

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

November 12, 2015

| Legislative File | |
|-------------------------|------------|
| File ID Number: | 15-2176 |
| Introduction Date: | 11/18/2015 |
| Enactment Number: | 15-1828 |
| Enactment Date: | 11/18/15 |
| By: | AS |

TO: Board of Education

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

SUBJECT: Revision of Job Description – Community Schools and Student Services

- Specialist, College and Career Readiness

ACTION REQUESTED

Adoption by the Board of Education of Resolution No. 1516-0101, revising the following job description:
Specialist, College and Career Readiness for Community Schools and Student Services.

BACKGROUND:

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.

BUDGET IMPACT

None.

RECOMMENDATION

Adoption by the Board of Education of Resolution No. 1516-0101, revising the following job description:
Specialist, College and Career Readiness for Community Schools and Student Services.

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1516-0101**

- Community Schools and Student Services -

Revise Job Description

- Specialist, College and Career Readiness -

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 the revision of the attached job description:

- Specialist, College and Career Readiness

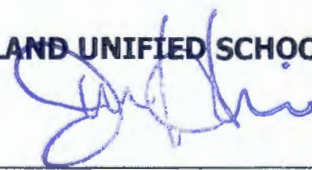
Passed by the following vote:

| | |
|------------|--|
| AYES: | Nina Senn, Aimee Eng, Shanthi Gonzales, Roseann Torres, Vice President Jody London, President James Harris |
| NOES: | None |
| ABSTAINED: | None |
| ABSENT: | Jumoke Hinton Hodge |

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 November 12, 2015.

| Legislative File | |
|--------------------|------------|
| File ID Number: | 15-2176 |
| Introduction Date: | 11/18/2015 |
| Enactment Number: | 15-1825 |
| Enactment Date: | 11/18/2015 |
| By: | |

OAKLAND UNIFIED SCHOOL DISTRICT


James Harris
President, Board of Education


Antwan Wilson
Superintendent and Secretary, Board of Education

| Legislative File | |
|--------------------|------------|
| File ID Number: | 15-2176 |
| Introduction Date: | 11/12/2015 |
| Enactment Number: | 15-1825 |
| Enactment Date: | 11/12/15 |
| By: | OT |



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

| | | | |
|--------------------|---|-------------------------|-----------------------------|
| TITLE: | Specialist, College and Career Readiness | REPORTS TO: | Assigned Supervisor |
| DEPARTMENT: | Community Schools and Student Services | CLASSIFICATION: | Classified |
| FLSA: | Non-Exempt | WORK YEAR/HOURS: | 261 days / 7.5 hours |
| ISSUED: | Created: October 2010 Revised: November 2015 | SALARY GRADE: | WTCL 45 |

BASIC FUNCTION: Under supervision provide support to school sites, academies, students, and their families to promote understanding of District-wide College & Career Readiness programs.

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:

Serve as District intermediary with school sites, pathway programs, industry advisories, businesses and community partners to assist in fostering partnerships.

Communicate and support key goals and plans of District career pathway programs to interested parties including site administrators, teachers, community partners, students, and parents.

Meet with school personnel and District partners to establish career pathway program opportunities and to monitor program needs.

Monitor programs, organize and coordinate work-based learning pathway activities, arrange and facilitate industry advisory meetings, visits and trainings.

Complete a variety of reports to ensure District's compliance with federal, state, and District mandates.

Create and interpret career pathway materials, communications, and District policies for school sites and interested parties; maintain program website.

Plan and assist in activities related to specific CTE pathway and various department programs such as industry sector colloquia, coalition meetings, and college articulation activities.

Plan, develop and implement appropriate activities and services within a college and career center such as college and career speakers, career days, job and internship fairs, special events and field trips.

Support job internship placement including job readiness and assessments for pathway students.

Maintain calendar of college and career activities; maintain college and career center website at assigned site; post and distribute pertinent information via bulletins, flyers, posters, brochures, emails, and automated messaging systems.

Participate in the development of District-wide college and career events; serve as point-person for District-wide exploration and awareness activities.

Collaborate with teachers, counselors, educational institutions, community agencies and businesses to develop college and career opportunities; provide college and career information through classroom presentations and workshops to students and staff and serve as a resource regarding career and college readiness information. This may include events focused on college awareness, graduation requirements, applications and financial aid, career exploration, and employability & job readiness skills.

Support or facilitate college and career exploration plans at the site level for all grade levels.

Provide support to teachers in the implementation of college and career technical education; assist in career integration across curriculum.

Attend a variety of workshops, meetings, trainings, and conferences to maintain current knowledge of graduation requirements, college entrance and financial aid requirements, career technical education development, and pathway development.

Perform 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:

Career technical education

Federal, state, and District policies and mandates related to work scope

Procedures, methods, techniques, and strategies utilized in dealing with sensitive school and community problems, issues and concerns

Community interest, concerns and attitudes related to educational programs of the District

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

Correct English usage, grammar, spelling, vocabulary and punctuation

Record-keeping techniques

Telephone techniques, systems and etiquette

Interpersonal skills using tact, patience, and courtesy

Computer software, hardware, and related technology

ABILITIES TO:

Interpret, apply, and explain rules, regulations, policies and procedures related to workscope

Provide information regarding school or District programs, procedures, activities, rules and regulations related to work scope

Monitor and assist with various college and career readiness programs

Communicate with children and adults of different racial and cultural backgrounds

Work collaboratively and think creatively within a team

Understand and follow oral and written directions

Communicate effectively in English orally and in writing

Establish and maintain effective working relationships among students, parents, District staff, and the community

Meet schedules and timelines

Work confidentially with discretion

Operate personal computer, related software, District software, and other office equipment

PREREQUISITES

Associate of Arts Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college). A combination of experience and education may be used to meet the AA Degree requirement; however, the work experience years used to qualify for the AA Degree requirement cannot be used to meet the work requirement.

Four (4) years of relevant experience working in college and career technical and academic education or related experience

Bilingual skills preferred, but not required

Valid California Driver's License, if applicable

PRE-EMPLOYMENT PROCESS:

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

WORKING CONDITIONS

ENVIRONMENT:

Office environment, school site; driving a District vehicle to conduct work; fast-paced work; constant interruptions; potential contact with blood and other body fluids; potential contact with blood borne pathogens and communicable diseases; and potential violence from unstable individuals

PHYSICAL REQUIREMENTS:

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling light to moderate weight objects; 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.