

OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the Superintendent of Schools

December 14, 2011

Legislative File	
File ID Number:	11-3149
Introduction Date:	12/7/11
Enactment Number:	11-2612
Enactment Date:	11-14-11
By:	B

TO: Board of Education

FROM: Anthony Smith, Ph.D., Superintendent *WZA G.T.S.*  
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support *BSM*

SUBJECT: Creation and Reclassification of Classified Positions - Family, School and Community Partnerships Department

**ACTION REQUESTED**

Approval by the Board of Education of Resolution No. 1112-0051 – Creation and Reclassification of Classified positions in the Family, School and Community Partnerships Department.

**DISCUSSION**

The Family, School and Community Partnerships Department have redesigned its services to support the Superintendent's Strategic Plan. The Liaison, Regional Family Engagement will support the District's strategic goals with family engagement. There will be one Liaison per K-8 Region. This position is being created to assist in building the District's capacity and infrastructure for family engagement in support of site-based parent engagement programming, parent leadership development and community partnerships for increased family and community engagement at home, school site, regional and District levels for full service community schools.

Family, School, and Community Partnerships Department

**Create\***

Position Title/FTE

Liaison, Regional Family Engagement (3.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL

Range 43: \$40,965 - \$54,841

12 months, 261 days, 7.5 hours

\* The scope of this job classification is new and revised from the 3.0 FTE Liaison, Family Parent and 3.0 FTE Specialist, District Parent Advisory 2009-2010 classified layoffs. In anticipation of Family Engagement goals and work embedded in the Strategic Plan, FSCP re-allocated funds during the 2011-2012 RBB process to create the much needed position of Liaison, Regional Family Engagement.

The Liaison, Student Engagement is currently a vacant classification. The essential functions for this job classification will now be limited to direct work with student leaders and communication with student leadership teachers at sites. The program management functions, which were once assigned to the former job classification of Specialist, Student Engagement, are now being performed by other supervising program managers.

Family, School, and Community Partnerships Department

**Reclassification (with revised duties)**

**From:**

Specialist, Student Engagement\*  
(1.0 FTE)

Salary Schedule/Range

Salary Schedule, WTCL

Range 55: \$62,018 - \$83,096

12 months, 261 days, 7.5 hours

**To:**

Liaison, Student Engagement  
(1.0 FTE)

Salary Schedule/Range

Salary Schedule, WTCL

Range 46: \$46,228 - \$61,945

12 months, 261 days, 7.5 hours

\* The program management functions, which were once assigned to the former job classification of Specialist, Student Engagement, are now being performed by the unit supervising program manager.


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

**BUDGET IMPACT**

The Liaison, Family Engagement positions will be funded by Adult Education State funds, and the Liaison, Student Engagement position will be funded by Tier III TIIG.

**RECOMMENDATION**

Approval by the Board of Education of Resolution No. 1112-0051 – Creation and Reclassification of Classified positions in the Family, School and Community Partnerships Department.

Legislative File	
File ID Number:	11-3149
Introduction Date:	12/7/11
Enactment Number:	11-25R
Enactment Date:	12/04/11
By:	

**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 1112-0051**

- Creation, and Reclassification of Positions in the  
Family, School and Community Partnerships Department -

**Create**

- Liaison, Regional Family Engagement -

**Reclassification**

- Specialist, Student Engagement - To

- Liaison, Student Engagement -

**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**, 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 Creation of the Classified Position – Liaison, Regional Family Engagement - attached hereto and further approves the Reclassification, Update, and Revision of the Classified Position – Specialist, Student Engagement to Liaison, Student Engagement - attached hereto and confirms said positions' placement on the salary schedule listed below effective 12:01 a.m., December 15, 2011:

Family, School, and Community Partnerships Department

**Create\***

Position Title/FTE

Liaison, Regional Family  
Engagement (3.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL

Range 43: \$40,965 - \$54,841

12 months, 261 days, 7.5 hours

\* The scope of this job classification is new and revised from the 3.0 FTE Liaison, Family Parent and 3.0 FTE Specialist, District Parent Advisory 2009-2010 classified layoffs. In anticipation of Family Engagement goals and work embedded in the Strategic Plan, FSCP re-allocated funds during the 2011-2012 RBB process to create the much needed position of Liaison, Regional Family Engagement.

