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Introduction Date	01/28/2025
Enactment Number	
Enactment Date	



**OAKLAND UNIFIED
SCHOOL DISTRICT**
Community Schools, Thriving Students

Board Cover Memorandum

To Board of Education

From Dr. Denise Saddler, Interim Superintendent
Tara Gard, Chief of Talent

Meeting Date January 28, 2026

Subject Revision of Job Description – Program Manager, College & Career Readiness for All Initiative, HS Linked Learning

Action Requested Adoption by the Board of Education of Resolution No. 2526-0070 - Revision of Job Description - Program Manager, College & Career Readiness for All Initiative, HS Linked Learning

Revision:

1. Program Manager, College & Career Readiness for All Initiative, HS Linked Learning

Discussion

Job Classification and Job Description

When a new position classification is established—or an existing classification is revised—the District will develop and adopt an accompanying job description. The job description defines the scope of the classification and shall include, at a minimum: the position's purpose; essential duties and responsibilities; reporting relationships and organizational placement; minimum qualifications (education, experience, licenses/certifications); knowledge, skills, and abilities; work year and schedule; Fair Labor Standards Act (FLSA) status; physical/working conditions (as applicable); and the position's bargaining unit assignment or management/confidential designation consistent with Board policy and collective bargaining agreements. Labor Relations and Human Resources will review proposed assignments for union representation and classification alignment prior to Board action.

Salary Range, Fiscal Information, and Position Control

Any salary range or fiscal information presented herein is provided for informational and planning purposes only. Adoption of this item does not authorize the creation of a funded full-time equivalent (FTE) position, nor does it appropriate funds or amend the District's budget. Departments seeking to add positions under this classification must submit a separate request through the District's position control and budget processes, subject to Cabinet review and subsequent Board approval as part of a budget action

(e.g., budget revision, staffing plan, or position control update). Final salary placement will follow the District's established classification and compensation procedures and any applicable collective bargaining obligations.

Administration

The Talent Division is authorized to make non-substantive edits (e.g., formatting, grammar, minor clarifications) to the job description and to maintain the official version on file. Substantive changes to the classification or essential duties will be returned to the Board for approval. The effective date of the classification shall be the date of Board adoption unless otherwise specified.

The Talent Division recommends approval of the following position classification job description revision:

1. **Position Title:** Program Manager, College & Career Readiness for All Initiative, HS Linked Learning; **Union:** UAOS; **Salary Schedule:** ADCL 15; **Salary:** \$110,206.6 - \$140,668.21
 - **Details of Revision and Fiscal Impact:** The HS Linked Learning Office, Talent and UAOS worked together with the employee to revise duties held in this position. No changes were made to FLSA status, bargaining-unit assignment, or salary range. No budget impact.

Recommendation

Approval by the Board to create and revise the following job classifications and accompanying job descriptions:

Revision:

1. Program Manager, College & Career Readiness for All Initiative, HS Linked Learning



**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 2526-0070**

- Revision of Job Description – Program Manager, College & Career Readiness for All Initiative, HS Linked Learning

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 aligns 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 determines that the following positions are created as set forth in the attachments and shall be established on the respective salary schedule/range effective 12:01 a.m., January 28, 2026, as follows:

Revision:

1. **Position Title:** Program Manager, College & Career Readiness for All Initiative, HS Linked Learning;
Union: UAOS; **Salary Schedule:** ADCL 15; **Salary:** \$110,206.6 - \$140,668.21

BE IT FURTHER RESOLVED, that the Board authorizes the creation of the job description as so stated above.

Passed by the following vote:

PREFERENTIAL AYE:

PREFERENTIAL NOE:

PREFERENTIAL ABSTENTION:

PREFERENTIAL RECUSE:

AYES:

NOES:

ABSTAINED:

RECUSE:

ABSENT:

CERTIFICATION

We 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 on January 28, 2026.

OAKLAND UNIFIED SCHOOL DISTRICT

Legislative File	
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By:	

Jennifer Brouhard
President, Board of Education

Dr. Denise Saddler
Interim Superintendent and Secretary, Board of Education



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Position Description

TITLE:	Program Manager, College & Career Readiness for All Initiative	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	High School Linked Learning	CLASSIFICATION:	Classified Management
FLSA:	UAOS	WORK YEAR/HOURS:	261 days / 7.5 hours or duty days and hours as assigned
ISSUED:	Created: TBD 2025	SALARY GRADE:	ADCL 15

POSITION SUMMARY [BASIC FUNCTION]: The Program Manager, College & Career for All Initiative is responsible for fiscal operations, systems development, and maintenance related to the College & Career for All Fund. The Program Manager supports the effective and compliant use of College and Career for all Fund dollars in alignment with the District's Linked Learning Pathway initiative. These projects require collaboration across functional teams, schools, and departments throughout Oakland Unified School District and Charter Schools funded by the College & Career for All Fund.

ESSENTIAL 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.)

College & Career for All Fund Operations & Systems Development

- Develop fiscal procedures, record-keeping processes, and other duties related to overall budgetary management and administration of College & Career for All Fund across all funded schools.

