

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

June 26, 2013

Legislative File	
File ID Number:	13-1506
Introduction Date:	6/26/13
Enactment Number:	13-1365
Enactment Date:	6-26-13
By:	lf

TO: Board of Education

FROM: Anthony Smith, Ph.D., Superintendent *with GTS*
Vernon Hal, Deputy Superintendent, Business and Operations
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support *BM*

SUBJECT: Correction – Non-Exempt to Exempt on Certain Creations of Classified Positions -
Quality, Accountability, and Analytics (QAA) Department

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1213-0194 – Correction – Non-Exempt to Exempt status on certain classified positions created in the Quality, Accountability, and Analytics (QAA) Department, as specified.

DISCUSSION

The Board, on May 29, 2013, as requested, approved Resolution No. 1213-0118, which created certain classified represented positions in the Quality, Accountability, and Analytics (QAA) Department, as specified below:

Quality, Accountability, and Analytics (QAA) Department

Creation

Position Title/FTE

Research Associate, 0-8 Early
Childhood (1.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL

Range 57: \$65,183 - \$87,316

12 months, 261 days, 7.5 hours

Funding

Kellogg Grant, 9156-948

Creation

Position Title/FTE

Research Associate,
Disproportionality (1.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL

Range 57: \$65,183 - \$87,316

12 months, 261 days, 7.5 hours

Funding

Kellogg Grant, 9156-948

The request and job description attachments to Resolution No. 1213-0118 cited the incorrect Fair Labor Standard Act (FLSA) status for both created positions of Research Associate, 0-8 Early Childhood and Research Associate, Disproportionality. The Fair Labor Standard Act (FLSA) portion of the named job descriptions should be corrected to read "Exempt".

The Board is requested to correct, in part, the May 29, 2013 action by adopting Resolution No. 1213-0194.

Appropriate bargaining unit has been notified of the correction.

BUDGET IMPACT

Both positions will be funded by the Kellogg Grant.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1213-0194 – Correction – Non-Exempt to Exempt status on certain classified positions created in the Quality, Accountability, and Analytics (QAA) Department, as specified.

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By:	<i>[Signature]</i>

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1213-0194**

- Correction – Non-Exempt to Exempt Status on Certain Classified Positions
Created in the Quality, Accountability, and Analytics (QAA) Department -

Creation

- Research Associate, 0-8 Early Childhood -
- Research Associate, Disproportionality -

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

WHEREAS, the Board, on May 29, 2013, approved Resolution No. 1213-0118 (Legislative File No. 13-0835), which, in part, created certain classified represented positions in the Quality, Accountability, and Analytics (QAA) Department, as specified below:

Quality, Accountability, and Analytics (QAA) Department

Creation

Position Title/FTE

Research Associate, 0-8 Early
Childhood (1.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL

Range 57: \$65,183 - \$87,316

12 months, 261 days, 7.5 hours

Funding

Kellogg Grant, 9156-948

Creation

Position Title/FTE

Research Associate,
Disproportionality (1.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL

Range 57: \$65,183 - \$87,316

12 months, 261 days, 7.5 hours

Funding

Kellogg Grant, 9156-948

, and

WHEREAS, the attached job descriptions to Resolution No. 1213-0118 cited the incorrect status of the Fair Labor Standards Act (FLSA) for both the created positions of Research Associate, 0-8 Early Childhood and Research Associate, Disproportionality and should be corrected to read "Exempt"; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby corrects its action of May 29, 2013 by repealing the attached job descriptions named above and on Resolution No. 1213-0118; and

BE, IT FURTHER RESOLVED, that the Board creates the respective positions enumerated in the third Whereas Clause of this Resolution; and

BE, IT FURTHER RESOLVED, that the Board authorizes 1.0 FTE for the position of Research Associate, 0-8 Early Childhood and 1.0 FTE for the position of Research Associate, Disproportionality and both job descriptions are corrected to read "Exempt" in status; and

BE, IT FURTHER RESOLVED, that the Board authorizes the Superintendent of Schools to fill the newly created positions pursuant to District employment procedures.

Passed by the following vote:


AYES: **Jody London, Anne Washington, Roseann Torres, Christopher Dobbins, James Harris, Vice President Jumoke Hinton Hodge and President David Kakishiba**


NOES: **None**

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 June 26, 2013.


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

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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Research Associate, Disproportionality	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Quality, Accountability & Analytics (QAA)	CLASSIFICATION:	Classified
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Created: June 2013	SALARY GRADE:	WTCL 57

BASIC FUNCTION: Perform a wide variety of duties to execute research and evaluation analyses and studies related to the district’s strategic plans and priorities. Implement quantitative and qualitative research projects and data analyses on a variety of topics related to disproportionality of educational access and outcomes for different groups of students. Activities include collecting, organizing, and analyzing data, preparing reports, designing research and evaluation studies, collaboration with research partners, and managing projects.

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 are intended to accurately reflect the principal job elements.)

ESSENTIAL FUNCTIONS

Participate in planning, designing and conducting quantitative, qualitative and mixed-methods research and evaluation.

Conduct ongoing research on promising practices in OUSD that contributes to the knowledge base of effective practice, emphasizing priority areas identified in District strategic plans and School Quality Reviews.

Conduct case study analyses of effective strategies and practices that can be scaled up for use in the District.

Design methods, data collection processes, research instruments (including scale development), and analytic approaches for each research project.

