


OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the Superintendent of Schools

January 14, 2015

<b>Legislative File</b>	
File ID Number:	14-2521
Introduction Date:	01/14/2015
Enactment Number:	15-0244
Enactment Date:	1/14/15
By:	

TO: Board of Education

FROM: Antwan Wilson, Superintendent  
Brigitte Marshall, Chief Talent Officer, Human Resources Services and Support 

SUBJECT: Approval of Job Description—Office of Post-Secondary Readiness  
• Senior Director, School Leadership Development

**ACTION REQUESTED**

Adoption by the Board of Education of Resolution No. 1415-0144, approving creation of the following job description: Senior Director, School Leadership Development, Office of Post-Secondary Readiness.

**DISCUSSION**

As part of its ongoing work to revise and update the job classifications needed to implement the strategic plan and to have a written job description that is an accurate reflection of the scope and responsibilities for every position in the District, Human Resources Services and Support is presenting a new job description for a position in the Office of Post-Secondary Readiness so the department can complete its assigned work.

**Office of Post-Secondary Readiness**

**Create**

Classification Title

Senior Director, School Leadership Development  
Office of Post-Secondary Readiness

Salary Schedule/Range

Salary Schedule: CFAD  
Range 22: \$ 91,904.09 - \$ 117,287.81  
227 days / 7.5 hours

**BUDGET IMPACT**

None.

**RECOMMENDATION**

Adoption by the Board of Education of Resolution No. 1415-0144, approving creation of the following job description: Senior Director, School Leadership Development, Office of Post-Secondary Readiness.

<b>Legislative File</b>	
File ID Number:	14-2521
Introduction Date:	01/14/2015
Enactment Number:	15-0044
Enactment Date:	1/14/15
By:	AR

**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 1415-0144**

- Office of Post-Secondary Readiness -

**Approving Job Description**

- Senior Director, School Leadership Development -

**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 servicing our students, schools and community, and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education hereby approves creation of the following job description: Senior Director, School Leadership Development, Office of Post-Secondary Readiness, attached hereto, and confirms said job description's placement on the salary schedule/range or employment contract, as stated herein.

**Office of Post-Secondary Readiness**

**Create**

Classification Title

Senior Director, School Leadership Development

Office of Post-Secondary Readiness

Salary Schedule/Range

Salary Schedule: CFAD

Range 22: \$ 91,904.09 - \$ 117,287.81

227 days / 7.5 hours

Passed by the following vote:


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

NOES: None

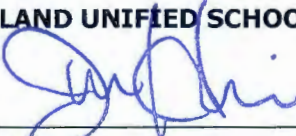
ABSTAINED: None

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 January 14, 2015.

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By:	

**OAKLAND UNIFIED SCHOOL DISTRICT**



James Harris  
President, Board of Education



Antwan Wilson  
Superintendent and Secretary, Board of Education

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By:	GA



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Senior Director, School Leadership Development</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Office of Post Secondary Readiness</b>	<b>CLASSIFICATION:</b>	<b>Certificated Management Confidential</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>227 days / 7.5 hours</b>
<b>ISSUED:</b>	<b>Created: January 2015</b>	<b>SALARY GRADE:</b>	<b>CFAD 22</b>

**BASIC FUNCTION:** Under minimal direction, the Senior Director of School Leadership Development will lead the District's effort to train and develop school site administrators. The Senior Director is responsible for setting the vision, strategy and priorities for the professional development of current and future school leaders, and working closely with Network and Deputy Network Superintendents to implement leadership development programming within and across Networks. The Senior Director is responsible for designing, implementing and/or facilitating the Principal Institute and the Principal Mentoring Program, and supporting the Principal Advisory Council (PAC).

**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

Facilitate the collaborative creation of a strategic leadership development plan for the District, which includes a continuum of professional development and support services for a range of leaders, from emerging school site leaders to experienced school site administrators; plan and facilitate activities for school administrator programs with special emphasis on preparing new principals and aspiring principals.

Work with Chief of Schools, Office of Post Secondary Readiness staff, Network and Deputy Network Superintendents, District Leadership, Human Resources and principals to determine leadership development priority needs.

Design, implement and facilitate the Principal Institute and Principal Mentoring Program.

Manage the content and communications for PAC.

Design, implement and coordinate professional development sessions and activities, and mentorship program for beginning principals and assistant principals, which includes conducting training and orientation for mentor partners.

