


OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

June 25, 2014

Legislative File	
File ID Number:	14-1266
Introduction Date:	06/25/14
Enactment Number:	14-1229
Enactment Date:	6/25/14
By:	

TO: Board of Education

FROM: Gary Yee, Ed.D., Acting Superintendent
Vernon Hal, Deputy Superintendent, Business and Operations
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support

SUBJECT: Creation of Positions— Family, School and Community Partnerships Department

- Aide Technician, 504 Itinerant – Health Services
- Liaison, Clinic
- Licensed Vocational Nurse (LVN) – Health Services
- Manager, Community Partnerships

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1314-1134—for the Creation of Aide Technician, 504 Itinerant-Health Services; Liaison, Clinic; Licensed Vocational Nurse-Health Services; Manager, Community Partnerships— Family, Schools and Community Partnerships Department.

DISCUSSION

As part of its ongoing work to revise and update the job classifications needed to implement the strategic plan, Human Resources Services and Support is presenting four new job classifications needed by the Family, School and Community Partnerships Department.

Family, Schools & Community Partnerships

Create

Position Title/FTE

Aide Technician, 504 Itinerant,
Health Services, FSCP (1.0 FTE)

Salary Schedule/Range

Salary Schedule: AFSCME

Range Aide Technician: 10-month: \$24,956.60 - \$30,349.69
12-month: \$32,245.90 - \$39,214.21

10 months, 202 days, 7.5 hours

12 months, 261 days, 7.5 hours or duty days and hours as assigned

Funding

Tier 3 TIIG,
0522-968

Create

Position Title/FTE

Liaison, Clinic,
FSCP (1.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL

Range 49: \$50,707.53 - \$68,064.72

12 months, 261 days, 7.5 hours or duty days and hours as assigned

Funding

Donations,
9011-968

Create

Position Title/FTE

Licensed Vocational Nurse,
Health Services, FSCP (1.0 FTE)

Salary Schedule/Range

Salary Schedule: AFSCME

Range LVN: \$32,649.08 - \$39,697.43

10 months, 207 days, 7.5 hours or duty days and hours as assigned

Funding

Tier 3 TIIG,
0522-968

Create

Position Title/FTE

Manager, Community Partnerships,
FSCP (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ACDL

Range 14: \$68,947.61 - \$87,996.12

12 months, 261 days, 7.5 hours or duty days and hours as assigned

Funding

Kaiser Health & Wellness,
9225-922

BUDGET IMPACT

This position is funded by Tier 3 TIIG, Donations, and Kaiser Health & Wellness monies.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1314-1134—for the Creation of Aide Technician, 504 Itinerant-Health Services; Liaison, Clinic; Licensed Vocational Nurse-Health Services; Manager, Community Partnerships— Family, Schools and Community Partnerships Department.

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**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1314-1134**

– Family, Schools and Community Partnerships Department -

Create

- Aide Technician, 504 Itinerant-Health Services; Liaison, Clinic; Licensed Vocational Nurse-Health Services; Manager, Community Partnerships -

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 position aligns 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 creates Aide Technician, 504 Itinerant-Health Services; Liaison, Clinic; Licensed Vocational Nurse-Health Services; Manager, Community Partnerships— Family, School and Community Partnerships Department, attached hereto, and confirms said position's placement on the salary schedule/ranges, as stated herein, effective 12:01 a.m., June 26, 2014, as follows:

Family, Schools & Community Partnerships

Create

Position Title/FTE

Aide Technician, 504 Itinerant,
Health Services, FSCP (1.0 FTE)

Salary Schedule/Range

Salary Schedule: AFSCME

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Tier 3 TIIG,
0522-968

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Position Title/FTE

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Create

Position Title/FTE

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Tier 3 TIIG,
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FSCP (1.0 FTE)

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Salary Schedule: ACDL

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Funding

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BUDGET IMPACT

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RECOMMENDATION

Approval by the Board of Education of Resolution No. 1314-1134—for the Creation of Aide Technician, 504 Itinerant-Health Services; Liaison, Clinic; Licensed Vocational Nurse-Health Services; Manager, Community Partnerships— Family, Schools and Community Partnerships Department.

BE IT FURTHER RESOLVED, that the Board authorizes 4.0 FTE for the position, as so stated above.

Passed by the following vote:

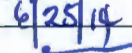
AYES: Jody London, Jumoke Hinton Hodge, Anne C Washington, Christopher Dobbins, Vice President
James Harris, President David Kakishiba

NOES: None

ABSTAINED: None

ABSENT: Roseann Torres

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 June 25, 2014.

