

OAKLAND UNIFIED SCHOOL DISTRICT

Office of the Superintendent of Schools

May 27, 2020

Legislative File	
File ID Number:	20-1098
Introduction Date:	05/27/2020
Enactment Number:	20-0734
Enactment Date:	5/27/2020
By:	os

TO: Board of Education

FROM: Kyla Johnson-Trammell, Superintendent
Tara Gard, Deputy Chief Talent Officer, Talent Division

SUBJECT: Approval of Revision of Job Description – Executive Director, Academic and Instructional Innovation

Revision:
Executive Director, Academic and Instructional Innovation

ACTION REQUESTED

Adoption by the Board of Education of Resolution No. 1920-2032, Revision of Job Description – Executive Director, Academic and Instructional Innovation.

DISCUSSION

The Talent Division recommends approval of these job descriptions 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.

Revision:
Job Description/Position/Title/FTE
Executive Director, Academic and Instructional Innovation
(As Assigned) (1.0 FTE)

Salary Schedule/Range
Salary Schedule: CFAD 22
Range: \$97,501.05 - \$124,430.62
12 months, 227 days, 7.5 hours (FT)

FISCAL IMPACT

There is no fiscal impact. This role is currently funded. This position is part of a department restructuring. The job duties were adjusted to current CA education context by adding references to updated standards like Common core State Standards (CCSS), Next Generation Science Standards (NGSS) and adjusted to address our PreK to 12 grade span.

RECOMMENDATION

Adoption by the Board of Education of Resolution No. 1920-2032, Revision of Job Description – Executive Director, Academic and Instructional Innovation.

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1920-2032**

- Approval of Revision of Job Description – Executive Director, Academic and Instructional Innovation -

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., May 27, 2020, as follows:

Revision:

Job Description/Position/Title/FTE
Executive Director, Academic and Instructional Innovation
(As Assigned) (1.0 FTE)

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Salary Schedule: CFAD 22
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BE IT FURTHER RESOLVED, that the Board authorizes the creation of job descriptions as so stated above.

Passed by the following vote:

PREFERENTIAL AYE:	Student Director Smith-Dahl and Student Director Garibo
PREFERENTIAL NOE:	None
PREFERENTIAL ABSTENTION:	None
PREFERENTIAL RECUSE:	None
AYES:	Aimee Eng, Jumoke Hinton Hodge, Gary Yee, Vice President Shanthi Gonzales, President Jody London
NOES:	James Harris, Roseann Torres
ABSTAINED:	None
RECUSE:	None
ABSENT:	None

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 May 27, 2020.

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OAKLAND UNIFIED SCHOOL DISTRICT



Jody London
President, Board of Education



Kyla Johnson-Trammell
Superintendent and Secretary, Board of Education

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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Director of Instruction, PreK-12	REPORTS TO:	Executive Director, Academic and Instructional Innovation
DEPARTMENT:	Academic and Instructional Innovation (AII)	CLASSIFICATION:	Certificated Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS:	227 days/7.5 hours (FT) or as assigned
ISSUED:	Created: June 2011 Revised: June 2014 Revised: June 2020	SALARY GRADE:	CFAD 22

BASIC FUNCTION: Plan and direct the work of the department team to promote and support the District’s strategic plan to ensure all students are college and career ready. Duties may involve access to confidential information concerning employer-employee relations.

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:

Accelerate the implementation of the Common Core (ELA/Math), Next Generation Science Standards (NGSS), support professional learning and increase the quality of rigorous instruction aligned to producing students who are prepared for college, career and community.

Recruit, support, develop, and supervise unit managers and specialists.

Manage and evaluate the duties of assigned staff in accordance with collective bargaining agreements.

Build the capacity of unit members by developing professional development sessions that focus on the strategic plan and the department’s focus areas.

Coordinate the development, planning, and implementation of high quality professional development.

Create opportunities for teacher leaders and leaders District-wide to collaborate about District and department focus areas.

Assist site leaders in focusing on instruction and professional learning of school site staff, build capacity of instructional staff to deliver a data-driven instructional cycle, implement curriculum and pedagogy aligned to the Common Core and NGSS and dramatically increase student learning outcomes.

Advise departments and cross-departmental teams in supporting school improvement.

Develop and monitor budgets in accordance with federal, state, and District policies.

Develop and maintain partnerships with external organizations.

Develop, monitor, and review the operational systems and processes of the department.

Coordinate, monitor, and project manage initiatives that are assigned on a regular basis (i.e., library program, literacy initiatives, curriculum adoptions).

Communicate the Department's mission, programs, and support services to ensure messaging is presented in a strong, positive image to relevant stakeholders.

Provide leadership in developing programs, and organizational and budget plans with Department staff.

Create District-wide Professional Learning Calendar for all teachers.

Develop and monitor department's communication plan.

Develop and monitor the Instructional Materials/Williams accountability process.

Collaborate with all staff in the department to provide for aligned support for teachers and leaders.

Collaborate with site leadership and District administrators about coordinating and aligning teacher and leadership supports.

