

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

January 11, 2017

Legislative File	
File ID Number:	16-2693
Introduction Date:	01/11/2017
Enactment Number:	17-0061
Enactment Date:	1-11-17
By:	

TO: Board of Education

FROM: Antwan Wilson, Superintendent
Tara Gard, Interim Deputy Chief Talent Officer, Talent Division

SUBJECT: Revision/Creation of Job Descriptions –Departments, As Assigned

1. Coordinator, Disability Management
2. Financial Officer, Budget Services
3. Executive Director, School Systems Alignment and Operations

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1617-0091 for the revision of Coordinator, Disability Management and Financial Officer, Budget Services and the creation of Executive Director, School Systems Alignment and Operations job descriptions for Departments, As Assigned.

BACKGROUND:

The Talent Division recommends approval of this job description as part of its ongoing work to revise and update the job classifications needed to implement the strategic plan, create greater clarity of roles, and have a written job description that reflects the scope and responsibilities for every position in the District.

BUDGET IMPACT

None.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1617-0091 for the revision of Coordinator, Disability Management and the creation of Executive Director, School Systems Alignment and Operations job descriptions for Departments, As Assigned.

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1617-0091**

- Departments, As Assigned -

Revision/Creation of Job Descriptions

- Coordinator, Disability Management; Financial Officer, Budget Services, and Executive Director, School Systems Alignment and Operations -

WHEREAS, it is the goal of the Oakland Unified School District to ensure organizational effectiveness, efficiency and accountability to further student achievement; and

WHEREAS, it is the intent of the District to develop a structure which focuses on providing high standards of service and increasing accountability across the system; and

WHEREAS, the job descriptions align with the District's priority of a Full Service Community School District and to enhance service our students, schools and community, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby approves the revision of the attached job descriptions:

1. Coordinator, Disability Management
2. Financial Officer, Budget Services
3. Executive Director, School Systems Alignment and Operations

Passed by the following vote:

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

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 January 11, 2017.

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OAKLAND UNIFIED SCHOOL DISTRICT



James Harris
President, Board of Education



Antwan Wilson
Superintendent and Secretary, Board of Education

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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Coordinator, Disability Management	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	As Assigned	CLASSIFICATION:	CFCA 19
FLSA:	Exempt	WORK YEAR/HOURS:	261 days / 7.5 hours
ISSUED:	Created: October 2014 Revised: January 2017	SALARY GRADE:	CFCA 20

BASIC FUNCTION: Under minimal supervision, the Disability Management Coordinator directs the daily activities as well as the overall functions of the District’s integrated disability management program by implementing, developing and overseeing the return-to-work/stay-at-work program, interactive process and reasonable accommodations for all industrial and non-industrial disabilities. The Coordinator will develop and implement program policies and procedures for ADA/FEHA and FMLA/CFRA. The Coordinator will review, analyze and provide advice on ongoing programs for compliance with state and federal guidelines.

Perform administrative duties involving access to confidential information concerning employer-employee relations for a major department of the District.

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:

Oversee, direct and audit the District-wide disability management program; develop, implement and monitor District-wide transitional work program and interactive process/reasonable accommodation policies and procedures; review and analyze tracking system for program participants for efficiency and effectiveness.

Review, compile and analyze data in making recommendations for policy, procedural, legal, and rule changes in compliance with existing regulations such as worker’s compensation laws, Fair Employment and Housing Act, Americans with Disabilities Act, and Family and Medical Leave Act to bring the District to compliance and protect the resources of the District.

Lead the Reasonable Accommodation Committee meetings and ensure decisions are in compliance with applicable laws, rules and regulations.

Meet with individuals requesting reasonable accommodation and maintain detailed notes/correspondence sufficient to document the District’s participation in the interactive process.

Evaluate and provide recommendations related to claim filings: accepted, pending or denied.

Liaise with employee, supervisor, medical provider, Third Party Administrator (TPA) and attorney; conduct quarterly case reviews with TPA and attorney to implement plan of action for employees on return to modified work duties.

Oversee and coordinate accident investigations.

Promote and expedite employees' return to modified work following temporary medical restrictions for an occupational or non-occupational injury, illness or condition.

Coordinate and consult with medical provider to overcome any obstacles to the employee and to expedite prompt and appropriate return-to-work; work with various parties (i.e., District management, medical providers, union representatives and attorneys) in order to facilitate resolution of return-to-work issues.

