

File ID Number	12-1817
Introduction Date	6/27/12
Enactment Number	12-1809
Enactment Date	6/27/12

Memo

To Board of Education

From Jacqueline Minor, General Counsel

Board Meeting Date June 27, 2012

Subject **EMPLOYMENT AGREEMENT WITH Kyla Johnson Trammell, Associate Superintendent, Leadership, Curriculum and Instruction**

Action Requested **Approval of Employment Agreement with Kyla Johnson Trammell, Associate Superintendent, Leadership, Curriculum and Instruction**

Background

By Board of Education enactment on June 22, 2011, Enactment # 11-11-1309, the Board approved the position description for Associate Superintendent, Leadership, Curriculum and Instruction, reporting to the Deputy Superintendent for Instruction, Leadership and Equity in Action of the District. The employment contract is for Kyla Johnson Trammell, who has been selected for the position.

Discussion

Employee shall serve as the Associate Superintendent, Leadership, Curriculum and Instruction. In this capacity, Employee's responsibilities include, among other things: the management and supervision of Leadership, Curriculum and Instruction; organize and direct multiple initiatives to increase instructional quality, leadership capacity and curriculum coherence; plan, organize and direct a variety of systematic initiatives to improve academic performance throughout the District; collaborate with District administrators to ensure proper implementation of curriculum and professional development throughout the District; develop and manage partnerships with organizations specializing in curriculum, leadership and instruction; align extended learning curriculum and instruction to reinforce and complement classroom based learning; and direct the selection and development of assessments in core curriculum areas.

Recommendation Approval of the Employment Agreement with Ms. Kyla Johnson Trammell.

Fiscal Impact Funding resource name: GP total not to exceed \$133,000 per fiscal year.

Attachment

- Employment Agreement

EMPLOYMENT AGREEMENT

Kyla Johnson Trammell, Associate Superintendent, Leadership, Curriculum and Instruction

In consideration of the mutual promises made herein, the Oakland Unified School District, ("OUSD") a local public entity pursuant to Government Code § 811.2 and by the California Education and Government Codes (hereinafter "District"), and Kyla Johnson Trammell, an individual (hereinafter "Employee"), enter into this Employment Agreement ("Agreement") and agree as follows:

Article 1 Acceptance of Employment and Term

- 1.1 District hereby employs Employee and Employee hereby accepts employment with the District on the terms and conditions stated herein. In approving and adopting this Agreement, the Governing Board hereby resolves and designates the position of as senior management of the classified service pursuant to Education Code § 45100.5. In entering into this Agreement, Employee hereby acknowledges and agrees that, as, she is a member of the senior management of the classified service and that no other employment classification is applicable to her/his employment with the District.
- 1.2 The term of this Agreement is from July 1, 2012 to June 30, 2014 ("Term"), unless extended in writing by mutual agreement of District and Employee or terminated sooner at the discretion of District.

Article 2 Duties and Obligations of Employee

- 2.1 Employee shall serve as the Associate Superintendent, Leadership, Curriculum and Instruction. In this capacity, Employee's responsibilities include, among other things: a) organize and direct multiple initiatives to increase instructional quality, leadership capacity and curriculum coherence; b) plan, organize and direct a variety of systematic initiatives to improve academic performance throughout the District; c) collaborate with District administrators to ensure proper implementation of curriculum and professional development throughout the District; d) develop and manage partnerships with organizations specializing in curriculum, leadership and instruction; e) align extended learning curriculum and instruction to reinforce and complement classroom based learning; f) direct the selection and development of assessments in core curriculum areas; g) provide leadership in the interpretation and implementation of federal and state mandates; direct the preparation of various reports; and h) supervise and evaluate the performance of assigned staff. See Board of Education Enactment 11-1309 for the Board approved Job Description.
- 2.2 Employee shall adhere to and comply with all laws, statutes, regulations, policies and administrative bulletins that presently or prospectively govern District and the conduct of its employees.
- 2.3 District and Employee agree that any intellectual property created by Employee related to or concerning the legal work of the District is owned jointly. Employee shall grant to District the right to share equally in any royalties received by Employee arising out of any

intellectual property created by Employee related to or concerning the legal work of the District.