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OAKLAND UNIFIED SCHOOL DISTRICT


David Kakishiba
President, Board of Education


Dr. Gary Yee
Acting Superintendent and Secretary, Board of Education

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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Aide Technician, 504 Itinerant - Health Services	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Family, Schools and Community Partnerships (FSCP)	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR/HOURS	10 months/202 days/7.5 hours 12 months/261 days/7.5 hours or duty days and hours as assigned
ISSUED:	Created: June 2014	SALARY GRADE:	AFSCME – Aide Technician

BASIC FUNCTION: Under the direct supervision of assigned Health Services supervisor, work with school nurses to support students with 504 accommodations, administer basic first aid and/or screen well students, and/or screen ill or injured students in accordance with State laws and District regulations to promote health and well-being, academic achievement and holistic development for the District's students and school personnel.

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:

Assist with supporting students with 504 accommodations/services including field trips; assist all students with activities necessary for maintaining personal hygiene and neatness.

Prepare for and assist with health screening and health education programs; record results of mandated screenings and other medical information in students' electronic medical record for students.

Perform basic first aid procedures and screen ill or injured children according to established procedures; communicate in a professional manner with the credential school nurse, administrator, parents or paramedics as necessary.

Perform specialized physical health care procedures which may include, but are not limited to such procedures as blood-glucose monitoring, catheterization, oral/nasal suctioning, positioning, toileting, GT feedings and hygiene needs under the direction of the school nurse, as needed.

Assist in administering and documenting medication under the direction of the school nurse.

Communicate in a professional manner with parents, teachers, administrators and school nurse ensure the health and safety of students is managed.

Review health history of students enrolling in OUSD; notify credential school nurse of students with medical conditions; share health related resources with parents/guardians under the direction of school nurse.

Prepare health notices and medical referrals forms to send home to parents/guardians.

Perform a variety of clerical duties such as health/medical data entries and maintaining student files as assigned.

Document students' health information in OUSD's electronic database systems and students' cumulative folders, as required.

Prepare, maintain and complete a variety of health-related records and files including student health records, emergency medical records, and accident reports.

Assist in maintaining and updating student immunization records, emergency and health records and follow up care.

Report suspected child abuse in accordance with State law and District policy.

Notify assigned Health Services supervisor and school nurses regarding students with medical concerns.

Drive a vehicle to travel to various sites as assigned.

Attend required trainings and meetings.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Basic First Aid and age-appropriate CPR techniques

Health and safety regulations

California Immunization and school health requirements

Record-keeping techniques

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

Correct English usage, grammar, spelling, punctuation and vocabulary

Computer software, hardware, and related technology

ABILITY TO:

Administer first aid to ill or injured students

Perform specialized physical health care and procedures

Establish and maintain files, records, reports and referrals

Learn and apply appropriate care and procedures related to ill or injured students

Work cooperatively with others

Understand and follow oral and written directions

Meet schedules and time lines

Plan and organize work

Work confidentially with discretion

Communicate effectively both orally and in writing

Demonstrate cultural competence with diverse groups across race, ethnicity, religion, gender, class, and sexuality

Establish and maintain effective working relationships among diverse groups of students, parents, District staff, and the community across race, ethnicity, religion, gender, class, and sexuality

Read, explain and follow rules, regulations, policies and procedures

Perform clerical duties such as filing, duplications, typing and maintaining records

Operate standard office equipment as required

Complete work with many interruptions

MINIMUM QUALIFICATIONS

EXPERIENCE:

Any combination of education, training and/or experience equivalent to: graduation from high school, one year of clerical or office experience and one year experience in working with individuals with varying disabilities.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certification issued by an authorized agency

Valid California Driver's License

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

WORKING CONDITIONS

ENVIRONMENT:

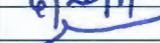
Health office environment and diverse school site environments; constant interruptions; driving a vehicle to conduct work; potential contact with blood and other body fluids and communicable diseases.

PHYSICAL DEMANDS:

Sitting or standing for extended periods of time; reaching overhead and horizontally to retrieve and store supplies; bending at the waist, kneeling or crouching; hearing and speaking to exchange information; seeing to observe students symptoms and injuries; lifting moderately heavy objects.

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.

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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Liaison, Clinic	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Family, Schools and Community Partnerships – Health Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR/HOURS	261 days / 7.5 hours or duty days and hours as assigned
ISSUED:	Created: June 2014	SALARY GRADE:	WTCL 49

BASIC FUNCTION: Under direction, provide operational support including program planning, technical assistance, review, assessment of functions, and operational and organizational services to the “Shoo the Flu” program. This position will assist in the planning and implementation of school-based behavioral health services including school-based flu clinics in Oakland Unified School District (OUSD) schools. Serve as the OUSD liaison with service providers, collaborators, and school administrators and ensure OUSD policies and procedures are followed.