Conduct various needs assessments to determine training needs at the school and District levels; deliver specific professional development aligned with District goals and objectives; assess effectiveness of training.

Assist Network Superintendents in identifying resources to meet the needs/gaps they have identified in their network and principal-specific professional development/growth plans; assist principals in identifying external and internal resources for professional development, including instructor-lead and self study materials.

Manage contracts/coordinate with internal and external principal/leadership professional development providers; identify and prepare internal and external facilitators for principal meetings.

Coordinate the planning and implementation of the annual Instructional Leaders Institute each August, and provide support to Network Superintendents on additional Institutes planned by various networks during the school year to ensure coherent training experiences; assist in designing, facilitating and securing professional development for network meetings.

Provide targeted coaching/intervention support with individual principals, at the request of Network Superintendents; partner with District staff to ensure principals receive leadership coaching.

At the request of Network Superintendents, provide or broker targeted coaching support to develop their capacity to deliver competency-aligned professional development.

Design and execute rigorous, year-long school leader professional development that allows school leaders to strengthen their instructional leadership skills, and to learn and practice the skills needed to consistently and effectively execute vital behaviors for success and sustainability, and to build relationships among District administrators.

Leverage best practices in leadership development to create ways to individualize learning, allow for purposeful practice and provide time and space for reflection on personal growth and impact on student learning.

Provide cross-network support and coordination for professional development for site administrators.

Coordinate and develop professional development sessions and activities for prospective school-based administrators; build internal District capacity to support aspiring administrator development, including the Oakland Leadership Academy.

Coordinate the process of recruitment, selection, hiring, and placement of principals, assistant principals, and residents or interns; facilitate screening and selection for school-based administrator pools; assist HR in preparing interview guides, and screening and selection process; conduct site analysis processes for open positions of school principals to assist in determining school-specific leadership needs.

Work closely with Human Resources to implement key elements of the selection system for school-based administrators.

Serve as liaison, convener, and coordinator of partner principal preparation programs and organizations, such as Principal Leadership Institute (PLI), CSU-East Bay, and others.

Create a "toolkit" for new site administrators, grounded in the competencies.

Improve leadership skills through self-initiated professional development, such as participation with and/or work on committees associated with professional organizations.

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 classroom teaching, evaluation, research, coaching, curricular implementation and 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.

Three (3) years experience as a school site administrator

Experience in designing and implementing training or development programs for adults

Experience as a principal at a high-performing school (strongly preferred) or school system leader

Master's degree in education preferred

Experience delivering professional development to principals strongly preferred

Outstanding skills in problem solving and critical thinking

Innovative approach to training and development

Sharp eye for school staff talent

Strong facilitation skills

Successful experience in working well in diverse economic, multicultural and multi-lingual communities and environment

Valid California Administrative Services Credential required

Valid California Teaching Credential preferred

**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:**

Adult learning theory, change process and best practices in the field of leadership development, training and education

Principles and techniques used in organizing and administering large-scale school system professional learning program

Various electronic tools to support learning and to make work more efficient

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

Internal and external resources for staff development

Current literature, trends and developments in the field of organizational development

District curriculum and school instructional programs

Effective school leadership

Leadership skills, and developing and supporting a professional learning community

Report writing, and presentation

Effective staff development programs and strategies

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

Current District curriculum and school instructional programs

Utilization of various forms of assessment to guide and design instruction

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 and staff

Correct English usage, grammar, spelling, and punctuation

Computer software, hardware, and related technology

**ABILITY TO:**

Plan and conduct small and large professional development training

Communicate with multiple and varied District shareholders and plan, implement and evaluate professional learning experiences for leadership staff effectively

Work under pressure and effectively manage and complete multiple tasks with competing deadlines and priorities

Supervising and coordinating large programs

Assess system-wide staff development needs

Set high goals and develop long range plans

Develop, implement and evaluate training programs

Assess competencies

Simultaneously plan for the long-term and meet short-term goals

Work independently

Coordinate multiple activities simultaneously

Work flexible hours

Prepare and deliver effective presentations to diverse audiences

Communicate effectively, both orally and in writing

Establish and maintain effective working relationships with district staff and administrators, students, parents or guardians, outside agencies, and the public, in a multicultural community

Exercise effective decision-making and problem-solving

Read, interpret, apply, and explain rules, regulations, policies, and procedures

Analyze situations accurately, and adopt a legally sound, effective course of action

Plan and organize work to meet schedules and timelines

Prepare comprehensive narrative and statistical reports

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

**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.