- 2.4 District may use Employee's name during the term of employment as necessary or convenient without additional compensation to Employee.
- 2.5 Employee warrants and represents that he has the ability and authority to enter into this Agreement, that there are no restrictions or limitations on entering into this Agreement, and that entering into this Agreement will not violate any agreement(s) Employee has with any third parties.

Article 3 Obligations of District

- 3.1 District agrees to defend, indemnify and hold Employee harmless against any claims, demands, actions, lawsuits, losses or damages of any kind or nature arising out of or related to the course and scope of Employee's discharge of her/his duties as. District may continuously maintain throughout the term of employment adequate insurance for such purpose.

Article 4 Compensation

- 4.1 The salary of Employee shall be at \$133,000.00 per year, plus stipends to which the Employee is eligible, payable on the same schedule as other non-represented senior management employees, or at such other times as the District may provide for the payment of employee salaries. Employee shall be entitled to salary increases provided to all unrepresented management staff.
- 4.2 District shall have the right and obligation to deduct or withhold from compensation due Employee those sums required for applicable federal, state and local income taxes and Social Security taxes.
- 4.3 Employer shall fund Employer's portion of PERS retirement based upon the salary herein.

Article 5 Vacation, Sick and Personal Leave

- 5.1 Employee shall be entitled to twenty (20) annual vacation days with pay. Employee is encouraged to take all vacation days during the year in which such days are earned. At District's option, Employee may be reimbursed annually at his daily rate of pay for any unused days not to exceed twenty (20) per year. Employee shall not accrue more than twenty vacation days annually without the expressed approval of the Employer.
- 5.2 Employee shall commence employment with a balance of 5 days of sick leave in acknowledgement of his balance of sick leave with his prior employer. Employee shall further be entitled to accrue paid sick leave at the rate of 1.0 days per month up to 12 days per year. If Employee does not utilize the total amount of accrued sick leave authorized during any year, Employee may carry over the unused time to sick leave in the subsequent year.

- 5.3 Employee is entitled to accrue annual paid personal leave at the rate of 5 days per year. If Employee does not utilize the total amount of accrued personal leave authorized during any year, such leave may be carried over to unused sick leave in the subsequent year.

Article 6 Employee Health Benefits and Expense Reimbursement

- 6.1 District agrees to pay directly to Employee's or future existing health, dental and vision providers, not to exceed the maximum benefits afforded to any other employee, the insurance premiums associated with Employee, and his qualified dependents under Internal Revenue Code § 152. District further agrees to maintain during the term of employment long term disability insurance for Employee.
- 6.2 District shall pay the reasonable expenses of Employee to attend appropriate professional and official meetings at the local, state and national level subject to constraints of the budget of the Legal Office.
- 6.3 District shall reimburse Employee, pursuant to the policies and practices of District, the necessary costs and expenses incurred by Employee in performing the duties of, including but not limited to gas, travel, materials, supplies and related expenditures, all of which is properly documented by receipts.

Article 7 Termination of Employment

- 7.1 District and Employee agree Employee shall serve at the pleasure and will of the Superintendent and Employee agree that this Agreement may be terminated by either party for no reason upon thirty days written notice given as provided below. In the event the Agreement is terminated for no cause, in accordance with Government Code § 53260, Employee shall be entitled to an amount equal to the monthly salary of Employee multiplied by the number of months left of the unexpired term of the Agreement. However, if the unexpired term of the Agreement is greater than six (6) months, the maximum cash settlement shall be an amount equal to the monthly salary of the employee multiplied by 6. No other or additional non-cash settlement may be agreed to, except that health benefits may be continued, limited to the same time restrictions as for cash settlement, or until new employment is found, whichever occurs first. Any payment made under this section shall be made no later than thirty (30) days after the last day of employment. The Superintendent may terminate this Agreement for cause, pursuant to Section 7.2c below, in which case the above shall not apply. Copies of this Agreement and any settlement shall be made available to the public upon request.
- 7.2 This employment contract may otherwise be terminated by:
- a. Retirement of Employee.
 - b. Death or disability of Employee. For purposes of this Agreement, "disability" means Employee's inability, by reason of physical or mental infirmity or both, to perform the duties contemplated under this Agreement for a period of 120 consecutive days or 150 days in the aggregate in a consecutive twelve (12) month period. "Disability" shall be determined by a licensed physician acceptable to District and Employee. The

physician's fee shall be paid by District. Any termination for disability shall not prejudice any rights under any disability policies benefiting Employee.

