

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

April 25, 2012

Legislative File	
File ID Number:	12-0905
Introduction Date:	4/25/12
Enactment Number:	12-1239
Enactment Date:	4-25-12
By:	AS

TO: Board of Education

FROM: Anthony Smith, Ph.D., Superintendent *MS*
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support *BM*

SUBJECT: Elimination of a Classified Position and Creation of a Certificated Management Position
in the Family, Schools, and Community Partnerships Department

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1112-0206 – Elimination of a Classified Management Position and Creation of a Certificated Management Position in the Family, Schools, and Community Partnerships Department.

DISCUSSION

The current job description for Coordinator, Student Placement (Classified Management) is out dated and does not reflect the work actually required to achieve a Full Service Community School District. The new job classification of Director, Student Assignment (Certificated Management) will be aligned with the essential functions of the department and will address the Superintendent's Five-Year Strategic Plan.

Family, Schools, and Community Partnerships Department

Eliminate:

Position Title/FTE

Coordinator, Student
Placement (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL (Classified Management)
Range 16: \$74,540 - \$95,141
12 months, 261 days, 7.5 hours

Family, Schools, and Community Partnerships Department

Create:

Position Title/FTE

Director, Student
Assignment (1.0 FTE)

Salary Schedule/Range

Salary Schedule: A 227 (Certificated Management)
Range 18: \$82,172 - \$104,896
12 months, 227 days, 7.5 hours

A Meet and Confer has been conducted with the appropriate bargaining unit.

BUDGET IMPACT

Funding for this position is from Tier III Flex funds.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1112-0206 – Elimination of a Classified Management Position and Creation of a Certificated Management Position in the Family, Schools, and Community Partnerships Department.

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By:	JZ

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1112- 0206**

Elimination

- Coordinator, Student Placement -

Create

- Director, Student Assignment -

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, this position aligns with the Superintendent's Five Year Strategic Plan for full service community schools and a full service community District; and

WHEREAS, the old job classification is eliminated and the new job classification is now created to current standards and is placed on the appropriate salary schedule and range as specified, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby determines that the position of Coordinator, Student Placement (Classified Management) be, and hereby is, eliminated and the position of Director, Student Assignment (Certificated Management) shall be established on the salary schedule/range as stated herein, effective 12:01 a.m., April 26, 2012, as follows:

Family, Schools, and Community Partnerships Department

Eliminate:

Position Title/FTE

Coordinator, Student
Placement (1.0 FTE)

Salary Schedule/Range

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Range 16: \$74,540 - \$95,141

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Family, Schools, and Community Partnerships Department

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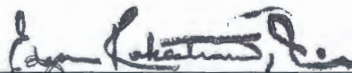
and,

BE, IT FURTHER RESOLVED, that the Board authorizes 1.0 FTE for the position of Director, Student Assignment in the Family, Schools, and Community Partnerships Department.

Passed by the following vote:

AYES: David Kakishiba, Gary Yee, Chrstitopher Dobbins, Alice Spearman,
Vice President Jumoke Hinton Hodge and President Jody London
NOES: None
ABSTAINED: None
ABSENT: Noel Gallo

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 April 25, 2012.



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

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By:	JD



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Director, Student Assignment	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Family, Schools, and Community Partnerships	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	WORK YEAR/HOURS	227 days/7.5 hours (FT)
ISSUED:	Created: April 2012	SALARY GRADE:	A227 18

BASIC FUNCTION: Promote and support the OUSD Strategic Plan to create equitable opportunities for learning and success that ensure all students are college and career ready. Play an integral role in achieving the mission and goals of a Full Service Community District by providing support to schools and families.

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, manage, direct, and support Family, Schools, and Community Partnerships Department (FSCP) teams with the overall goal of providing choice for all students and families while recommending assignments of students to schools and programs that will help ensure student success. **E**

Direct, coordinate, and oversee implementation of District requirements related to student placement into sites and programs with the overall goal of providing choice for all students and families. **E**

Direct, coordinate and oversee the evaluation and processing of student placements into sites at all times of the year including late-comers, mid-term assignments, and transfer requests that include placement for special assignments from other units such as Programs for Exceptional Children, Return from the Juvenile Justice System, Continuation School and other programs. **E**

Ensure the consistent, fair and timely assignment of students to schools. **E**

Provide leadership in the review of transcripts, IEPs, enrollment projections, and program requirements for students (i.e. Continuation School, Adult School, graduation requirements, Juvenile Justice, Community Day, etc...) to ensure that students are placed in the correct grade and program so that they meet education and graduation requirements. **E**

Direct, oversee, and monitor the processing of student assignments occurring during the Options window according to Board priorities. **E**

Develop and monitor procedures that establish waitlists according to Board priorities. **E**

Develop and organize in-service training programs related to the functions of the Student Assignment and Bilingual Testing Office (SABTO) for parents and District staff so that staff can work with families on navigating the system. **E**

Recommend and assist in the development of data-gathering instruments designed to assess District and community needs and assist in developing channels for swift, effective response to inquiries. **E**

