

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

June 10, 2015

Legislative File	
File ID Number:	15-1062
Introduction Date:	06/10/2015
Enactment Number:	15-0877
Enactment Date:	6/10/15
By:	AW

TO: Board of Education

FROM: Antwan Wilson, Superintendent
Brigitte Marshall, Chief Talent Officer, Talent Development Division

SUBJECT: Approval of Job Descriptions - Facilities and Departments as Assigned

1. Director, Building and Grounds
2. Executive Director, Custodial Services and Grounds
3. Program Manager, Kindergarten Readiness
4. Program Manager, Operations and Compliance Monitoring

ACTION REQUESTED

Adoption by the Board of Education of Resolution No. 1415-1150, approving creation of the following job descriptions: Director, Building and Grounds; Executive Director, Custodial Services and Grounds; Program Manager, Kindergarten Readiness; Program Manager, Operations and Compliance Monitoring for the Facilities Department and for Departments As Assigned.

BACKGROUND:

The Talent Development Division recommends creation 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.

BUDGET IMPACT:

None.

RECOMMENDATION

Adoption by the Board of Education of Resolution No. 1415-1150, approving creation of the following job descriptions: Director, Building and Grounds; Executive Director, Custodial Services and Grounds; Program Manager, Kindergarten Readiness; Program Manager, Operations and Compliance Monitoring for the Facilities Department and for Departments As Assigned.

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1415-1150**

- Facilities Department and for Departments As Assigned -

Approving Job Descriptions

- Director, Building and Grounds; Executive Director, Custodial Services and Grounds; Program Manager, Kindergarten Readiness; Program Manager, Operations and Compliance Monitoring -

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 descriptions align 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 approves creation of the attached job descriptions: Director, Building and Grounds; Executive Director, Custodial Services and Grounds; Program Manager, Kindergarten Readiness; Program Manager, Operations and Compliance Monitoring.

Passed by the following vote:


AYES: Roseann Torres, Shanthi Gonzales, Nina Senn, Aimee Eng, Jumoke Hinton Hodge, President James Harris

NOES: None

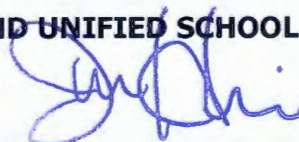
ABSTAINED: None

ABSENT: Vice President Jody London

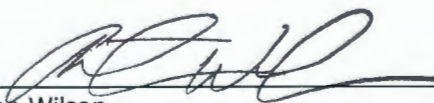
I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held June 10, 2015.


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OAKLAND UNIFIED SCHOOL DISTRICT



James Harris
President, Board of Education


Antwan Wilson
Superintendent and Secretary, Board of Education

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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Director, Buildings and Grounds	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Facilities	CLASSIFICATION:	Classified Management, Confidential
FLSA:	Exempt	WORK YEAR/HOURS:	261 days / 7.5 hours or duty days and hours as assigned
ISSUED:	Created: June 2015	SALARY GRADE:	CFCA 22

BASIC FUNCTION: Under minimal supervision, the Director of Buildings and Grounds plans, organizes and directs the maintenance and repair of the District's buildings, grounds, and related facilities. The Director, Buildings and Grounds directly supervises the following functions: structural maintenance, minor construction and repair, preventive maintenance, electrical maintenance and repair, plumbing, heating and air conditioning, pavements and grounds, audio-visual repair and gardening.

Maintain confidentiality of all personnel matters; some duties will involve access to confidential information concerning employer-employee relations.

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.)

ESSENTIAL FUNCTIONS

Maintain District buildings and grounds in top condition.

Promote the safety, health, and comfort of students and employees in District buildings and grounds.

Conduct detailed inspections of buildings and grounds, and establish maintenance and repair schedules for District facilities; assess the quality and efficiency of Buildings and Grounds services.

Develop long-range and short-range plans for Buildings and Grounds operations.

Organize Buildings and Grounds functions and coordinates interaction among the various entities.

Establish overall Buildings and Grounds policies and procedures; review and approve policies and procedures developed by subordinates in charge of functional areas; ensure an economical, safe and efficient work environment; advise immediate supervisor of unusual trends or problems and recommend appropriate corrective action.