- c. Discharge for Cause. For purposes of this Agreement, "cause" shall mean Employee's (a) conviction (or a *no lo contendre* plea) to any felony; (b) dishonesty in performing her/his duties under this Agreement; (c) repeated and willful misconduct under this Agreement; or (d) willful neglect of his duties under this Agreement.

Prior to final determination by the Board of Education of cause for termination, Employee must have been given forty-five (45) calendar days written notice of such possible action, and of the grounds therefore, and a reasonable opportunity to be heard by the Board of Education in the way of explanation or defense.

In the event that such termination is determined by the Superintendent (or later adjudicated) to be "without cause," the sole remedy shall be to make Employee whole in salary and benefits for the balance of the term hereof, subject to the following: (i) Employee's duty to mitigate such loss through alternative available employment; (ii) offset for Employee's earnings from any active alternative employment or contractual engagements; and (iii) the limitations of Government Code § 53260 (if the remaining contract term exceeds six (6) months). The term "alternative available employment" shall not be construed to require Employee to seek, obtain or mitigate her/his loss through employment that is not comparable to the position of -, including as it pertains to salary, benefits, duties and responsibilities, or with an employer that is located outside the greater San Francisco Bay Area.

- 7.3 Pursuant to Education Code § 35031, Employee shall be provided written notice at least forty-five (45) days in advance of the expiration of her/his term if she is not to be reemployed.

Article 8 Evaluation

- 8.1 Employer shall evaluate Employee not less than annually upon a schedule to be determined by Employer. The evaluation and assessment shall be reasonably related to the position description of the Employee and to the goals and objectives of the Board of Education for the year in question.
- 8.2 In the event that the Superintendent determines that the performance of the Employee is unsatisfactory in any respect, it shall describe in writing and in reasonable detail specific instances of unsatisfactory performance. The evaluation shall include recommendations as to areas of improvement in all instances where the Superintendent deems performance to be unsatisfactory. A copy of the written evaluation shall be delivered to the Employee. Employee shall have the right to make a written response to the evaluation and be placed in the personnel file along with the evaluation.

Article 9 Changes in Agreement

9.1 Additional written amendments may be added to the Agreement by mutual consent of the Employee and the Superintendent at any time during the period of this Agreement.

Article 10 General Provisions

10.1 All notices required to be given under this Agreement shall be delivered via hand delivery, by first class mail or via email as follows:

To District:	To Employee:
Anthony Smith, Ph.D., Superintendent	Kyla Johnson Trammell, Associate
Oakland Unified School District	Superintendent, Leadership, Curriculum and
1025 Second Avenue, Third Floor	Instruction
Oakland, CA 94606	Oakland Unified School District
Email: tony.smith@ousd.k12.ca.us	Email: kyla.johnson@ousd.k12.ca.us

The Superintendent or Employee may change the designated address for the giving of notices by providing to the other amended notice information in writing.

10.2 Any controversy between OUSD and Employee involving the construction or application of any of the terms, provisions, or conditions of this Agreement shall, on the written request of either party served on the other, be submitted to binding arbitration. Arbitration shall comply with and be governed by the provisions of the California Arbitration Act. District and Employee shall agree on the selection of one person to hear and determine the dispute. If the parties are unable to agree on a single arbitrator to hear the dispute, they shall obtain a list of arbitrators from the American Arbitration Association and select the arbitrator by alternative strike method. The arbitration shall be governed by the California Arbitration Act, Code of Civil Procedure § 1280 *et seq.*

10.3 "Year" as used in this Agreement means a fiscal year, July 1 through and including June 30th.