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 reflect the principal job elements accurately.)

ESSENTIAL FUNCTIONS

Support the division, department or agency and act as liaison with other County departments, representatives of other public and private organizations, program participants and public.

Build and maintain relationships with District school-site and central office representatives to garner and maintain support for the vaccine clinics.

Provide operational support in designing and implementing the vaccine clinics throughout OUSD.

Support administrative or operational studies; determine information gathering processes; obtain required information for analysis; evaluate alternatives and make recommendations; prepare reports and make presentations.

Identify, recommend, and assist with OUSD system-wide and school-specific opportunities to promote the vaccine clinics, when appropriate.

Review a variety of documents related to the operations of the program for conformance to OUSD policies and procedures; research and make corrections as required.

Provide program information to OUSD employees, community, service providers, partner agencies and others; implement OUSD policies, rules and regulations.

Prepare a variety of correspondence, periodic and special reports, policies, procedures and other written materials; access variety of data bases; use information from variety of sources to prepare such materials.

Maintain accurate records and file related to work performed.

Operate a variety of standard office equipment including a word processor and/or computer; may drive a personal vehicle to attend meetings and visit OUSD schools.

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 a health related field. 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.

One year of relevant experience in project, activity and/or functional planning; working in an urban public school district assisting with health programs for schools; working with many different departments, schools and community partners in a diverse school district and organizations; with data entry and analysis; and working directly with teachers and other school staff

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:

Applicable federal, state, and District codes, regulations, policies and procedures governing scope of work

Community building and resource allocation in schools

Immunizations, especially flu vaccine

Public Health programs and roles

Practices and techniques of administrative report preparation

Computer applications related to the work.

Office administrative practices and procedures, including records management and the operation of standard office equipment

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, monitor and evaluate program and service delivery effectiveness in the programmatic area to which assigned

Identify programmatic and operational problems, investigate and evaluate alternatives, and implement effective solutions

Interpret and apply a variety of policies, rules and regulations

Work with diverse organizations and populations

Employ independent decision making

Plan and conduct administrative, organizational and operational duties

Research, compile and summarize varied information, evaluate alternatives and reach sound conclusions

Prepare clear and accurate reports, correspondence, procedures and other written materials

Represent the District, department and the County in meetings with others

Organize and prioritize work and meet critical deadlines

Maintain accurate records and files

Exercise sound independent judgment within established policies and guidelines

Establish and maintain effective working relationships with those contacted in the course of work

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, 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.

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By:	[Signature]



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Licensed Vocational Nurse (LVN)	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	As Assigned	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR/HOURS	10 months/ 207 days / 7.5 hours or duty days and hours as assigned
ISSUED:	Created: June 2014	SALARY GRADE:	AFSCME - LVN

BASIC FUNCTION: Under supervision and direction of a credentialed school nurse, assigned supervisor or physician's orders, provide specialized physical health care services as required; assess and administer student health care safely within the LVN Practice Act. Assist nursing personnel to manage the physical health conditions of students and maintain student health records.

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:

Travel to various school sites within the District to perform a wide variety of nursing duties as assigned and needed using personal automobile for transportation.

Administer insulin or assist in the administration of insulin to diabetic students, including assisting with carbohydrate counting, the calculation of proper insulin dosages, and insuring proper administration techniques.

Monitor blood glucose levels or supervise such monitoring for diabetic students.

Administer rectal diastat appropriately.

Assist in the administration of other medications to students as prescribed.

Collaborate with teachers, parents, and physicians concerning side effects and adjustments to medications under the direction of the school nurse; obtain physicians' orders for medication needed at school.

Provide students with standardized information in areas related to hygiene, sleep habits, drug and alcohol abuse, fitness and nutrition under supervision.

Review student immunization and health records and assist families to assure compliance with immunization laws as directed by the school nurse.

Assist in maintaining confidential health and other related records and reports; including student health records, accident reports and Medi-Cal logs; log medical procedures and input data into the health information system.

Perform specialized physical health care procedures, including but not limited to gastrostomy and nasogastric feedings, toileting, catheterizations, tracheotomy care, suction, ostomy care, diaper changes, nebulizer treatments, glucagon administration, emergency care in an anaphylactic reaction, including administration of the epi-pen, and lifting and positioning physically disabled students, and all other procedures.

Update credentialed school nurse regarding any changes in a student's condition or changes in the doctor's orders.