Organize and provide complex and sensitive alternate work opportunities with temporary or permanent work restrictions to negate referral to vocational rehabilitation when feasible.

Represent the District in litigation claims, depositions and hearings relative to complex return-to-work/stay-at-work or vocational rehabilitation issues.

Review and approve all return-to-work and vocational rehabilitation plans.

Provide consultative resources and advice to District management and employees in all areas of absence management and leave administration consistent with federal and state disability laws, District policy and labor agreements.

Provide consultative, direct assistance and training to managers, supervisors and other staff District-wide in the areas of worker's compensation, occupational and non-occupational leaves of absence, and in the interpretation of laws, policies, procedures and labor agreements.

Maintain strict confidentiality at all times.

Analyze and review trend comparisons within the disability management industry and maintain a proactive approach to absence management and the cost of compromised health integrity and lost productivity; review the monthly claims report from the claims administrator for tracking injury trends.

Incorporate industry best practices in the development of policies, procedures and guidelines designed to promote full utilization of the District's human resources and to minimize costs and risks associated with employee absences and disability management.

Advise, and work closely and collaboratively with Human Resources, Legal, Labor, and other departments to integrate related areas – EEO, Employee Relations, Recruitment, Classification, etc....

Assign, train and lead staff engaged in coordinating with Third Party Administrator and outside agencies to allow the early return-to-work of injured or ill employees; ensure reasonable accommodation is arranged.

Establish methods for accurate loss analysis to provide District management with pertinent data associated with the cost of risk in the area of absence management; record and analyze statistical information to measure cost-effectiveness of disability management services and return-to-work outcomes.

Coordinate, supervise, and evaluate the performance and duties of assigned staff.

Perform related duties as assigned.

QUALIFICATIONS:

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

KNOWLEDGE OF:

Principles and practices of supervision, communication and training

General personnel rules and procedures

ADA, FMLA, HIPAA, IPM and Worker's Compensation regulations

California Labor Codes

Legal principles of the California Worker's Compensation system

District collective bargaining law and labor agreements

Principles of supervision, employee evaluations and employee relations

Basic medical terminology

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

Planning, organization and coordination needed for assigned program

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

Correct English usage, grammar, spelling, and punctuation

Computer software, hardware, and related technology, including databases and spreadsheets

ABILITY TO:

Interpret, apply and explain rules, regulations, policies and procedures in a clear and concise manner

Analyze situations accurately and adopt an effective course of action

Prepare clear, concise and comprehensive narrative and statistical reports

Maintain confidentiality

Supervise and evaluate the performance of assigned staff

Establish and maintain effective working relationships with multi-faceted public and private agencies and District departments, community, and others of diverse backgrounds, experience, and personalities

Establish credibility with numerous constituents, effectively handle sensitive personnel issues, and be comfortable and effective working with all levels of an organization

Demonstrate excellent and effective written and spoken communication skills in English, including content, context, communication, conciseness, grammar and usage

Think and plan long term, as well as understand and articulate how relevant complex issues relate to one another and how to best address these issues in a thorough and comprehensive way

Work independently with little direction

Plan and organize work to meet schedules and timelines

Effectively operate a computer for the purpose for the purpose of database management, data retrieval, and word processing

Establish and maintain strong and effective working relationship with other employees, managers, District staff, contractors, attorneys and the general public

PREREQUISITES

Bachelor Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) in public administration, business administration, accounting, economics, industrial engineering, risk management or related coursework. 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.

Five (5) years experience in working in disability management, occupational safety and health programs, worker's compensation, casualty or employee benefit insurance, or loss control programs, preferably with a public agency and/or in a risk management program

Experience in administering and adjusting worker's compensation claims, including administration of claims since the passage of SB 899 and administering requests for reasonable accommodation under state and federal regulations

Experience working in a collective bargaining environment preferred

Demonstrated success performing analysis of complex laws and policies surrounding disability and leave management

Master's degree preferred

Page 4 of 4 Coordinator, Disability Management

Associate of Risk Management Certificate (ARM) preferred

Certified Professional Disability Management (CPDM) preferred

Valid California Driver's License, if applicable

PRE-EMPLOYMENT PROCESS:

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

WORKING CONDITIONS

ENVIRONMENT:

Office 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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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Financial Officer, Budget Development	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	As Assigned	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS:	261 days/7.5 hours
ISSUED:	Created: May 2013 Revised: January 2017	SALARY GRADE:	CFCA 25

BASIC FUNCTION: Under direction of the Chief Financial Officer, plan, organize and manage the daily operations of the Budget Services Division; supervise, review and evaluate performance of the Budget Director, Site Administration and other staff. Develop and monitor budget; establish and maintain system of internal control to safeguard District assets. Recommend and implement fiscal policies which provide for adequate budgetary and staffing control. Serve as advisor to top administrators concerning all budget and finance issues.