Stay abreast of relevant research on the racial achievement gap and opportunity gap in urban schools and districts, and disproportionality in school discipline and special education; analyze applicability or research to OUSD; continually gather information related to assigned research topics.

Engage in fieldwork interfacing with a wide variety of OUSD stakeholders including, students, parents, teachers, administrators, other staff, and community partners.

Engage in data cleaning and data management for studies.

Prepare and analyze historical data about the District, schools, and local communities and neighborhoods.

Engage in report writing and editing, contributing to the development of meaningful reports, policy briefs and presentations of findings appropriate for a variety of internal and external audiences and purposes.

Present and disseminate project results to internal and external parties.

Engage in collaborative research with internal and/or external research partners.

Plan and coordinate research activities, including maintenance of a timeline for completion and dissemination of results.

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

TRAINING, EDUCATION AND EXPERIENCE: Any combination of education, training and/or experience equivalent to: Bachelor's degree and at least four years of training or research experience in a related content area such as education, psychology, sociology, public policy, ethnic studies, child development, or anthropology.

Master's degree preferred.

Experience in urban education context preferred.

Experience working with analysis of underserved populations, particularly those reflected in district student demographics.

Demonstrated experience writing research reports suitable for publication for lay audiences.

Expertise in using Microsoft Office software: Word, Excel, Access, PowerPoint

Experience in using data processing and statistical software such as STATA, SPSS, and/or qualitative data analysis software such as Atlas.ti or NVivo

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Quantitative and qualitative research design

Formative and summative evaluation design

Data collection methods and data analysis, organization of information

Disproportionality, including knowledge of history and research regarding racial inequality in public education, social contexts of education, best practices in educating underserved student populations, disproportionality research literature and social theory

ABILITY TO:

Work independently, with minimal supervision

Communicate effectively, both orally and in writing

Collect, analyze, and present a variety of data and research to a range of audiences

Write research reports, policy briefs, literature reviews

Conduct field studies including in-person interviews and site observations

Establish and maintain collaborative working relationships with department staff and staff across departments, as well as with community and institutional partners

Be sensitive and responsive to diverse cultural and ethnic groups

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office environment; driving a vehicle to conduct work; fast-paced work, short timelines, frequently changing priorities and assignments

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports.

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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Position Description

TITLE:	Research Associate, 0-8 Early Childhood	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Quality, Accountability & Analytics (QAA)	CLASSIFICATION:	Classified
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Created: June 2013	SALARY GRADE:	WTCL 57

BASIC FUNCTION: Perform a wide variety of duties to execute research and evaluation analyses and studies related to the District's strategic plans and priorities. Implement quantitative and qualitative research projects and data analyses on a variety of topics related to early childhood education and child development from birth to 8 years old. Activities include collecting, organizing, and analyzing data, preparing reports, designing research and evaluation studies, collaboration with research partners, and managing projects.

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 are intended to accurately reflect the principal job elements.)

ESSENTIAL FUNCTIONS

Participate in planning, designing and conducting quantitative, qualitative and mixed-methods research and evaluation.

Conduct ongoing research on promising practices in OUSD that contributes to the knowledge base of effective practice, emphasizing priority areas identified in district strategic plans and School Quality Reviews.

Conduct case study analyses of effective strategies and practices that can be scaled up for use in the District.

Design methods, data collection processes, research instruments (including scale development), and analytic approaches for each research project.

Stay abreast of relevant research early childhood education and child development from birth to 8 years old, and on transitions from preschool to kindergarten; analyze applicability of research to OUSD; continually gather information related to assigned research topics.

Engage in fieldwork interfacing with a wide variety of OUSD stakeholders including, students, parents, teachers, administrators, other staff, and community partners.

Engage in data cleaning and data management for all studies.

Prepare and analyze historical data about the District, schools, and local communities and neighborhoods.

Engage in report writing and editing, contributing to the development of meaningful reports, policy briefs and presentations of findings appropriate for a variety of internal and external audiences and purposes.

Prepare assessment data on the 0-8 continuum of student performance for principals and teachers.

Gather observational data, such as from Instructional Rounds across Transitional Kindergarten sites and Balanced Literacy sites, to identify shifts in teacher practice and site leadership practice.

Develop tools and protocols to facilitate use of data and research findings by central office staff, school leaders, and teachers.

Present and disseminate project results to internal and external parties.

Engage in collaborative research with internal and/or external research partners.

Plan and coordinate research activities, including maintenance of a timeline for completion and dissemination of results.

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

TRAINING, EDUCATION AND EXPERIENCE: Any combination of education, training and/or experience equivalent to: Bachelor's degree and at least four years of training or research experience in a related content area such as child development, child psychology, early childhood education, sociology, public policy, or anthropology.

Knowledge of infant and early childhood development, child/adolescent development, assessment of early childhood academic, social and emotional learning, and/or pre-K-12 educational research strongly preferred

Master's degree preferred

Experience in urban education context preferred

Experience working with analysis of underserved populations, particularly those reflected in District student demographics

Demonstrated experience writing research reports suitable for publication for lay audiences

Expertise in using Microsoft Office software: Word, Excel, Access, PowerPoint

Experience in using data processing and statistical software such as STATA, SPSS, and/or qualitative data analysis software such as Atlas.ti or NVivo

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

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

KNOWLEDGE AND ABILITIES:

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Quantitative and qualitative research design

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Data collection methods and data analysis, organization of information

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Be sensitive and responsive to diverse cultural and ethnic groups

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