Family, School, and Community Partnerships Department

**Reclassification (with revised duties)**

**From:**

Specialist, Student Engagement  
(1.0 FTE)

Salary Schedule/Range

Salary Schedule, WTCL

Range 55: \$62,018 - \$83,096

12 months, 261 days, 7.5 hours

**To:**

Liaison, Student Engagement  
(1.0 FTE)

Salary Schedule/Range

Salary Schedule, WTCL

Range 46: \$46,228 - \$61,945

12 months, 261 days, 7.5 hours

\* The program management functions, which were once assigned to the former job classification of Specialist, Student Engagement, are now being performed by the unit supervising program manager.

and,

**BE, IT FURTHER RESOLVED,** that the Board authorizes 4.0 FTE for the position of Liaison, Regional Family Engagement and 1.0 FTE for the position of Liaison, Student Engagement.

Passed by the following vote:

**AYES:** David Kakishiba, Gary Yee, Christopher Dobbins, Vice President Jumoke Hinton Hodge,  
President Jody London

**NOES:** None

**ABSTAINED:** None

**ABSENT:** Noel Gallo, Alice Spearman

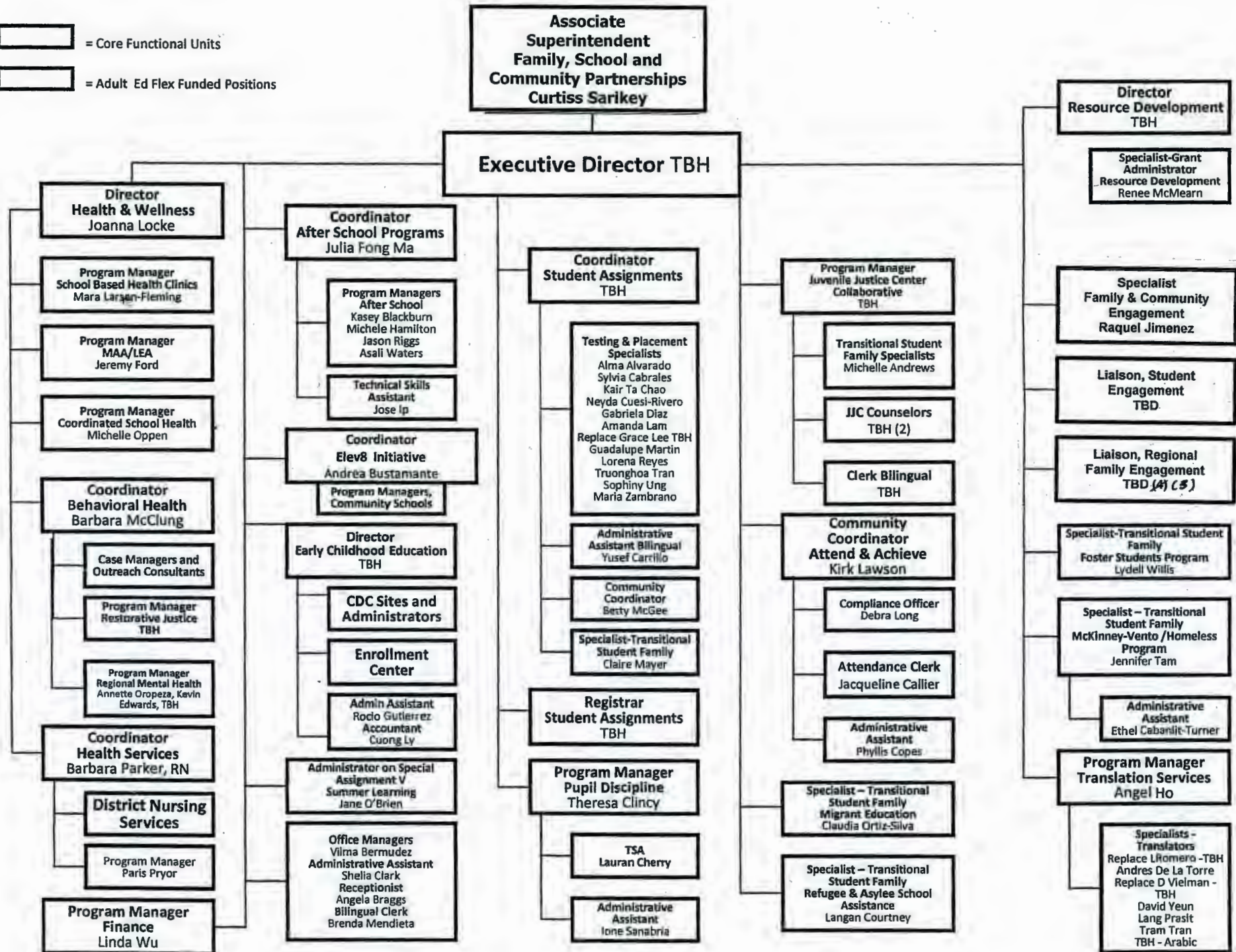
I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held December 14, 2011.