Maintain confidentiality of all personnel matters; some duties will involve access to confidential information concerning employer-employee relations.

REPRESENTATIVE DUTIES: The primary duties of the Financial Officer, Budget Services are to provide financial and budgetary services and assistance to District leadership in the development and the revisions of the annual budget, analyze and interpret financial and statistical data and to administer all financial systems in accordance with approved expenditures, sound accounting principles and legal requirements.

(Incumbent 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).

ESSENTIAL FUNCTIONS:

Plan, organize, and control the District-wide budget development, implementing and monitoring processes to ensure that funds are equitably allocated in support of the District's strategic priorities and that sites administration spending remains within approved levels.

Recommend and implement fiscal policies which provide for adequate budgetary and staffing control.

Manage the development, preparation and implementation of the annual general fund budget and District special fund budgets, as well as adjustments throughout the fiscal year.

Prepare and present budgetary process information to the Senior Leadership and the Board of Education. Interpret the District budget and financial position and present to special interest groups and the general public when required.

Develop and approve policies and procedures for the implementation of budgetary controls. Establish internal control system(s).

Coordinate the implementation of internal control systems for the budgeting process to support federal and

Review and participate in the analysis of laws, rules, and legal opinions that affect the use of funds by schools and implement or recommend changes to division policies, procedures, and programs.

Coordinate with Talent (Human Resources), Technology Services, Senior Leadership, Network Offices, and other departments to provide increased understanding of financial issues.

Coordinate various projects with the CFO as needed.

Represent the CFO when needed at meetings and on committees.

Partner with other management to resolve issues associated with both revenue and cost structures.

Manage the Financial Services Director, Site Administration focused on budget development, monitoring and operational needs of the District.

Oversee the management of the District's Budget Development and monitoring processes and Site-Based Budgeting practice.

Ensure the effectiveness of the internal controls in the District's financial systems.

Promote the establishment and maintenance of a partnership between instructional programs and business services.

Collaborate with Talent (Human Resources) in developing a comprehensive professional development program for division staff.

Coordinate the development of communications materials (presentations, memos, guides) to distribute to various users of these new systems; coordinate, organize, lead, and participate in training sessions where appropriate to ensure that users are able to use these new systems.

Supervise, train, evaluate and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions.

Provide cross-training to other staff members within the department.

Perform other duties as assigned.

QUALIFICATIONS:

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

KNOWLEDGE OF:

Laws, policies, regulations and procedures governing California public school finance

Appropriate accounting and budgeting practices and procedures

Principles and procedures of accounting, auditing and finance, administration and control

California School Accounting Manual, California Education Code, and Board of Education policies

Legal bases and sources of finance for California public education

Theory, principles, and practices of school district financial management, including budgetary and accounting procedures and fiscal controls

Information systems capabilities and methods used in budget development and administration and fiscal controls

Federal and state funded categorical programs and pertinent rules and regulations

California student attendance and enrollment reporting

Research and analysis techniques

Economic and financial forecasting techniques

Principles of program budgeting and school-level finance

Principles of public administration and personnel management

Organization and policies of the Oakland Unified School District

Provisions of labor agreements relative to employer/employee relations

Correct English usage, grammar, spelling, vocabulary and punctuation

Computer software, hardware, and related technology

ABILITY TO:

Supervise and evaluate staff

Attract, develop, train and inspire Financial Services team members

Plan and direct a variety of activities through direct supervisors

Understand and monitor California Education Code and Federal and State Compliance Requirements

Manage, develop and monitor a large budget in a complex organization

Perform complex financial analysis and calculations for Senior Management and/or Strategy Group

Evaluate procedures and problems and develop and install improvements

Present clear and effective oral and written reports

Make, support, and explain recommendations and decisions

Use and implement complex technological systems

Consistently meet and/or exceed client expectations

Build highly-functioning relationships with managers both inside and outside of the Financial Services Division

Communicate and present effectively orally and in writing

Effectively use Financial Services analytical tools

PREREQUISITES

A Bachelor's degree in accounting, business administration or economics, or related field plus a minimum of seven years experience with budget and financial management preferably in school finance.