Assist central office and school site staff by providing enrollment, boundary, geographic, projection and impact data to inform their decisions (e.g. school locations, additional classes). **E**

Assist sites and central office staff with data relating to schools site budgets for various programs; analyze and review site capacity and boundaries as it relates to enrollment projections and program expectations. **E**

Build the capacity of the District's educational and site leaders to understand persistence data and site capacity as it relates to student lottery placements. **E**

Coordinate with OUSD Health Services to ensure families understand state mandated health requirements. **E**

Direct, coordinate, oversee, and implement all aspects of the Student Assignment and Bilingual Testing Office with the overall goal of providing a one-stop for all students and families, including timely language assessment per guidelines of Title I, II, III; and school and program assignments. **E**

Oversee the administration of mandated skills and proficiency tests including California English Language Development Test (CELDT) and District-developed language assessments for Human Resources when the test relates to the language knowledge of the employee; direct, monitor, and oversee the process for the District's CELDT testing, and reclassification in compliance with State statutes and mandates. **E**

Develop, implement, and monitor processes for compliance and fiscal accountability of the District's Board policies relating to student assignment and bilingual compliance. **E**

Direct and oversee the review and delivery of transcripts and/or course records for former high school students. **E**

Direct and oversee the immunization information that goes to parents through the Student Assignment Office. **E**

Direct the creation, updating, and/or implementation of all forms (paper and web-based) related to student assignments, language proficiency, and immunization requirements. **E**

Assist with innovations such as Transitional Kindergarten. **E**

Propose SABTO Site Work Plan revisions as needed based on a yearly review and analysis of the Work Plan. **E**

Troubleshoot escalated complaints and issues related to SABTO in a respectful, customer-friendly, and timely manner. **E**

Create, update, and manage the budget for the Student Assignment Office and implement design information seminars for parents/guardians. **E**

Ensure that student assignment processes follow state, local, and federal regulations. **E**

Develop and maintain partnerships within the District and with external organizations in service of creating Full Service Community Schools. **E**

Direct, monitor, and coordinate processes for other special assignments as required (e.g. placement of re-entry students from the juvenile justice system into programs such as Gateway to College; placement of pregnant minors, homeless and foster youth, and visually impaired students, etc., in appropriate programs). **E**

Coordinate with all departments to ensure registration information on mandatory requirements is disseminated as needed. **E**

Evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; plan, coordinate, and arrange for appropriate training of staff. **E**

Provide training and supervision for assigned staff. **E**

Utilize superior communication skills to represent the District and communicate with parents. **E**

Represent department at District and community meetings. **E**

Attend department meetings as required. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: Any combination of education, training, and/or experience equivalent to: a Masters Degree in Education, Communication, or Business with course work emphasis in public policy, educational leadership, and/or public administration and five years experience including managing and supervising staff.

Experience working in an urban school district environment preferred.

Experience working with families and students of diverse backgrounds preferred.

Experience developing and facilitating community partnerships.

Proven commitment to school success, student achievement, and positive child, youth, and family development.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Credential

Valid California Driver's License

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

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Complexities of student enrollment and assignment in a large urban environment

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

Statistical tools and software

District and State codes, educational initiatives, programs, and policies

Effective management techniques

Planning, organization and coordination needed for assigned program

Utilization of various forms of assessment to guide and design program

Effective marketing techniques

State education codes and Federal requirements related to Bilingual Assessment and Board policies regarding course requirements, graduation requirements, language assessments, age and program requirements

The District's Strategic Plan

The Community School philosophy of aligning resources in service of students

Correct English usage, grammar, spelling, vocabulary and punctuation

Computer software, hardware, and related technology

ABILITY TO:

Analyze a school's master program in relation to all of the above

Exhibit the qualities of leadership essential to the successful administration of SABTO

Work effectively with families, students, school sites, district staff and community members

Persuade and negotiate in challenging situations

Meet District standards of professional conduct as outlined in Board Policy

Display sensitivity to diverse cultural and ethnic groups

Develop and facilitate community partnerships

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

Maintain current knowledge of new developments related to work scope

Analyze problems, make decisions or recommendations, and be responsible for those decisions

Rapidly assimilate the facts, conditions, and implications of sudden problems and organize an effective administrative response to them

Manage multiple projects simultaneously; work with a wide variety of tasks

Design and implement procedures

Translate Board and district policy to various employees, individuals and groups in English and Spanish

Manage time and priorities effectively

Communicate and facilitate orally and in writing in English

Manage budget and other resources in support of the goals of SABTO

Meet schedules and time lines

Prepare comprehensive narrative and statistical reports

Understand impact and outcomes of various initiatives planned by other departments and divisions

Communicate effectively using tact, patience and courtesy

Operate personal computer, related software, and other office equipment

**WORKING CONDITIONS
ENVIRONMENT:**

Office environment 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 and write reports; 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.

Family Schools Community Partnerships Organizational Chart 2011-12

As of 04-02-12

