

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

October 22, 2014

Legislative File	
File ID Number:	14-2029
Introduction Date:	10/22/14
Enactment Number:	14-1795
Enactment Date:	10/22/14
By:	P.A.

TO: Board of Education

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

SUBJECT: Approval of Job Descriptions–Community Schools and Student Services

- Liaison, Clinic
- Liaison, Regional Family Engagement



ACTION REQUESTED

Adoption by the Board of Education of Resolution No. 1415-0089, approving the following revised job descriptions for Liaison, Clinic, and Liaison, Regional Family Engagement - Community Schools and Student Services.

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 revised job descriptions for the Community Schools and Student Services Department to complete assigned work.

Community Schools and Student Services
Revised Job Descriptions

Classification Title

Liaison, Clinic, Community Schools and Student Services

Salary Schedule/Range

Salary Schedule: WTCL

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

261 days/7.5 hours or duty days and hours as assigned

Classification Title

Liaison, Regional Family Engagement, Community Schools and Student Services

Salary Schedule/Range

Salary Schedule: WTCL

Range 46: \$ 47,153.49 - \$ 63,184.18

261 days/7.5 hours

BUDGET IMPACT

None.

RECOMMENDATION

Adoption by the Board of Education of Resolution No. 1415-0089, approving the following job descriptions for Liaison, Clinic and Liaison, Regional Family Engagement - Community Schools and Student Services.

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**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1415-0089**

-Community Schools and Student Services -

Approving Job Descriptions

- Liaison, Clinic, and Liaison, Regional Family 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, 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 the following revisions to job descriptions: Liaison, Clinic, and Liaison, Regional Family Engagement - Community Schools and Student Services, attached hereto, and confirms said job descriptions' placement on the salary schedules/ranges, as stated herein.

**Community Schools and Student Services
Revised Job Descriptions**

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261 days/7.5 hours

Passed by the following vote:

AYES: Anne Campbell Washington, Roseann Torres, Vice President James Harris, President David Kakishiba

NOES: None

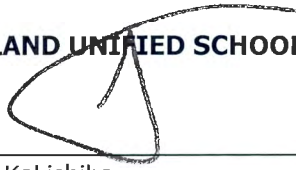
ABSTAINED: None

ABSENT: Jody London, Christopher Dobbins, 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 October 22, 2014.

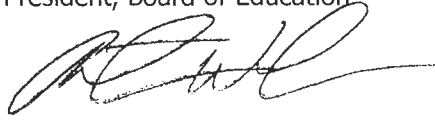
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OAKLAND UNIFIED SCHOOL DISTRICT



10/23/14

David Kakishiba
President, Board of Education



10/23/14

Antwan Wilson
Superintendent and Secretary, Board of Education

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By:	OA



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Liaison, Clinic	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Community Schools and Student 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 Revised: October 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", vision and dental, and other health programs 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 health programs.

Provide operational support in designing and implementing the health programs 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 health programs, 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 databases; 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 with many different departments, schools and community partners in a diverse school district and/or organization; working with data entry and analysis; working in an urban public school district assisting with health programs for schools preferred; and working directly with teachers and other school staff 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:

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

Health programs in schools

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; potential contact with blood and other body fluids and communicable diseases

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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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Liaison, Regional Family Engagement	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: Dec. 2011 Revised: October 2014	SALARY GRADE:	WTCL 46

BASIC FUNCTION: Under direction of assigned supervisor perform a variety of highly difficult, technical, capacity-building duties requiring excellent communication skills and Social, Emotional Learning relationship building skills, involving frequent and responsible public contact to support school site administrators, staff, and parents in one of the three respective PreK-5 Networks, Middle School Network or the High School Network to support family engagement structures and practices aligned with the District's Meaningful Family Engagement Standards.

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

Organize and facilitate capacity building efforts at target school sites to implement family engagement structures and practices aligned with District Meaningful Family Engagement Standards.

Organize and facilitate regional and District-wide parent education to build parent knowledge, skills, and confidence to support their child's goals toward high school graduation and college and career planning.

Support assigned school sites to develop effective and consistent practices for home-to-school communication about instructional programs, student progress, school improvement and site-based parent education programs.

Participate in the direct recruitment and development of parent leaders to perform outreach to other parents to increase parent voice and involvement in the Local Control Accountability Plan (LCAP) and OUSD target student groups (African Americans, English Learners, Latinos, Students with Disabilities) with school site continuous improvement process; ensure there is shared decision making in the development of the site strategic plans for full service community schools.

Organize and facilitate parent leadership development to increase parent knowledge, skills and confidence to impact their child's attendance, behavior and reading.

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

Support site staff to increase knowledge about meaningful family engagement and involvement of parents as volunteers to impact attendance, behavior/school culture and reading.

Assist site-based family engagement liaisons, community assistants, outreach coordinators and/or volunteers to involve families with their children in activities linked to learning.

Develop elected parent leaders in conducting outreach to a broad population of parents in formulating, pursuing and providing solutions that are responsive to their articulated needs and concerns; assist parent leaders in developing listening skills to ensure understanding of needs, problems and concerns.

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

Attend job related meetings and events as assigned.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: Education, training and experience equivalent to: an Associate's of Arts degree and six (6) years of field experience with parent/community organizing, as well as demonstrated experience working with parents in education justice field, working with school-based programs, community organizing, and grassroots, non-traditional communication, including one-to-one outreach.

LICENSES AND OTHER REQUIREMENTS:

Second language ability desired

Valid California driver's license

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Education system, root causes of educational inequity, research based practices for effective family engagement linked to learning

History of education of people of color in the United States, history of family engagement and organizing in Oakland

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, including OUSD Strategic Plan for Full Service Community Schools, applicable sections of the State Education Code and other laws and regulations

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

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

Facilitating parent leadership training and parent leadership development

Facilitation practices and skills

ABILITY TO:

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

Organize and facilitate multiracial parent leadership development

Train parents to become effective partners in their child's education, and with their school sites for continuous school improvement

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

Build relationships across race and culture 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

Manage time and develop work plans to 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 urban 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.

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