10.4 No waiver of any rights or obligations under this Agreement may occur unless provided in writing.

10.5 This Agreement constitutes the entire agreement between District and Employee concerning the subject matter of this Agreement. Any prior agreements or understandings between District and Employee concerning the same subject matter not contained within this Agreement are null and void.

10.6 This Agreement is subject to all applicable laws of the State of California, to the rules and regulations of the State Board of Education, and to the lawful rules and regulations of the Board.

10.7 If during the term of this Agreement it is found that a specific clause of the Agreement is illegal under Federal or State law, the remainder of the Agreement not affected by such a ruling shall remain in force.


10.8 This Agreement may be modified or extended only in writing and must be signed by District and Employee.

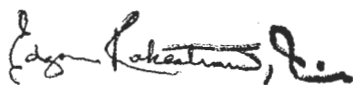
10.9 This Agreement shall be effective upon execution by Employee and the President and Secretary of the Board of Education.

By Employee:

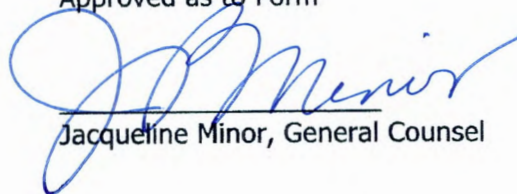


Kyla Johnson Trammell


By: _____
Jody London
President, Board of Education
Oakland Unified School District


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

Approved as to Form



Jacqueline Minor, General Counsel

OUSD or the District verifies that the Contractor does not appear on the Excluded Parties List at www.epls.gov/eplsearch.do.



Jacqueline Minor <jacqueline.minor@ousd.k12.ca.us>

Re: Contract for next year

1 message

Brigitte Marshall <brigitte.marshall@ousd.k12.ca.us>

Sat, Jun 16, 2012 at 5:22 PM

To: Kyla Johnson <kyla.johnson@ousd.k12.ca.us>

Cc: Nely Gebhardt <nely.gebhardt@ousd.k12.ca.us>, Jacqueline Minor <Jacqueline.Minor@ousd.k12.ca.us>

So, this is how it breaks down:

If you remained on the CFAD 28 salary schedule:

For 12-13, you would be at step 2 for 7 months - \$10,567.05. After your hire date anniversary, you would be at step 3 for 5 months - \$11,095.50 for a total of **\$129,446.85** for 12-13.For 13-14, you would be at step 3 for 7 months - \$11,095.50, and then step 4 for 5 months - \$11,649.30 for a total of **\$135,915** for 13-14.To turn this into a contract amount we do the following calculation: Total earnings across the two year period would have been: \$265,361.85 - which would average to **\$132,680.93** per year. After the addition of \$10,300 in stipends, the amount would be **\$142,980.93** per each year for 12-13 and 13-14, which would be a monthly salary of **\$11,915.08**.

I believe that Jackie just needed these figures in order to complete your two year contract for 2012-2014.

On Thu, Jun 14, 2012 at 10:39 PM, Kyla Johnson <kyla.johnson@ousd.k12.ca.us> wrote:

Thx Brigitte. Can you provide a summary of the annual amount for the next two years?

Sent from Kyla's iPhone

On Jun 14, 2012, at 9:28 PM, Brigitte Marshall <brigitte.marshall@ousd.k12.ca.us> wrote:

Hi, Nely - I have the information on Kyla's contract for next year. I am out next week, so let's make sure we find a few minutes to finalize this tomorrow so that Jackie can plug in the contract amount to the contract she has prepared. Then you can schedule a meeting with Kyla.

On Thu, Jun 14, 2012 at 8:07 PM, Kyla Johnson <kyla.johnson@ousd.k12.ca.us> wrote:

Hello Nely,

I'd like to schedule an appointment to discuss and sign my contract for next year.