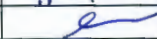


Edgar Rakestraw, Jr.  
Secretary, Board of Education  
Oakland Unified School District

Legislative File	
File ID Number:	11-3149
Introduction Date:	12/7/11
Enactment Number:	11-2612
Enactment Date:	12-14-11
By:	ES

= Core Functional Units  
 = Adult Ed Flex Funded Positions



Legislative File	
File ID Number:	11-3149
Introduction Date:	12/5/11
Enactment Number:	11-2812
Enactment Date:	11-14-11
By:	



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Liaison, Regional Family Engagement</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Family, School and Community Partnerships</b>	<b>CLASSIFICATION:</b>	<b>Classified</b>
<b>FLSA:</b>	<b>Non-Exempt</b>	<b>WORK YEAR/HOURS</b>	<b>261 days/7.5 hours</b>
<b>ISSUED:</b>	<b>Created: December 2011</b>	<b>SALARY GRADE:</b>	<b>WTCL 45</b>

**BASIC FUNCTION:** Under direction of assigned supervisor perform a variety of highly difficult, technical duties requiring excellent communication skills, involving frequent and responsible public contact to support school site administrators, staff, and parents in one of the three respective K-8 Regions or the High School Network to support family engagement structures and practices aligned with the District's strategic plan for full service community schools.

**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**

Model family engagement structures and practices aligned with District strategic plan. **E**

Assist with the distribution of resources to increase parent understanding and leadership to support their child's goals toward high school graduation and college and career planning. **E**

Support effective and consistent practices for home-to-school communication about school programs, student progress, and site-based parent programs. **E**

Participate in the Recruitment and development of parent leaders to serve on various site and District leadership bodies, including but not limited to: School Leadership Team, School Site Council (SSC), English Language Advisory Committee (ELAC), District Advisory Committee (DAC), and District English Language Advisory Committee (DELAC). **E**

Participate with engagement unit members on District-community family engagement collaborative to develop and implement District standards for family engagement. **E**

Model family engagement mission, vision, and values in daily interactions with parents, community, co-workers, site and District staff. **E**

Collaborate with family engagement and community partners to bring resources and services to sites for students and parents. **E**

Support site staff to increase knowledge about meaningful family engagement and involvement of families as volunteers to support students and school programs. **E**

Assist site-based family engagement workers and/or volunteers to involve families with their children in learning activities at home, to include homework and other curriculum-related activities. **E**

Assist parent leaders in conducting outreach to and listening to a broad population of parents in formulating, pursuing and providing solutions that are responsive to their articulated needs and concerns. **E**

Work directly with site-based family engagement workers and school site council (SSC) to involve parents and community in the development of the site strategic plans for full service community schools. **E**

Assist supervisor and regional staff to conduct regional assessment of family engagement. **E**

Assist departments on all community engagement events and activities. **E**

Attend job related meetings and events as assigned. **E**

Perform related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

**TRAINING, EDUCATION AND EXPERIENCE:** Any combination of education, training and/or experience equivalent to: an associate's of arts degree and two years of relevant experience in the parent/community organizing field.

Experience working with parents in education justice field preferred.

Experience with school-based programs preferred.

Community organizing and/or activism experience preferred.

Experience in non-traditional communication, including grassroots, word of mouth preferred.

#### **LICENSES AND OTHER REQUIREMENTS:**

Second language ability desired.

Valid California driver's license.

Employment eligibility that may include fingerprints, TB and/or other employment clearance.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Highly difficult, technical educational, cultural, social, and recreational programs

Community outreach and nontraditional grass roots communication

Strategies used in community organizing

Parent advocacy, parent organizing, parent empowerment, and community engagement.

Advanced training techniques; correct English usage, grammar, spelling, and punctuation

Telephone techniques, systems and etiquette

District policies, applicable sections of the State Education Code and other laws and regulations

Collection and organization of information including electronic data

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

Computer software, hardware, and related technology

Training programs and techniques

Facilitation practices and skills

**ABILITY TO:**

Perform a variety of highly difficult, technical duties involving specialized knowledge and independent judgment

Understand parent leadership development

Train parents to become effective organizers for school change

Be an effective leader with diverse groups across race, ethnicity, religion, gender, class and sexuality

Build relationships with parents, community, and district staff

Approach parents in a variety of situations

Use non-traditional communications, including grassroots, word of mouth, etc.