Two (2) years of leadership or management experience

Master's degree in business administration and/or certified public accountant license preferred

Valid California Driver's License, if applicable

PRE-EMPLOYMENT PROCESS:

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

WORKING CONDITIONS

ENVIRONMENT:

Office and diverse school site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions

PHYSICAL REQUIREMENTS:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; kneeling and bending at the waist, reaching overhead, above the shoulders and horizontally; lifting light 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:	Executive Director, School Systems Alignment and Operations	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	As Assigned	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS:	261 days / 7.5 hours or duty days and hours as assigned
ISSUED:	Created: January 2017	SALARY GRADE:	CFCA 25

BASIC FUNCTION: Within the framework of a high quality full service community schools District and under the direction of assigned supervisor or designee synchronize and manage the Office of Post-Secondary Readiness to ensure the quality and timeliness of information. Collaborate with the Chief of Schools or assigned supervisor in planning, organizing, and directing designated strategic activities as well as providing project management oversight in support of the mission and vision of the department and the District to achieve the goals of the Office of Post-Secondary Readiness. The Executive Director manages and facilitates special projects and leading key District and departmental initiatives, resolving complex issues that require executive leadership and direction, supporting the deliverables of the Chief of Schools' Leadership Team, and ensuring expectations and deadlines are clearly communicated to staff. The Executive Director serves as an advisor, decision-maker and problem solver for the Chief of Schools and Leadership Team to ensure issues needing attention are addressed in a timely manner.

The Executive Director is required to work effectively and collaboratively with diverse groups of parents, students, staff and community members to apply consistent attention to several areas of responsibility.

Maintain confidentiality of all personnel matters; some duties will involve access to confidential information concerning employer-employee relations.

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:

Provide institutional leadership to align school systems and operational management strategies.

Work collaboratively to develop and support innovative student assignment, enrollment and registration programs to better serve an increasingly diverse student body.

Interpret and communicate changes in federal, state, and local legislation as required.

Work collaboratively across departments and with vendors to produce and organize materials; ensure the accuracy of the information contained within materials.

Create and implement systems to ensure accurate and timely distribution of materials to families.

Coordinate, manage and continuously improve the annual budget prioritization process for all seven networks and divisions within the Office of Post-Secondary Readiness.

Participate in the annual staffing consolidation process and provide relevant data and information necessary for effective fiscal and programmatic decision-making.

Maintain Superintendent's work plan and provide site-related analysis and reporting to Cabinet, District leadership, Board of Education, and community.

Engage key stakeholders within Office of Post-Secondary Readiness in the annual budget prioritization process, including Network Superintendents, Principals, key site staff, District leadership, and appropriate departments in order to develop high quality data to inform programmatic and fiscal decision-making.

Coordinate cross-departmental work, and close partnership work with school sites to ensure the successful implementation of District wide systems that will improve site level operations.

Coordinate the effective dissemination and use of budget projection data across all relevant departments, including Fiscal Services, Networks, Linked Learning, counseling, and schools.

Conduct and oversee analysis and reporting of state, federal and local grants at the city, District, region, and school level; present and interpret results and findings to a wide variety of audiences with diverse levels of data knowledge and understanding.

Recommend changes to manage staffing and departmental restructuring in an efficient manner.

Analyze and implement current business processes and recommend enhancements.

Collaborate with the Academic Social Emotional Learning Team, Business and Operations, Linked Learning and other District departments and partners; develop outreach strategies to address the graduation rate; assist in the creation and implementation of pathways and career educational centers to stabilize and increase student enrollment.

Develop and prepare the annual budget for networks and the Office of Post-Secondary Readiness; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines.

Serve as a member of the Superintendent's Cabinet, and work closely and collaboratively with leaders in Academic Social Emotional Learning Team, Business and Operations, Networks and all members of the Cabinet.

Analyze current business practices within the division and provide strategies for continuous improvement.

Work with the staff across networks to develop and refine processes to ensure an efficient, and parent, student and staff friendly experience.

Assist the network staff in developing a strong customer service program that includes the implementation of workshops/trainings for staff within the division that includes a feedback mechanism for parents, students, staff and the community.