Design, create, implement, and manage the infrastructure aligned to priority areas for the department.

Identify, implement, support, and monitor high leverage strategies to retain the best and brightest talent.

Develop, maintain, and coordinate partnerships with organizations around teacher and leadership development.

Identify resources that contribute to the sustainability of a culturally competent organization.

Develop new methodologies to interrupt and address historic and institutional imbedded racist policies, practices, and beliefs.

Support the collaborative development of transparent and effective systems of communication among stakeholders.

Provide facilitation and planning support for department professional learning.

Develop courses of study for each leader that are aligned to themes of practice.

Create and implement evaluations for department's program goals and objectives.

Coordinate data and develop data reporting system about department's professional learning.

Create and monitor a Professional Learning On-line Registration System.

Provide in-depth leadership analysis through cycles of inquiry and development.

Facilitate and coach department personnel to lead and measure the change of practices, beliefs and policies.

Provide leadership to develop and sustain leadership teams across the system.

Support teacher leaders and leadership teams who embrace a mission of social justice and equity for all students to change the policies, practices, and structures in schools and the school system that perpetuate inequities.

Maintain professional growth in knowledge and skills necessary to implement the District's strategic plan and department focus areas.

Develop and update department's policies, procedures, and guidelines.

Support department staff by providing advice, counsel, and decision-making; mentor department staff as needed.

Travel to sites when needed.

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:

Applicable federal, state, and District codes, regulations, policies and procedures governing work scope

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

Cognitive Coaching Curriculum

Strategic direction of the District

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

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

Interpersonal skills using tact, patience, and courtesy

Correct English usage, grammar, spelling, and punctuation

Implement plans and evaluate their outcomes

Principles and practices of effective leadership

Serve as trusted resource to District administrators and facilitate communication throughout the District

Budget preparation and management to ensure fiscal responsibility

Telephone techniques, systems and etiquette

Presentation, communication, and public speaking techniques

Knowledge of distance learning (students and adults) systems and platforms

Principles and practices of supervision and evaluation

Computer software, hardware, and related technology

ABILITY TO:

Interpret, communicate, implement, and maintain current knowledge of applicable laws, codes, policies, procedures, and District regulations governing work scope

Interpret District collective bargaining contract language

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

Perform duties with awareness of all District requirements and policies

Communicate effectively in English orally and in writing

Model effective communication skills using tact, patience, and courtesy to understand and respond to the needs and expectations of team members and others

Analyze, interpret and communicate data

Motivate and support adults to transform their practices

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

Analyze situations accurately and adopt effective course of action

Manage multiple projects simultaneously

Implement plans and evaluate their outcomes

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

Supervise, coach, and evaluate assigned personnel

Operate personal computer, related software, and other office equipment

PREREQUISITES:

Any combination of education, training and/or experience equivalent to a Master's degree

Five years experience in administrative leadership

Valid California Administrative Services Credential

Experience in classroom teaching, evaluation, research, organizational structures and systems, change management, leadership development, and coaching

Must have experience as a school principal in an urban setting

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 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.



SECTION 1: JOB DESCRIPTION CHECKLIST for MANAGEMENT ROLE

The Job Description (JD) Checklist ensures all pertinent steps have been completed at the District for every JD. Send this checklist or any questions to Martin E. Mitchell, martin.mitchell@ousd.org or 510.879.8841.

	Today's Date _____	
Classification Title _____	Draft _____	Final _____
Final Working Job Title (if different) _____	Time Type _____	
Hiring Department/Sponsor _____	Full-time _____	
Hiring Manager's Name _____	Part-time _____	
Hiring Manager's Title _____	Temporary _____	
	Student or Intern _____	
Bargaining Unit _____	Default Hours _____/wk	
Final Salary Range _____	Amounts _____ to _____	
Final Date of Job Description _____	Exempt _____	Non-Exempt _____
Proposed Board Meeting Date _____	FLSA Exemption _____	
Board Agenda Deadline _____	(Attach applicable Exemption Checklist)	
	Classification _____	
	If classification supervises others, indicate which type(s) of employees are supervised:	
	Certificated _____	Classified _____
	Does not supervise others _____	

Steps Completed

Item	Description	Check if Completed	Indicate Date Completed
1.	Draft JD received from Hiring Manager	_____	_____
2.	Justification for JD received from Hiring Manager – see Section 2	_____	_____
3.	Meet and Confer session Union feedback: Approved _____ Not approved _____	_____	(Meet and Confer Date)
4.	Submitted final JD to Talent Business Manager	_____	_____
5.	Board of Education decision Approved Resolution ID _____ Not approved _____ No decision _____	_____	(Board Meeting Date)
6.	Funding source _____ (Incl. Funding Source Name - Resource No. - Site No.)	_____	_____
7.	Escape Job Class _____	_____	_____
8.	Date that last step is completed: _____ Classification Staff Initials _____ New Revision Reclassification No change	_____	_____

Other Comments:

Last Updated 10.26.18