Initiate emergency procedures as needed, including, but not limited to, administering minor first aid and CPR to students and activating EMS or other follow-up care.

Provide follow-up for health problems identified during vision, hearing, scoliosis, diabetic, dental and nutritional screenings using standardized information under supervision.

Monitor inventory of classroom and medical supplies, including first aid kits and nursing informational flyers and forms; assist in ordering, receiving and maintaining appropriate inventory levels of supplies as assigned.

Report suspected child abuse in accordance with State law and District policy.

Work cooperatively with District nursing, teaching and administrative staff and consult with staff regarding health information as needed.

Help maintain a positive school health environment through open communication and effective human relations by establishing collaborative relations with a diverse range of individuals.

Attend appropriate in-service training, workshops, and meetings, as assigned, to keep informed of current practices and trends in assigned area and to meet new safety and/or technology standards; receive direct and indirect supervision from School Nurse regarding health related issues.

Demonstrate and model safe, prudent work behaviors and practices that result in a safe and healthy environment; report or correct unsafe conditions to ensure a safe environment.

Adhere to schedules and timelines to meet the needs of students, staff and sites.

Perform other related duties as may be assigned by administration in compliance with Board policies and administrative regulations, and Federal, State, or local regulations.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Applicable federal, state, and District codes, regulations, policies and procedures governing work scope

CPR, first aid, and appropriate activities for the care and disposition of severely disabled students in a school setting

Medication management of children and adolescents

Specialized health care procedures and crisis intervention techniques

Modern medical terminology, equipment, techniques and methods

Proper English usage, grammar, vocabulary, spelling and punctuation

Accepted record keeping and reporting methods and strategies

Public health agencies and local health care resources

Accepted safety standards, practices and procedures of the industry, including Occupational Safety and Health Administration (OSHA) and Cal-OSHA guidelines and requirements, and strategies and practices for work place safety in a health care environment

Child/adolescent development and guidance principles related to disabled and/or at-risk youth, including family and community involvement

Organizations, operations, policies and objectives of public education

Safe contact with bodily fluids, blood-borne pathogens, and communicable diseases

Planning, organization and coordination needed for assigned program

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

Technology and computer software applications relative to instruction, administration, and education

ABILITY TO:

Provide basic nursing skills to administer health care to students including severely disabled children

Identify and monitor the physical and mental health of students, recognizing when to notify the school nurse of conditions that may require additional intervention

Assist disabled students in areas related to activities of daily function, such as feeding, toileting, exercises, and positioning

Remain calm and exercise judgment in dealing with emergencies and special health needs

Gather and analyze clinical data and prepare reports, as directed

Establish and maintain cooperative relationships with students, school personnel, parents, co-workers, and the public

Work independently with appropriate direction and follow established policies and practices

Communicate effectively in the English language, both orally and in writing

Compose letters from oral and written instructions

Make simple mathematical calculations with speed and accuracy

Analyze situations accurately and adopt an effective course of action

Learn and use technology and computer software applications as appropriate to the work environment

Use tact, patience, and courtesy when dealing with people, and discretion in handling of confidential records

Understand and be sensitive to those of culturally and linguistically diverse backgrounds

Use initiative and judgment in discussing problems involving office practices and policies with the public and District staff

Read, understand, interpret, and follow laws, rules, regulations, processes, policies, and methods of the office, the District, and the State of California in accordance with assigned duties

Plan, organize and meet schedules and timelines

Apply integrity and trust in all situations

MINIMUM QUALIFICATIONS

EDUCATION:

High school diploma or GED equivalent is required; graduation from an accredited Licensed Vocational Nurses Training Program.

EXPERIENCE:

One year of job-related experience in a public health setting, preferable in a public school setting; experience with children in a classroom or other structured setting, preferably experience working with children with disabilities or the medically fragile child. Alternatively, one-year post-graduation clinical experience in an acute care setting, preferably pediatric unit.

LICENSES AND OTHER REQUIREMENTS:

Valid State of California License of Vocational Nursing

Possess and maintain a valid First Aid Certificate and CPR Certificate

Valid California Driver's License

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

WORKING CONDITIONS

ENVIRONMENT:

Office environment and diverse school site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions; potential contact with blood and other body fluids and communicable diseases.

PHYSICAL REQUIREMENTS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts draw valid conclusions and make valid judgments and decisions; consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 50 pounds, occasionally 50+ 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

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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Manager, Community Partnerships	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Family, Schools and Community Partnerships	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS:	261 days / 7.5 hours or duty days and hours as assigned
ISSUED:	Created: June 2014	SALARY GRADE:	ADCL 14

BASIC FUNCTION: Under minimum supervision, the Partnerships Manager will facilitate the implementation of Full Service Community Schools partnership systems and structures with contracted and in-kind partnerships. This position ensures integration and alignment of partner work with District and school vision.