Develop a budget through the analysis of program funding requirements; monitor expenditures to budget and initiates appropriate action to correct cost control problems.

Respond to inquiries and requests for Buildings and Grounds support from school administrators and District officials.

Work in conjunction with site administrators to develop an annual maintenance plan for each site.

Establish appropriate work priorities.

Order and maintain suitable supplies, tools, and equipment for all District facilities and property; keep inventory on maintenance equipment and supplies.

Coordinate special investigations and projects to improve operational efficiency and to assess District requirements for maintenance, minor construction and repair services.

Develop a system for handling emergency repair problems.

Ensure that all activities conform to government regulations protecting the health, safety, and rights of employees and the public (including but not limited to asbestos, hazardous chemicals, access to buildings by the handicapped, and playground safety).

Ensure all Federal, state, local and District policies are observed during all activities.

Coordinate and review the work of contractors; ensure compliance with specifications and bid requests; recommend adjustments as necessary.

Prepare project reports for Leadership Team and other District staff.

Monitor and approve time records of all staff and approve all overtime using established procedures and budgets.

Resolve employee complaints and problems presented by union representatives.

Act as liaison between Buildings and Grounds and other District activities to provide support for maintenance and repair; advise community groups on self-help projects and responds to community inquiries and complaints.

Respond to after-hours emergency calls and perform after-hours stand-by duty as needed.

Maintain knowledge of OSHA rules and regulations and other regulatory agencies, and assist in the assurances of compliance with those rules.

Keep abreast of new information, innovative ideas and techniques and recommend the adoption of new techniques when appropriate.

Develop training guidelines and directs overall training programs.

Train and supervise the performance of assigned personnel; interview, select and evaluate employees, and recommend transfers, reassignment, termination and disciplinary actions; review recommendations for employee transfer and promotion; counsel employees regarding performance and attendance problems.

Select personnel for supervisory positions and approve selections for other positions.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Attend and conduct in-service meetings and staff meetings as required.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: Bachelor Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) in civil engineering or related field with supplementary course work in management and organizational administration. A combination of experience and education may be used to meet the Bachelor Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement. Extensive and successful working experience in a comparable position may be substituted for the degree requirement.

Five (5) years increasing responsible buildings and grounds maintenance, including two (2) years of supervisory or managerial experience in a commercial or governmental environment including pesticide application

Experience working with a unified school district involving sports field and track maintenance is preferred

Sufficient supervisory experience in facilities engineering and building maintenance to develop a comprehensive maintenance, minor construction and repair program

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:

Civil engineering and maintenance techniques

Administration and management control methods

Planning techniques

The methods, materials, and equipment used in the various building and ground maintenance specialties

Building construction and maintenance practices and the laws governing construction and repair of public school buildings

Grounds maintenance practices

District, union, state and federal personnel regulations and procedures

District administrative procedures

State construction and building codes

Planning, organization and coordination needed for assigned program

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

Correct English usage, grammar, spelling, and punctuation

Computer software, hardware, and related technology

ABILITY TO:

Develop management control systems

Plan and implement an effective organizational structure

Develop and implement programs to improve organizational effectiveness and efficiency

Communicate effectively

Document results of projects and investigations

Read, interpret, and work from drawings and blueprints

Estimate materials and labor costs

Layout, schedule, direct, and control a diversified maintenance work program

Supervise and train personnel

Keep records and prepare reports

Develop and monitor budgets

Produce and interpret spreadsheets

Meet deadlines with severe time constraints

Establish and maintain effective relationships with others

Operate personal computer, related software, and other office equipment

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; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction and/or operation of equipment; loud noises at times

PHYSICAL REQUIREMENTS:

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 50 pounds, occasionally 50+ 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.

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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Executive Director, Custodial Services and Grounds	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Facilities	CLASSIFICATION:	Classified Management, Confidential
FLSA:	Exempt	WORK YEAR/HOURS:	261 days
ISSUED:	Created: June 2015	SALARY GRADE:	CFCA 25

BASIC FUNCTION: Organizes, administers and leads a comprehensive program of maintenance and custodial services that provide and maintain in an efficient and economical manner the facilities, grounds, equipment, and furnishings of the District, so that all students, staff and the community are assured of clean, safe, attractive and healthy places in which to learn, work and meet.

