSUED:</b>	<b>Created: May 2012</b>	<b>SALARY GRADE:</b>	<b>A227 18</b>

**BASIC FUNCTION:** Direct, plan, organize, and execute the processes of School Quality Review, and support Quality Community School Development decision-making, toward the goal of increasing student achievement.

**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**

Lead the design, development and implementation of the strategies, protocols, and processes of the School Quality Review and associated initiatives. **E**

Report on the effectiveness of the School Quality Review process. **E**

Supervise the coordination, planning and implementation of the development and use of school quality indicators necessary for School Quality Review. **E**

Coordinate the development and use of tools and processes to collect qualitative and quantitative evidence and to measure school progress toward defined quality indicators. **E**

Supervise and direct the work of the School Quality Review Lead Evaluators. **E**

Coordinate with Deputy Superintendent, Regional and Network Executive Officers the design and use of the strategies, protocols, and processes of the School Quality Review. **E**

Coordinate the Lead Evaluators to provide training for the School Quality Review teams. **E**

Lead the design and development of the database systems necessary to support School Quality Review and School Quality Review decision-making. **E**

Coordinate the development and use of School Quality Review descriptive documents for key stakeholders and participants in the School Quality Review processes. **E**

Coordinate the written analysis of qualitative and quantitative data for the purposes of School Quality Review. **E**

Coordinate the development and dissemination of School Quality Review reports for various key stakeholders. **E**

Coordinate the development and use of tools and processes for disseminating School Quality Review findings to key stakeholders and for engaging key stakeholders in analyses of findings. **E**

Supervise and evaluate the performance of School Quality Review Lead Evaluators and other assigned staff; interview and select employees, and recommend transfers, reassignment, termination, and disciplinary actions. **E**

Plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Coordinate with the District's department managers to obtain and process quantitative data, retrieved from the student information system, the District's data portal, human resources, and other relevant sources, for evaluation in the School Quality Review process. **E**

Coordinate technical advice on data analysis and research methodologies as needed. **E**

Coordinate and support the alignment of the District-adopted indicators of quality schools to the development of a balanced scorecard. **E**

Attend conferences, read journals/papers, take courses, and attend workshops to remain current concerning trends in the assigned areas. Apply knowledge of current research and theory to QCSD strategies. **E**

Direct the communications efforts of the Lead Evaluators and other assigned staff to engage stakeholders for School Quality Review activities. **E**

Prepare Board agenda items for review by the Executive Director. **E**

Prepare and administer budgets as needed by the Executive Director. **E**

Prepare and present key goals, programs, plans, and accomplishments to interested bodies. **E**

Focus on customer service and provide results-oriented value to all stakeholder groups. **E**

Attend regular meetings with departments, District administrators, and school personnel. **E**

Perform related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

**TRAINING, EDUCATION AND EXPERIENCE:** Master's degree required; PhD preferred. Administrative Credential required. Minimum of four years of experience in K-12 education required. Strong research background required. School administrative experience preferred.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License

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

#### **KNOWLEDGE AND ABILITIES**

##### **KNOWLEDGE OF:**

District policies, applicable sections of the State Education Code and other laws and regulations related to work scope

Methods to interpret, apply and explain rules, regulations, policies, and procedures related to work scope

Correct English usage, grammar, spelling, vocabulary and punctuation

Research and program evaluation techniques

Technical data support services

Collection and organization of information including electronic data

Computer software, hardware, and related technology

Database and statistical software

##### **ABILITY TO:**

Interpret, apply and explain rules, regulations, policies and procedures related to work scope

Perform a variety of technical duties involving specialized knowledge and independent judgment

Prioritize responsibilities to provide timely support to schools and departments in using a broad range of tools and other applications



Organize, coordinate and prioritize a large volume of activities, programs and services

Analyze situations accurately and adopt effective courses of action

Communicate effectively in English orally and in writing

Communicate effectively using tact, patience, and courtesy

Understand and follow oral and written directions

Prepare comprehensive narrative and statistical reports

Establish and maintain effective working relationships with others

Meet schedules and timelines

Maintain accurate and confidential records

Work cooperatively

Present professional development programs and techniques

Operate personal computer, related software, and other office equipment

**WORKING CONDITIONS**

**ENVIRONMENT:**

Office environment; 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 light to moderate weight objects; 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.