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 development and implementation of the Community Schools Partner Database and Registration process:**
 - Collaborate with partners, community leaders and District staff on partner database implementation.
 - Implement partner registration system.
 - Develop and implement formal data sharing systems for community access.
 - Develop and maintain public access to database.
 - Facilitate database communications: alert OUSD departments, school sites, and partners to its existence and provide ongoing support to ensure maximum usage.
 - Ensure database and systems fully support the implementation of District-wide Full Service Community Schools Strategy.
 - Develop and implement new community partner review and approval system.
 - Facilitate school and community partner matching system.
 - Facilitate partner orientation and registration process.
- **Provide support, coaching and technical assistance to ensure partner groups receive training:**
 - Train school site staff including principals, community school managers, and teachers on partnership practices.
 - Develop and deliver orientations for community partners.
 - Develop communication and outreach strategy.
 - Facilitate workgroup to support continuous improvement of partners systems and structures.
 - Provide on-site coaching and support of partnership structures.
 - Plan and facilitate Professional Learning Communities with Community School Managers and partners.

- **Collaborate with partners and District staff to ensure partnerships are formalized and compliant with District policies:**
 - Develop and implement plan to ensure all Community Based Organizations participate in the District Registration process.
 - Develop Partnerships communications plan for District Staff.
 - Partner with OUSD Legal and other offices to ensure processes are in alignment with District policies.
- **Provide organization level partnership management:**
 - Work with Community School Manager, site leaders, and partners to strengthen site partnerships.
 - Work with schools and partners to manage/process Memoranda of Understanding or Contracts.
 - Support equitable distribution of partnerships across schools.
- **Personnel Management:**
 - Hire, supervise and train assigned classified staff.
 - Provide cross-training to other staff members with the department.

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 social work, education or related field preferred. 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.

5 years experience

Master's degree in social work, education or related field preferred

Bilingual English/Spanish preferred

Experience with Memoranda of Understanding

Successful experience working with public school systems, including the development of community schools, achieving excellent results for all constituents

Proven experience fostering social change involving large, complex organizational systems, educational reform processes, and school-based partnerships

Experience working in an urban school district environment

Experience developing and facilitating community partnerships

Demonstrated success in program planning/management activities furthering school success, student achievement, and positive child, youth, and family development

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:

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

Knowledge of current trends in community schools, public education, youth development, and family systems

Utilization of various forms of assessment to guide and design program

Applicable federal, state, and District codes, regulations, policies and procedures governing work scope

Planning, organization and coordination needed for assigned program

Adult training techniques

Diversity sensitivity, and competence with regard to issues of race, learning or other ability, ethnicity, culture, religion, gender, socio-economic group, sexuality or other orientations or cultural markers

Organizational development, communications and change management, specifically:

- Building partnerships and collaboration with individuals, departments, agencies, and institutions
- Interpersonal skills emphasizing tact, patience, courtesy and respect
- Facilitation techniques
- Building capacity of adults to function in new systems
- Facilitation to foster new behaviors and practices in challenging contexts
- Building authentic and trusting relationships

Correct English usage, grammar, spelling, vocabulary and punctuation

Presentation, communication, and public speaking techniques

The District's Strategic Plan

The Community School philosophy of aligning resources in service of students

The use and application of computer software, hardware, and related technology

ABILITY TO:

Create and manage complex budgets; develop required financial and other resources to support programs; and gather, report and analyze complex data for planning, operational and evaluation purposes

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

Design, develop and deliver effective and compelling verbal, written and PowerPoint presentations to community, peers, staff, and Superintendent on abstract as well as concrete subject matter relating to introduction of new standards, methodologies, and paradigms in delivery of school services

Coach and train staff at all levels

Successfully develop and manage large-scale databases

Recognize, research, assess and analyze management challenges; adopt appropriate plans of action

Meet District standards of professional conduct as outlined in Board Policy

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

Establish and maintain effective communications and working relationships among diverse groups of students, parents, District staff, and the community

Establish and maintain effective and working relationships with multi-faceted public and private agencies and District departments

Demonstrate effective written communication skills, including content communication, conciseness, grammar and usage

Recommend and assist in the formulation and implementation of operating procedures and policies

Plan, coordinate and supervise the work of others

Manage and process MOUs

Manage competing priorities and time

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.