Maintain confidentiality of all personnel matters; some duties will involve access to confidential information concerning employer-employee relations.

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.)

ESSENTIAL FUNCTIONS

Lead, organize, manage and supervise all custodial, and buildings and grounds operations of the District in compliance with all applicable federal, state, and local laws and regulations, and Board policies and procedures.

Develop and implement a multi-year Comprehensive Maintenance Plan that is both corrective and preventative for the upkeep of all facilities, grounds and major facilities systems of the District.

Provide an efficient work order system for repairs of facilities and equipment that ensures that all maintenance and repairs are completed in a timely fashion; provide regular work order status reports to supervisors and site administrators of the buildings; recommend facility improvement and modernization to improve systems, equipment and facilities of the District.

Recommend policies and regulations dealing with facilities.

Oversee the development of a custodial services, and building and grounds plan for each building that outlines the tasks of and expectations for custodial, and buildings and grounds employees, indicating a detailed daily and periodic schedule for cleaning and simple repairs for the facilities; establish and implement an effective summer and non-school day program of specialized cleaning and repairs.

Supervise a personnel management program for all staff that includes recruitment and selection process, and a written evaluation process that uses the recommendations of building level administrators; recommend the continued employment, discipline or dismissal of all staff.

Resolve employee complaints and problems presented by union representatives.

Develop and supervise work and vacation schedules for all staff, including substitutes.

Monitor and approve time records of all staff and approve all overtime using established procedures and budgets.

Establish and implement a program of safety, accident prevention and health maintenance for all employees, including safe and proper use of equipment, vehicles and materials, identification and prevention of hazards, air quality control, Right to Know programs, and prevention of accidents and injuries.

Work cooperatively with community and state agencies, including police, fire, emergency, and health departments to ensure high standards of health, sanitation, and safety are maintained throughout all District facilities and grounds.

Provide a regular program of staff development to promote, cleanliness, efficiency, effective procedures, communication skills, work attitudes and ethics.

Provide and monitor a system of regular building, equipment and grounds inspection to meet all federal, state and local requirements submitting all reports in a timely fashion.

Conduct regular inspections of all school facilities, grounds and equipment to ensure high standards for cleanliness, attractiveness and safety are maintained; recommend any improvements as needed.

Analyze all accidents and regularly search for patterns in injury reports to establish corrective procedures to reduce potential for future accidents and hazards.

Collaborate with Financial Services to establish and maintain a system of financial records, controls and accounting procedures for the repair and maintenance of the facilities in accordance with Generally Accepted Accounting Principles and applicable regulations, submitting all reports in a timely manner; correct immediately any audit exceptions.

Maintain an inventory control system and purchase supplies, parts and equipment through the established bid or price quote process that follows federal, state and local regulations.

Develop and recommend budget and administer approved budget completing all required documentation; monitor expenditures to budget.

Initiate appropriate action to correct cost control problems.

Oversee an effective grounds maintenance program, including playground equipment, to ensure the grounds are attractive and safe; work cooperatively with appropriate District staff and school site administrators in the preparation of playing fields and facilities for athletics and school activities.

Communicate, cooperate and collaborate with District Leadership, school site administrators and appropriate staff about the needs and regulations and procedures for the effective operation of the buildings, and the maintenance and custodial programs of the schools so that cooperative working relationships with building staff are encouraged and maintained.

Provide and maintain an efficient and effective waste disposal system with provisions for recycling of all waste permitted by local and state regulations.

Develop and implement in-service and professional development programs and activities for staff members.

Maintain effective communications with students, staff and parents to elicit support and to seek perceptions and ideas for the improvement of facilities.

Research and make recommendations for improvement in the effectiveness and efficiency of the repair, maintenance and cleaning services so that attractive, healthy and safe facilities are provided; prepare project reports for District officials.