Please let me know when you are available,

Thank you,

Sent from Kyla's iPhone

-

Brigitte Marshall, Associate Superintendent
Human Resources Services and Support
Oakland Unified School District
1025 2nd Avenue, Oakland, CA 94606

Legislative File	
File ID Number:	11-1436
Introduction Date:	6/15/11
Enactment Number:	11-1309
Enactment Date:	6-22-11
By:	JS

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1011-1125**

Elimination and Creation of Executive Management Positions under the Deputy Superintendent,
Instruction, Leadership, and Equity-in-Action

Eliminate

- Executive Officer, Instructional Services -
- Executive Officer, Complementary Learning -
- Director, Family and Community Office -

Create

- Associate Superintendent, Leadership, Curriculum, and Instruction -
- Associate Superintendent, Family, School, and Community Partnerships -

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 District is committed to generate a productive highly trained staff able to work cooperatively and efficiently to provide quality customer service; and

WHEREAS, The District is committed to a structure which focuses on promoting health and well-being, and student achievement and to support sites fully; and

WHEREAS, these positions align with the Superintendent's priority of community-based schools and to enhance servicing our students, schools and community, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby approves the elimination of Executive Management Positions listed below effective 12:01 a.m., July 1, 2011, and further approves the creation of each Certificated Executive Management Position including the job description for each attached hereto and confirms each position's placement on the salary schedule listed below effective 12:01 a.m., July 1, 2011:

Leadership, Curriculum, and Instruction (LCI)

Eliminate:

Position Title/FTE
Executive Officer, Instructional
Services (1.0 FTE)
Salary Schedule/Range
Salary Schedule, CFAD
Range 25: \$104,317 - \$133,146
12 months, 227 days, 7.5 hours

Create:

Position Title/FTE
Associate Superintendent,
Leadership, Curriculum, and
Instruction (1.0 FTE)
Salary Schedule/Range
Salary Schedule, CFAD
Range 28: \$120,767 - \$154,147
12 months, 227 days, 7.5 hours

Family, School, and Community Partnerships

Eliminate:

Position Title/FTE

Executive Officer, Complementary Learning (1.0 FTE)

Salary Schedule/Range

Salary Schedule, CFAD

Range 25: \$104,317 - \$133,146

12 months, 227 days, 7.5 hours

Create:

Position Title/FTE

Associate Superintendent, Family, School, and Community Partnerships (1.0 FTE)

Salary Schedule/Range

Salary Schedule, CFAD

Range 28: \$120,767 - \$154,147

12 months, 227 days, 7.5 hours

Family, School, and Community Partnerships

Eliminate:

Position Title/FTE

Director, Family and Community Office (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 19: \$86,270 - \$110,123

12 months, 261 days, 7.5 hours

BE, IT FURTHER RESOLVED, that the Board authorizes 1.0 FTE for each created position.

Passed by the following vote:

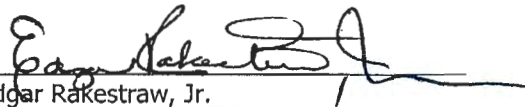
AYES: **David Kakishiba, Jumoke Hodge, Christopher Dobbins, Noel Gallo, Alice Spearman, Vice President Jody London and President Gary Yee**


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 22, 2011.


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

Legislative File	
File ID Number:	11-1436
Introduction Date:	6/15/11
Enactment Number:	11-1309
Enactment Date:	6-22-11
By:	

Legislative File	
File ID Number:	11-1436
Introduction Date:	4-15-11
Enactment Number:	11-1309
Enactment Date:	6-22-11
By:	



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Associate Superintendent, Leadership, Curriculum, and Instruction	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Office of the Superintendent	CLASSIFICATION:	Certificated Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS	227 days/7.5 hours (FT) or as assigned
ISSUED:	Created: June 2011	SALARY GRADE:	CFAD 28

BASIC FUNCTION: Plan, organize, and direct multiple initiatives to increase instructional quality, leadership capacity, and curriculum coherence through the District's Leadership, Curriculum and Instruction Department. Duties 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.)

