

Board Office Use: Legislative File Info.	
File ID Number	21-1970
Introduction Date	09/08/2021
Enactment Number	21-1434
Enactment Date	9/8/2021 os



**OAKLAND UNIFIED
SCHOOL DISTRICT**
Community Schools, Thriving Students

Board Cover Memorandum

To Board of Education

From Kyla Johnson-Trammell, Superintendent
Tara Gard, Chief of Talent

Meeting Date September 8, 2021

Subject **Creation of Job Description – SARB Facilitator - Talent/Human Resources Department**

Action Requested Adoption by the Board of Education of Resolution No. 2122-0055 – Creation of Job Description – SARB Facilitator.

Discussion The Talent Division recommends approval of this job description 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.

Creation:

Job Description/Position/Title/FTE

SARB Facilitator

(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL 46

Range: \$55,750.58 - \$74,704.02

261 days, 7.5 hours (FT) or duty days and hours as assigned

FISCAL IMPACT:

No fiscal impact. Department is requesting to add a new function to the department based on the District’s Strategic Plan. Per Ed. Code, Districts must have a SART/SARB process that addresses student truancy issues. OUSD has already had this process in place, however we are tailoring the Job Description to match the necessary requirements and skill sets that match the need to implement a successful intervention process.

Recommendation Adoption by the Board of Education of Resolution No. 2122-0055 – Creation of Job Description – SARB Facilitator.

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 2122-0055**

- Creation of Job Description – SARB Facilitator - Talent/Human Resources Department -

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., September 9, 2021, as follows:

Creation:

Job Description/Position/Title/FTE

SARB Facilitator

(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL 46

Range: \$55,750.58 - \$74,704.02

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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: None

PREFERENTIAL NOE: None

PREFERENTIAL ABSTENTION: None

PREFERENTIAL RECUSE: None

AYES: Gary Yee, Mike Hutchinson, VanCedric Williams, Clifford Thompson, Aimee Eng, Vice President Benjamin "Sam" Davis, President Shanthi Gonzales

NOES: None

ABSTAINED: None

RECUSE: None

ABSENT: Student Director Pal, Student Director Gallegos-Chavez

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 September 8, 2021.

OAKLAND UNIFIED SCHOOL DISTRICT

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Shanthi Gonzales
President, Board of Education



Kyla Johnson-Trammell
Superintendent and Secretary, Board of Education

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OAKLAND UNIFIED
SCHOOL DISTRICT

Position Description

TITLE:	SARB Facilitator	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	As Assigned	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR/HOURS:	261 days/7.5 hours or duty days and hours as assigned
ISSUED:	Created: August 2021	SALARY GRADE:	WTCL 46

BASIC FUNCTION: Under the direction of an assigned supervisor implement all aspects of the SARB (Student Attendance Review Board) process in alignment with State and District Ed Code. Comply with and maintain knowledge of District, local, state and federal policies and regulations concerning primary job function. Maintain confidentiality of all personnel and student matters

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:

Represent the District and facilitate SARB hearings.

Create, implement and maintain an operational processes to ensure timely implementation of the SART/SARB process, along with proper documentation and communication with all parties.

Develop and maintain partnerships within the District and with Community Based Organizations to support students and families who engage with the SART/SARB process.

Lead professional development/training to school site and District staff on the SART/SARB truancy process.

Demonstrate knowledge, ability and valuing the importance of diversity and inclusion with regards to race, religion, sexual orientation, gender or other orientations or cultural makers.

Coordinate, prepare and represent the District in SARB referrals and process with the County District Attorney.

Ensure compliance with legal timelines.

Promote and support training related to attendance accounting procedures as needed

Promote and support school sites / district staff in building attendance teams at school sites to curb chronic absenteeism.

Follow-up on students who fail to comply with SARB panel recommendations.

Understand and guide sites to implement Multi-Tiered Systems of Support (MTSS).

Access and analyze student attendance data through the various data platforms within OUSD; maintain accurate and complete records of transactions; provide periodic statistical reports and evaluate records to ensure accuracy of information; assist with the preparation of the annual report for the School Attendance Review Records.

Respond to all requests from various internal and external sources

Attend any and all required meetings

Perform other related duties as assigned and required

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:

Data tools and software

Attendance and data applications commonly used in OUSD such as AERIES, OUSD Dataworks

Current applicable sections of the State Education Code, Board policies and other applicable laws as related to school attendance and SARB

Building partnerships and collaboration with individuals, departments, agencies and institutions

Interpersonal skills emphasizing tact, patience, courtesy and respect

The Community School philosophy of aligning resources in service of students and families

Correct English usage, grammar, spelling, vocabulary and punctuation

ABILITY TO:

Learn and interpret current applicable sections of State Education and other laws as related to assigned activities

Rapidly assimilate the facts, conditions and implications of sudden problems and organize an effective administrative response to them

Navigate complex relationships and facilitate conflict resolution

Successfully interact with principals, teachers, staff, parents, students, partner agencies and other community members

Communicate, understand and follow both oral and written directions effectively

Establish and maintain cooperative and effective working relationships with others

Maintain confidential records

Compile and verify data and prepare reports

PREREQUISITES:

AA plus 3 years of experience or 5 years of experience in equivalent work with intervening and supporting students and families in a school, community organization or agency.

Use of reliable vehicle to transport self to and from District offices and school sites

Valid California Driver's License

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; exposure to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions

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 NON-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 09.16.19