Communicate effectively orally and in writing

Prioritize responsibilities to provide timely support to schools in using a broad range of tools and activities

Communicate clearly; understand and interpret District and other rules, policies and procedures

Understand and follow oral and written directions; work independently

Work with computer software, hardware, and related technology

Meet schedules and time lines

Maintain records; analyze situations accurately and take appropriate action

Work cooperatively with others

Complete work accurately and as directed with many interruptions

Organize, coordinate and prioritize a large volume of activities, programs and services

Identify and resolve school site and other issues in a timely manner

Prepare presentations and use expert facilitation skills

Operate personal computer, related software, and other office equipment

Cross-train department personnel


**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, 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:	11-3149
Introduction Date:	12/5/11
Enactment Number:	11-2662
Enactment Date:	11-14-11
By:	



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	Liaison, Student Engagement	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Family, School and Community Partnerships	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR/HOURS</b>	261 days/7.5 hours
<b>ISSUED:</b>	Created: December 2011	<b>SALARY GRADE:</b>	WTCL 49

**BASIC FUNCTION:** Perform a variety of highly difficult, technical duties requiring excellent communication skills; utilize specialized knowledge in the fields of youth organizing as youth development, education justice organizing, and independent judgment involving 1) frequent and responsible public contact to support District and site student leadership development, and 2) assist in implementing and developing the District’s student engagement model and 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 are intended to accurately reflect the principal job elements).

**E = Essential Functions**

Model approaches to student organizing that engage a broad diverse group of students in sharing responsibility for school improvement. *E*

Assist in implementing creative and engaging youth leadership and organizing practice aligned with District strategic plan for full service community schools *E*

Provide students with learning to understand school improvement and school leadership and planning (e.g. knowledge necessary to be effective members of school site councils and student leadership elected positions). *E*

Support student leaders in conducting outreach to and listening to a broad base of students, and in formulating, pursuing and providing solutions that are responsive to their articulated needs and concerns. *E*

Serve as coordinator to communicate with stake holders and participants in scheduling meetings for All City Council and All City Governing Board, the District’s student body leadership organization. *E*

Serve as District liaison for volunteers and mentors. *E*

Assist student leaders in identifying priority action items and developing their own action plans to impact change within their school communities. *E*

Support supervisor in organizing District-wide annual middle school and high school peer resource conferences. *E*

Provide leadership modeling and practice for students to become global citizens who develop strong relationships inside and outside the school community. *E*

Support student voice on School Board and attend all Board meetings with the student Board representatives. *E*

Ensure that students receive accurate and accessible information about key district initiatives. *E*

Continuously review bodies of literature relating to emerging research on youth development. *E*

Participate in California Association of Student Councils conferences and other leadership development opportunities. *E*

Attend job-related meetings and events as assigned. *E*

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**TRAINING, EDUCATION AND EXPERIENCE:**

Formal education, training and/or experience equivalent to: an associate's degree and four years of professional experience in youth/community organizing as youth development field

Experience organizing with youth in education justice field preferred

Experience with school-based collaboratives preferred.

Additional grassroots community organizing and/or activism experience preferred.

Experience in non-traditional communication, including grassroots, word of mouth preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License

Employment eligibility that may include fingerprints, TB and/or other employment clearance.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

School-based collaborative

Community organizing strategies and techniques

Youth leadership development

Urban education and school improvement efforts

Advanced training techniques; correct English usage, grammar, spelling, and punctuation

Telephone techniques, systems and etiquette

District policies, applicable sections of the State Education Code and other laws and regulations

Collection and organization of information including electronic data

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

Computer software, hardware, and related technology

Training programs and techniques

Facilitation practices and skills

**ABILITY TO:**

Perform a variety of highly difficult, technical duties involving specialized knowledge and independent judgment

Understand youth leadership development

Train youth to become effective lead organizers for school change

Be an effective leader with diverse groups across race, ethnicity, religion, gender, class and sexuality

Build relationships with youth and adults

Approach teens in a variety of situations

Use non-traditional communications, including grassroots, word of mouth, etc.

Communicate effectively orally and in writing

Prioritize responsibilities to provide timely support to schools in using a broad range of tools and activities

Communicate clearly; understand and interpret District and other rules, policies and procedures

Understand and follow oral and written directions; work independently

Work with computer software, hardware, and related technology

Meet schedules and time lines

Maintain records; analyze situations accurately and take appropriate action

Work cooperatively with others

Complete work accurately and as directed with many interruptions

Organize, coordinate and prioritize a large volume of activities, programs and services

Identify and resolve school site and other issues in a timely manner

Prepare presentations and use expert facilitation skills

Cross-train department personnel

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment and diverse school site environments; driving a vehicle to conduct work; flexible schedules; constant interruptions; fast-paced work; some nights and weekend work for youth retreats and community meetings

**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.