E = Essential Functions

Plan, organize, and direct a variety of systematic initiatives to improve academic performance throughout the District. **E**

Develop and implement long and short-term plans and activities; provide leadership in the goal-setting process. **E**

Collaborate with District administrators, department personnel, and other interested parties to coordinate activities and initiatives, resolve issues and conflicts, exchange information, and ensure proper implementation and communication of curriculum and professional development activities with the appropriate instructional personnel. **E**

Provide technical expertise regarding assigned function; formulate and develop policies and procedures; develop and evaluate resources, curriculum and professional development aligned to academic improvement targets including disaggregated group of students. **E**

Develop and manage partnerships with local and national organizations specializing in curriculum, leadership, and instruction; monitor inter-agency agreements. **E**

Develop and provide professional development for administrators, principals, and site staff to effectively integrate academic, health, wellness and social service supports and align extended learning curriculum and instruction with the school day to reinforce and complement classroom-based learning. **E**

Direct the selection and development of assessments in core curriculum areas. **E**

Administer, implement, and maintain the District's Local Plan for Education. **E**

Responsible for the development and implementation of departmental operational policies, regulations, and procedures. **E**

Formulate and present recommendations to interested parties of issues impacting critical educational and administrative operations. **E**

Organize/chair and attend a variety of meetings, trainings and collaborative sessions to share best practices and disseminate knowledge with interested parties such as city and county agencies, judicial and law enforcement agencies, business and industry partners, and institutions of higher education. **E**

Provide leadership in the interpretation and implementation of federal, state, local, and District legal mandates and regulations to ensure the District's compliance. **E**

Develop and prepare the department budget to ensure fiscal responsibility; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files to ensure accuracy and compliance with federal, state, and District mandates. **E**

Review and recommend language to the Board, Superintendent, and Deputy Superintendent concerning legislation to address the needs of all students. **E**

Attend, and/or participate in required District, Board, and committee meetings, and other activities as specified by assigned supervisor. **E**

Conduct school site and classroom observations on a regular basis. **E**

Supervise and evaluate the performance of assigned staff; interview and select employees, and recommend transfer, reassignment, termination, and/or disciplinary action. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: Any combination of education, training and/or experience equivalent to: a master's degree in public administration, education administration, or related field, and seven years of progressively responsible experience directly related to curriculum and instruction programs including four years of administrative experience planning, organizing, and executing curriculum and instruction programs affecting an entire school district.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential

Valid California Driver's License

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

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Common Core State Standards Initiative

Current theories, techniques, and methodologies of instruction and school district operations

Applicable federal, state, and District codes, regulations, policies and procedures governing workscope

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

Employer-employee relations and bargaining unit agreements

Strategies working with diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students and adults

Effective assessment strategies and assessment design

Program evaluation, assessment, and analysis of student data

Budget and grant preparation and management to ensure fiscal responsibility

Correct English usage, grammar, spelling, and punctuation

Telephone techniques, systems and etiquette

Presentation, communication, and public speaking techniques

Research methods, report writing and record-keeping techniques

Principles and practices of effective leadership

Principles and practices of supervision and evaluation

Computer software, hardware, and related technology

ABILITY TO:

Provide leadership for all facets of Leadership, Curriculum and Instruction Department within established guidelines

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

Maintain current knowledge of new developments and research related to workscope

Deliver a series of high quality, high value services and products

Network to obtain resource, expertise and funding

Demonstrate cultural competence with diverse groups across race, ethnicity, religion, gender, class, and sexuality

Establish and maintain effective working relationships with multi-faceted public and private agencies and District departments, community, and others of diverse backgrounds, experience, and personalities

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

Communicate effectively in English orally and in writing

Plan and organize work to meet established timelines and deadlines

Work independently

Prepare comprehensive, narrative, and statistical reports

Analyze situations accurately and adopt effective course of action

Meet District standards of professional conduct as outlined in Board Policy

Prepare and deliver clear and concise presentations to a variety of audiences

Develop and implement training/professional development

Direct, supervise and evaluate the performance of assigned staff

Operate a computer and related software to enter data, maintain records, and generate reports

WORKING CONDITIONS

ENVIRONMENT:

Office environment and school and classroom 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.