Maintain knowledge of OSHA rules and regulations and other regulatory agencies, and assist in the assurances of compliance with those rules.

Attend required meetings and service on committees as appropriate.

Participate in joint decision-making activities with District staff and school site administrators.

Communicate effectively with the public through various media both orally and in writing; serve as District spokesperson for maintenance and ground matters when required.

Understand and communicate current developments in the repair, maintenance and custodial areas through reading, participation in appropriate workshops or meetings, and involvement in professional organizations.

Protect confidentiality of records and information about staff and use discretion when sharing any such information within legal confines.

Respond to after-hours emergency calls and perform after-hours stand by duty as needed.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: Bachelor Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) required. A combination of experience and education may be used to meet the Bachelor Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement. A degree in engineering or related field preferred, but not required.

Five or more years of supervisory experience in a large scale multiple unit custodial services and buildings and grounds operations; experience in waste management, facilities and building maintenance to develop a large comprehensive maintenance program

Proven budget and finance experience at a management level; supplementary course work in management and organizational administration

LICENSES AND OTHER REQUIREMENTS:

Building or Facilities and Management certificate preferred

Valid California Driver's License

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

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Principles and methods, materials, supplies, and equipment used in various custodial activities

Health and safety principles

Equipment specifications, good procurement practices, and repair and maintenance of equipment

Computer software and the principles of management

Maintenance techniques

Administration and management control methods

Planning techniques

The methods, materials, and equipment used in the various building and ground maintenance specialties

Building construction and maintenance practices and the laws governing construction and repair of public school buildings

Grounds maintenance practices

State construction and building codes

District, union, state and federal personnel regulations and procedures

District administrative procedures

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

Planning, organization and coordination needed for assigned program

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

Correct English usage, grammar, spelling, vocabulary and punctuation

Computer software, hardware, and related technology

ABILITY TO:

Develop management control systems

Plan and implement an effective organizational structure

Develop and implement programs to improve organizational effectiveness and efficiency

Communicate effectively orally and in writing

Document results of projects and investigations

Read, interpret, and work from drawings and blueprints

Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals

Compute rate, ratio, and percent

Draw and interpret bar graphs

Work from drawings and blueprints

Perform duties with awareness of all district requirements and Board of Education policies

Estimate materials and labor costs

Layout, schedule, direct and control a diversified maintenance work program

Supervise and train personnel

Keep records and prepare reports

Develop and monitor budgets

Produce and interpret spreadsheets

Meet deadlines with severe time constraints

Establish and maintain effective relationships with others

Operate personal computer, related software, and other office equipment

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; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction and/or operation of equipment; loud noises at times

PHYSICAL REQUIREMENTS:

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 50 pounds, occasionally 50+ 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.

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By:	



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Program Manager, Kindergarten Readiness	REPORTS TO:	Expanded Learning Coordinator
DEPARTMENT:	As Assigned	CLASSIFICATION:	Classified Management
FSLA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Created: June 2015	SALARY GRADE:	ADCL 14

BASIC FUNCTION: Work with Coordinator to coordinate and implement operations for grant-funded summer pre-k program and kindergarten readiness events designed to complement learning and enhance achievement of students; assist schools in implementing operational procedures that will fulfill the goal of becoming full-service schools by integrating summer pre-k program and kindergarten readiness events with the regular daily academic curriculum.

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

Oversee the operational aspects of implementation of grant-funded summer pre-k program and kindergarten readiness events to ensure that program goals are achieved, necessary parties are mobilized, and efforts of all personnel involved in the programs are coordinated.

Oversee operations including staff supervision, fiscal reporting and attendance tracking.

Guide planning and coordination of summer pre-k program and grant-funded kindergarten readiness events with partners, other participating agencies, district curriculum leadership, administrators, teacher leaders, teachers and/or other appropriate staff.

Research and define the best practices for summer pre-k program.

Provide professional development, training and support for summer pre-k program staff.

Manage compliance with all grants and funding sources.

Supervise personnel funded by grants and other sources, as assigned.

Collaborate with the grantors to collect data and statistics for progress monitoring and evaluation of programs.