- Develop and maintain systems to ensure maintenance of approved budgets and transaction records; review requisitions, and requests for budgetary changes, and reassignment of funds to and from College and Career for All Fund.
- Coordinate with fiscal staff to ensure allocations, budgets, and processing are aligned with approved budgets and audit-compliant processes. Improve operational effectiveness by streamlining processes and procedures.
- Collaborate with the Financial Services Department to: ensure College and Career for All Initiative allocations are properly calculated and dispersed; prepare and manage budgets in accordance with the College and Career for All Initiative legislative mandates to ensure fiscal responsibility and compliance; and report progress and compliance to the Commission and District Leadership.
- Manage the system for budget development and revision, including review and approval. Budgets include annual plans, revisions, and all forms of carryover plans.
- Manage all budgetary aspects of the Education Improvement Plan, including updating all related forms and functions of the tools and customizing annually for schools.
- Manage duty statements, including review and approval of them to ensure compliant use of the funds.
- Provide training to school and central staff regarding budgetary and fiscal practices related to the College and Career for All Fund.
- Manage reimbursements of non-OUUSD schools that receive College and Career for All funds that participate in the reimbursement process and ensure timely reimbursement and audit-compliant processes via collaboration with the OUUSD Charter Office and Auditor.
- Collaborate with designated staff on the annual audit of College and Career for All Fund, collaborating with the fiscal team, High School Linked Learning leadership, and auditor(s) on key tasks, including but not limited to providing fiscal reports, and providing requested audit samples.
- Convene, facilitate, and/or serve on committees, task forces, and ad hoc groups as necessary for assigned areas of responsibility
- Attend department and other meetings as required.
- Travel to school sites as needed to provide in-person training or advising on the College and Career for All Fund, including collaboration with and strategic support for school sites around effective use of the funds.
- Perform related duties as assigned.

PREREQUISITES [EDUCATION, TRAINING, & EXPERIENCE]

- Bachelor's Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) in Education, Business Administration, or related field. A combination of experience and education may be used to meet the Bachelor's Degree requirement; however, the work experience years used to qualify for the Bachelor's Degree requirement cannot be used to meet the work requirement
- Three (3) years of experience in project management at school sites, central office, or similar organizations and in supporting large strategic initiatives.
- Experience should include project management techniques and tools, group organization, communications, material preparation, task management, budget management, and cost and benefit financial analysis.
- Knowledge of both theoretical and practical aspects of project management is preferred
- Master's degree preferred
- Valid California Driver's License
- Must have reliable transportation to perform duties, including valid California Driver's License and insurance
- Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

KNOWLEDGE & ABILITY

Knowledge of:

- Effective project management principles and methodologies
- Budget preparation and management to ensure fiscal responsibility
- Strategic direction of Oakland Unified School District and High School Linked Learning
- Organizational development and organizational change management principles and practices
- 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 and staff. Interpersonal skills using tact, patience, and courtesy
- Correct English usage, grammar, spelling, vocabulary and punctuation
- Computer software, hardware, and related technology

Ability to:

- Manage and supervise special projects
- Accurately analyze situations and problems relating to projects, identify alternative solutions, project consequences of proposed actions, and implement an effective course of action in accordance with general policy and pertinent codes and regulations
- Explain complex problems and solutions in clear, concise, and compelling ways.
- Use professional discretion to maintain confidentiality at all times.
- Understand and interpret District policies and procedures; be able to incorporate them into practice and explain them to others.
- Design, develop, and implement broad strategic initiatives and work plans and evaluate their outcomes. Facilitate discussion and learning activities toward a clear end.
- Establish and maintain effective working relationships with others of diverse backgrounds, expertise, and personalities
- Motivate and support adults to improve their practices, including training of department and site staff who interact with the College and Career for All Fund and Initiative.
- Serve as a resource to District administrators and facilitate communication throughout the District
- Set goals, work independently, and drive results
- Produce high-quality work, including strong attention to detail
- Manage multiple assignments, priorities, and projects in a demanding environment
- Adapt to feedback and focus on continuous improvement
- Communicate effectively in written and oral form with other Departments and school sites
- Learn new software applications and assist sites in using academic database tools
- Work as an integral member of a team
- Operate a personal computer, related software, and other office equipment

WORKING CONDITIONS

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Environment:** Office and diverse school site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions
- **Physical Demands:**

- 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.
- Extended exposure to computer screens and working with moderate to high stress levels in managing multiple responsibilities.

NON-DISCRIMINATION POLICY:

The Oakland Unified School District does not discriminate in any program, activity, or employment based on 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.

Classification Creation/Elimination Routing Form

Classification: Program Manager, College and Career Readiness for All Initiative

Department: High School Linked Learning

Human Resources

- ☐ Reviewed for compliance with appropriate format
- ☐ Reviewed for placement on appropriate salary range
- ☐ Reviewed for consistency with existing classifications

By: _____ Date: _____
Talent Division

Labor Management & Employee Relations (LMER)

- ☐ Determination of appropriate bargaining unit
- ☒ Meet & Confer held with appropriate bargaining unit:

- ☐ AFSCME
- ☐ AFT
- ☐ Building & Construction Trades
- ☐ CSEA
- ☐ OEA
- ☐ SEIU
- ☐ Teamsters
- ☒ UAOS
- ☐ N/A Non-Represented

By: Moyra Contreras Date: Oct 22, 2025
Moyra Contreras (Oct 22, 2025 17:43:01 PDT)
Bargaining Unit Representative

By: GIA WHITE Date: Oct 23, 2025
GIA WHITE (Oct 23, 2025 00:19:23 PDT)
LMER Representative