

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

August 8, 2018

Legislative File	
File ID Number:	18-1665
Introduction Date:	08/08/2018
Enactment Number:	18-1301
Enactment Date:	8/8/18 lf
By:	

TO: Board of Education

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

SUBJECT: Approval of Revision of Job Description – Deputy Director, Office of Charter Schools

- Deputy Director, Office of Charter Schools

ACTION REQUESTED

Adoption by the Board of Education of Resolution No. 1819-0018, approving and/or revising the following job description: Deputy Director, Office of Charter Schools.

DISCUSSION

The Talent Division recommends approval of these job descriptions as part of its ongoing work to revise and update the job classifications needed to implement the strategic plan, create greater clarity of roles, and have a written job description that reflects the scope and responsibilities for every position in the District.

Revision:

Job Description/Position/Title/FTE
Deputy Director, Office of Charter Schools
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: Classified Management Confidential
Range 18: \$81,092 to \$103,502
12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT

No budget impact. This JD reflects technical edits only to an existing job description.

RECOMMENDATION

Adoption by the Board of Education of Resolution No. 1819-0018, approving and/or revising the following job description: Deputy Director, Office of Charter Schools.

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1819-0018**

- Approval of Revision of Job Description – Deputy Director, Office of Charter Schools -

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/revised as set forth in the attachments and shall be established on the respective salary schedule/range effective 12:01 a.m., August 8, 2018 as follows:

Revision:

Job Description/Position/Title/FTE

Deputy Director, Office of Charter Schools
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: Classified Management Confidential

Range 18: \$81,092 to \$103,502

12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT

No budget impact. This JD reflects technical edits only to an existing job description.

BE IT FURTHER RESOLVED, that the Board authorizes the revised job description as so stated above.

Passed by the following vote:

PREFERENTIAL AYE: None

PREFERENTIAL NOE: None

PREFERENTIAL ABSTENTION: None

PREFERENTIAL RECUSE: None

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

NOES: None

ABSTAINED: None

RECUSE: None

ABSENT: Student Directors Josue Chavez and Yota Omo-Sowho

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 August 8, 2018

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OAKLAND UNIFIED SCHOOL DISTRICT



Aimee Eng
President, Board of Education



Kyla Johnson-Trammell
Superintendent and Secretary, Board of Education

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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Deputy Director, Charter School Office	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	As Assigned	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS:	261 Days / 7.5 hours or duty days and hours as assigned
ISSUED:	Created: May 2012 Revised: July 2018	SALARY GRADE:	CFCA 18

BASIC FUNCTION: Under the supervision and direction of the Director of Quality Diverse Providers, facilitate the development, design and implementation of all policies and practices associated with the authorizing of charter schools by the Oakland Unified School District.

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:

Support the Director, Quality Diverse Providers in the charter petitioning and renewal/non-renewal process.

Assist with the daily activities of the Office of Charter Schools to ensure that directives of the Quality, Accountability and Analytics, Board, Superintendent, the Director, Quality Diverse Providers, and outside agencies are fully carried out.

Draw on the expertise of appropriate District personnel (Instructional Services, Accountability, etc.) to ensure that decisions are made in the best interest of Oakland students.

Within the guidelines of charter law, support and monitor the instructional programs of charter schools operating in Oakland.

Manage all regulatory and compliance aspects of charter schools; review applicable state laws related to the administration of charter schools; provide support to charter school personnel in addressing compliance matters (e.g. annual self-evaluation, annual financial audit); assist with monitoring of contracts with state agencies and others to ensure that terms and conditions are fulfilled.

Support the continued operation of quality charter schools to fulfill the legislative intent of charter law and the District's Strategic Plan.

Assist charter school personnel in addressing operational issues and concerns during the school year to maintain compliant operations and a faithfulness to the terms of each school's charter.

Organize and support school-site visiting teams to share promising practices and effective approaches to operations.

Oversee the development of standardized processes, templates, and forms associated with the implementation of the policies and practices of the District's charter authorizing responsibilities.

Support the establishment of goals and performance measures for the office and assist in the management of the staff of the Office of Charter Schools to meet the District's goals and objectives.

Represent the Director, as delegated, and may authorize actions on behalf of the Executive Director.

Speak and/or act on behalf of the Director on matters as delegated based on substantive knowledge of the function and procedures of the Charter School Office.

Assist with implementing federal, state, county, and District policies, strategies, and objectives to ensure compliance.

Maintain good personal relations and serve as liaison as delegated between the Director, the Department of Education, charter schools and staff, representatives from the government, private business, community, media, general public, etc...

Perform other related duties as assigned.

QUALIFICATIONS:

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

KNOWLEDGE OF:

District policies, applicable sections of the State Education Code and other laws and regulations related to work scope

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

Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students; the District's diverse community, partners, and agencies

Correct English usage, grammar, spelling, vocabulary and punctuation

Principles and practices of effective management

School design and evaluation of design

School management and operations

Quality instructional practices and professional development in these practices

Assessment design and analysis

ABILITY TO:

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

Set goals for the Office of Charter Schools and act strategically in achieving those goals

Collaborate with charter schools and OUSD departments

Demonstrate cultural competence and sensitivity with diverse groups across lines of race, ethnicity, religion, gender, socio-economic group, sexual orientation, and other identifiers

Communicate effectively verbally and in writing to multiple audiences

Analyze situations accurately and adopt effective courses of action

Communicate effectively using tact, patience, and courtesy

Understand and follow oral and written directions

Establish and maintain effective working relationships with others

Meet schedules and timelines

Maintain accurate and confidential records

Work cooperatively

Build trusting relationships

Share information with transparency

Communicate and clarify routine processes

PREREQUISITES

A Master's degree in education or a related field

Ph.D. preferred

Minimum of seven (7) years of increasing responsibility as an educational leader

Experience with and detailed knowledge of charter schools, including familiarity with applicable state and federal laws

Valid California Drivers 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

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.