Outreach to Kindergarten teachers at targeted elementary schools to ensure participation in the First 5 School Readiness Study.

Recruit program and event participants and program staff.

Develop partnerships with other educational institutions, non-profits, community organizations and city departments to augment and support the summer pre-k program and grant-funded kindergarten readiness events.

Facilitate a neighborhood collaborative(s) in targeted communities composed of other early childhood partners such as CBOs and Parks and Recreation staff implementing playgroups, neighborhood libraries, child care centers, family child care providers, etc....

Develop year round activities throughout the year, which might include, parent engagement and education activities, literacy programs, kindergarten transition events, etc....

Facilitate K-ECE collaborations in order to identify and address gaps in support for families with children 0-5 years in targeted communities.

Participate in the Starting Smart and Strong Task Force, Family Resource Center workgroup, and other relevant work groups.

Assist in creating a district-wide culture shift and with staff training to imbed the concept of complementary learning associated with expanded learning programs.

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

TRAINING, EDUCATION AND EXPERIENCE: Bachelor Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) in Education, Business Administrative, Social Work or related field. A combination of experience and education may be used to meet the Bachelor Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement.

Five (5) years experience working in an educational setting in a diverse urban school district

Administrative experience and/or business management experience preferred

Experience working with parents, non-profit organizations and educational companies is highly desired

Awareness of California after school grant requirements and compliance issues

Experience managing expanded learning programs in large urban districts

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

Employment eligibility will include fingerprints, health (TB) and/or other employment clearance

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Funding sources and requirements for After School Education and Safety programs, 21st Century Community Learning Centers, and Oakland Fund for Children & Youth

Effective strategies, theories, techniques, and methods of professional and organizational development

Effective after school programs and program delivery

Effective pedagogy for African American Learners

Effective pedagogy for English Learners and Standard English Learners

District curriculum and school instructional programs

Principles and techniques of data collection, analysis and report writing

Grant writing and management

Planning, organization and coordination needed for assigned program

Diversity, sensitivity and competence with regard to issues of race, learning or other ability, ethnicity, culture, religion, gender, socio-economic group, sexuality or other orientations or cultural markers

Correct English usage, grammar, spelling, vocabulary and punctuation

Computer software, hardware, and related technology

ABILITY TO:

Effectively implement Oakland Unified School District's Expanded Learning Summer Pre-K program

Work with diverse staff, or departments with multiple diverse units

Interpret, apply, and explain rules, regulations, policies and procedures

Plan and organize work

Work independently and as a team

Prepare comprehensive narrative and statistical reports

Interpret, implement, and maintain current knowledge of applicable laws, codes, policies, and procedures

Maintain current knowledge of new technical, academic and regulatory developments related to work scope

Manage competing priorities and timelines

Establish and maintain effective communications and working relationships among diverse groups of students, parents, District staff, and the community

Establish and maintain effective working relationships with multi-faceted public and private agencies and District departments

Demonstrate effective written and spoken communication skills in English, including content communication, conciseness, grammar and usage

Meet schedules and time lines for state reporting of requirement documentation.

Effectively assess, manage, and develop resources.

Adapt service offerings to site needs

Work with District leaders to assure services are consistent and aligned

Prepare documents, reports, and presentations using WORD, EXCEL and PowerPoint (Technology Proficiency)

Adapt services based on data

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office and diverse school settings; 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 DEMANDS:

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.

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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Program Manager, Operations and Compliance Monitoring	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	As Assigned	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS:	261 days / 7.5 hours or duty days and hours as assigned
ISSUED:	Created: June 2015	SALARY GRADE:	ADCL 15

BASIC FUNCTION: Coordinate and oversee the implementation of effective and compliant Expanded Learning state, federal, local, and district funded programs that improve and enhance Expanded Learning (after school, weekend, summer) programs and increase 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.)

ESSENTIAL FUNCTIONS

Compliance and Internal Auditing

- Develop and implement systems for monitoring program compliance on ongoing basis; support community partners and program sites in developing and documenting site and agency-specific systems to ensure program compliance.
- Conduct internal audits of attendance records to ensure accuracy, completeness, and match between written and electronic records.
- Serve as link between Expanded Learning Office and State & Federal Compliance to ensure compliance with program and bell schedules and fulfill audit requests.