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate professional development opportunities for assigned staff.

Attend all required department and District meetings.

Budget oversight to include District-wide management and reporting of networks and the Office of Post-Secondary Readiness reporting department which includes the following divisions: Linked Learning, Counseling and Oakland Athletic League.

Supervision and training of both classified and certificated staff as related to operations system and budget development.

Act as a lead contact between Academic Social Emotional Learning Team, Business and Operations, and networks in an effort to coordinate deliverables for the Superintendent's Office.

Manage complex District systems to include financial processes and procedures related to the overall District budget prioritization process.

Plan and manage meetings as directed by the Chief of Schools or assigned supervisor to include tracking, monitoring and follow-up on progress of projects, actions items, and strategies that emanate from the Chief of Schools' Leadership Team and other executive teams; prepare agendas, develop memos, communication and

correspondence; identify meeting participants; collect, prepare and distribute appropriate briefing materials; initiate subsequent follow-up meetings and communication for key stakeholders as directed; identify issues for discussion.

Act as an adviser to the Chief of Schools and senior management team in operations and budget matters.

Assist the Chief of Schools and Leadership Team in facilitating effective decision-making meetings, developing timelines, and monitoring the implementation of initiatives.

Provide technical expertise, information and assistance to the Chief of Schools and Leadership Team regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Chief of Schools and Leadership Team of unusual trends or problems and recommend appropriate corrective action.

Understand Board policies and procedures necessary to ensure appropriate protocols are understood and followed; direct and oversee the preparation of drafts of needed policies and administrative procedures.

Prepare, execute and/or edit written and oral correspondence, presentations and reports as directed by the Chief of Schools or assigned supervisor.

Attend Board meetings and other meetings as directed; prepare reports for the Board.

Develop and maintain positive working relationships with all stakeholders, including schools.

Performs other related duties as assigned.

QUALIFICATIONS:

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

KNOWLEDGE OF:

Public school administrative structures and challenges facing large, diverse, urban school districts

Strategic planning theory

Public policy, procedure and management

National, state and local educational goals and standards and operations of K-12 public education in California

School reform theories and best practices to implement change

Development and performance management methods

The goals, objectives, structure and operations of a major public employer

School District policies and procedures, regulations and bylaws, and the legal environment within which they operate

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, vocabulary and punctuation

Computer software, hardware, and related technology

ABILITY TO:

Lead the strategic planning process and establish objectives

Modify management strategies based on evaluation data

Demonstrate excellent team-building skills

Demonstrate excellent organizational skills and attention to detail

Exercise judgment and discretion in interpreting and applying policies and procedures

Manage financial resources

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

Establish and maintain effective working relationships with school officials, school administrators, teachers, support staff, outside advocacy groups, and other community members, with an expertise in consensus building

Organize and motivate high level employees to work together and achieve common goals

Perform complex tasks and to prioritize multiple projects

Interface with all levels within the organization

Work effectively in a diverse work group

Pull resources together to meet deadlines

Work under pressure and flexible in adapting and responding to changing situations

Manage multiple conflicting priorities

Delegate responsibilities effectively

Harvest a healthy, happy workplace with a real emphasis on a strong organizational culture

Operate personal computer, related software, and other office equipment

PREREQUISITES

A Master's Degree or Higher in Education, Educational Administration, Business/Public Administration or related field

Experience in organizing and supervising cross-functional teams to manage and deliver large-scale projects, to handle diverse needs of stakeholders, and to collect data/information and create necessary information to manage the workflow in the Office of Post-Secondary Readiness

Ten (10) years of administration experience in a school environment

Possess leadership skills in facilitating group processes, including consensus building and conflict resolution

Advanced knowledge of California State Education Codes requiring district accountability

Mandated state and federal laws and regulations pertaining to compliance of state and federal education programs

Demonstrated success in leading major education initiatives, programs, and policies

Advanced California State Education Codes and federal education regulations pertaining to student achievement

Advanced written, verbal and listening skills; excellent organization skills

Demonstrated operational and fiscal experience at an executive level of an organization

Experience and proficiency with Microsoft Office products (e.g. Excel, Word, and PowerPoint)

Valid California Driver's License, if applicable

PRE-EMPLOYMENT PROCESS:

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

WORKING CONDITIONS

ENVIRONMENT:

Office 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.