Legislative File	
File ID Number:	
Introduction Date:	
Enactment Number:	
Enactment Date:	
By:	



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Associate Superintendent, Family, School, and Community Partnerships	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Office of the Superintendent	CLASSIFICATION:	Certificated Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS	227 days/7.5 hours (FT) or as assigned
ISSUED:	Created: June 2011	SALARY GRADE:	CFAD 28

BASIC FUNCTION: Provide leadership to plan, organize, and administer the District's Family, School, and Community Partnerships Department. Duties 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.)

E = Essential Functions

Provide leadership in the development, implementation and management of the District's Full-Service Community School functional areas such as Early Childhood Education, extended learning opportunities, family engagement programs, enrollment, resource development, translation service, health and wellness programs and other related learning and family support programs. **E**

Establish and nurture partnerships and engagement within the District and Community Based Organizations (CBO), governmental entities, foundations, universities, families, and school sites in support of student, family, and community success. **E**

Facilitate cross-boundary relationships between school sites, regions, and District departments to support the integration, effectiveness, and efficiency of academic and learning support, services, and resources to school sites and community partners. **E**

Link student support services with academic goals and school reform; increase the capacity of each school to provide opportunities, services, and support to promote positive development of youth, resulting in increased academic success. **E**

Provide leadership to develop and secure new resources; align and organize resources with department priorities; and create sustainable and equitable fiscal strategies and models that ensure the financial health of the office and its programs and services. **E**

Develop and maintain data-driven standards to qualitatively and quantitatively measure and assess the programs, services, and community resources in the department. **E**

Provide leadership and management of department grants. **E**

Participate, manage, and lead community-school collaborative work, teams, task forces, and other projects. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, grant reports, records, and files to ensure accuracy and compliance with federal, state, and District mandates. **E**

Develop and prepare the department budget to ensure fiscal responsibility; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Develop and provide professional development for administrators, principals, and site staff to effectively integrate academic, health, wellness and social service supports and align extended learning curriculum and instruction with the school day to reinforce and complement classroom-based learning. **E**

Attend and/or participate in required District, Board, and committee meetings, and other activities as specified by assigned supervisor. **E**

Plan, coordinate, and arrange appropriate training for assigned staff to ensure professional development opportunities. **E**

Supervise and evaluate the performance of assigned staff; interview and select employees, and recommend transfer, reassignment, termination, and/or disciplinary action. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: Any combination of education, training and/or experience equivalent to: a master's degree and seven years experience in administration and directing and supervising the work of others.

Experience working with a variety of agencies and community resources involved with students and families.

Experience in management and development of large grants and budgets.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential

Valid California Driver's License

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

Available for occasional evening and weekend work

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Applicable federal, state, and District codes, regulations, policies and procedures governing workscope

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

Employer-employee relations and bargaining unit agreements

Funding opportunities and community contacts for assigned program

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

Budget and grant preparation and management to ensure fiscal responsibility

Correct English usage, grammar, spelling, and punctuation

Telephone techniques, systems and etiquette

Presentation, communication, and public speaking techniques

Research and assessment methods and report and grant writing techniques

Principles and practices of effective leadership

Principles and practices of supervision and evaluation

Computer software, hardware, and related technology

ABILITY TO:

Provide leadership for all facets of the Family, School, and Community Partnership Department within established guidelines

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

Maintain current knowledge of new developments and research related to workscope

Manage and write grant proposals

Develop and nurture the growth of resources related to workscope

Demonstrate cultural competence with diverse groups across race, ethnicity, religion, gender, class, and sexuality

Establish and maintain effective working relationships with multi-faceted public and private agencies and District departments, community, and others of diverse backgrounds, experience, and personalities

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

Communicate effectively in English orally and in writing

Plan and organize work to meet established timelines and deadlines

Work independently

Prepare comprehensive, narrative, and statistical reports

Analyze situations accurately and adopt effective course of action

Meet District standards of professional conduct as outlined in Board Policy

Prepare and deliver clear and concise presentations to a variety of audiences

Develop and implement training/professional development

Direct, supervise and evaluate the performance of assigned staff

Operate a computer and related software to enter data, maintain records, and generate reports

WORKING CONDITIONS

ENVIRONMENT:

Office and off-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.