Operations Support Structures

- Conduct site visits to check on compliance and provide technical assistance as needed.
- Develop materials to support quality programs, train providers on district and state/federal requirements.
- Consult, train and provide support to principals in the establishment of their Expanded Learning Programs to guarantee proper establishment of the programs and alignment to school needs.
- Develop expertise in relevant programs and systems and provide trainings and technical assistance to after school and summer providers.

Communication and Alignment

- Build out and maintain/update Expanded Learning Website and other online systems as useful resource and communication tool for lead agency partners, school communities, and general public.
- Develop written and online documents to provide guidance to community partners and school leaders on compliance requirements connected to ASES and 21st CCLC grants and other funds.
- Develop communication structures to ensure ongoing communication on grant, contracts, and compliance requirements to agencies, schools and district staff as appropriate.
- Create and implement systems to record professional development activities, compliance processes, etc...
- Coordinate the alignment of Fiscal, Human Resources, and Payroll to develop a cohesive system of support which results in the operational administration of the Expanded Learning Programs.

- Manage the lead agency RFQ process and align the annual lead agency evaluation process as appropriate.

Grant and Fiscal Maintenance

- Complete required grant reports and ensure accuracy of data reported.
- Establish and maintain relationship with funders, play primary role of grants management including grant reporting, compliance, applications, etc....
- Ensure implementation of Evaluation project and confirm compliance with evaluation needs.
- Write or assist in writing grants and re-applications for funding of Expanded Learning programs and services.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files; prepare and process inventories, and other materials related to after school and summer programs.
- Ensure site and central budgets are spent appropriately and in alignment with funding requirements/restrictions.
- Support the development of systems to review planning documents and prepare contracts for Board approval.
- Facilitate and prepare contracts for lead agencies; ensure contract compliance and accountability.

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: Bachelor Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) in Education or related field. A combination of experience and education may be used to meet the Bachelor Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement.

Five (5) years progressively responsible experience to program planning, development, coordination, monitoring, and compliance is required

Program management experience preferably in educational compliance is highly desirable

Experience working with parents, non-profit organizations and educational companies is highly desired

Awareness of California after school grant requirements and compliance issues

Experience managing expanded learning programs in large urban districts

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:

California Department of Education Frameworks governing work scope such as: Common Core Standards, Content Standards, Curriculum, Response to Intervention, Full Service Community Schools

Effective pedagogy for African American Learners

Effective pedagogy for English Learners and Standard English Learners

District curriculum and school instructional programs

Principles and techniques of data collection, analysis and report writing

Grant writing and management

Planning, organization and coordination needed for assigned program

Diversity, sensitivity and competence with regard to issues of race, learning or other ability, ethnicity, culture, religion, gender, socio-economic group, sexuality or other orientations or cultural markers

Correct English usage, grammar, spelling, and punctuation

Computer software, hardware, and related technology

ABILITY TO:

Work with diverse staff, or departments with multiple diverse units

Interpret, apply, and explain rules, regulations, policies and procedures

Plan and organize work

Work independently and as a team

Prepare comprehensive narrative and statistical reports

Interpret, implement, and maintain current knowledge of applicable laws, codes, policies, and procedures

Maintain current knowledge of new technical, academic and regulatory developments related to work scope

Manage competing priorities and timelines

Establish and maintain effective communications and working relationships among diverse groups of students, parents, District staff, and the community

Establish and maintain effective working relationships with multi-faceted public and private agencies and District departments

Demonstrate effective written and spoken communication skills in English, including content communication, conciseness, grammar and usage

Meet schedules and time lines for state reporting of requirement documentation.

Effectively assess, manage, and develop resources.

Effectively implement Oakland Unified School District's Expanded Learning Summer Pre-K program

Adapt service offerings to site needs

Work with District leaders to assure services are consistent and aligned

Prepare documents, reports, and presentations using WORD, EXCEL and PowerPoint (Technology Proficiency)

Adapt services based on data

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

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.