

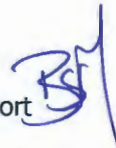
OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

November 19, 2014

Legislative File	
File ID Number:	14-2225
Introduction Date:	11/19/14
Enactment Number:	14-1910
Enactment Date:	11/19/14
By:	OSL

TO: Board of Education

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



SUBJECT: Approval of Job Descriptions – Police Services, Office of Post-Secondary Readiness, and Community Schools and Student Services

- Coordinator, School Security Officers
- Deputy Chief, Continuous School Improvement
- Program Assistant, McKinney-Vento

ACTION REQUESTED

Adoption by the Board of Education of Resolution No. 1415-0107, approving the following job descriptions: Coordinator, School Security Officers, Deputy Chief, Continuous School Improvement and Program Assistant, McKinney-Vento.

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 new and revised job descriptions for positions in Police Services, Office of Post-Secondary Readiness, and Community Schools and Student Services so each department can complete its assigned work.

Police Services

New Job Description

Classification Title

Coordinator, School Security Officers,
Police Services

Salary Schedule/Range

Salary Schedule: ADCL

Range 17: \$ 79,836.05 - \$ 101,875.75

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

Office of Post-Secondary Readiness

Revised Job Description

Classification Title

Deputy Chief, Continuous School Improvement,
Office of Post-Secondary Readiness

Salary Schedule/Range

Salary Grade: Contract

261 days

Community Schools and Student Services

New Job Description

Classification Title

Program Assistant, McKinney-Vento
Community Schools and Student Services

Salary Schedule/Range

Salary Schedule: WTCL

Range 38: \$ 37,004.48 - \$ 49,568.73

261 days / 7.5 hours

BUDGET IMPACT

None.

RECOMMENDATION

Adoption by the Board of Education of Resolution No. 1415-0107, approving the following job descriptions: Coordinator, School Security Officers, Deputy Chief, Continuous School Improvement and Program Assistant, McKinney-Vento.

Legislative File	
File ID Number:	14-2225
Introduction Date:	11/19/2014
Enactment Number:	14-1910
Enactment Date:	11/19/2014
By:	<i>OL</i>

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1415-0107**

- Police Services, Office of Post-Secondary Readiness, and Community Schools and Student Services -

Approving Job Descriptions

- Coordinator, School Security Officers, Deputy Chief, Continuous School Improvement and Program Assistant, McKinney-Vento -

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 job descriptions: Coordinator, School Security Officers, Police Services; Deputy Chief, Continuous School Improvement, Office of Post-Secondary Readiness; and Program Assistant, McKinney-Vento, Community Schools and Student Services, attached hereto, and confirms said job descriptions' placement on the salary schedules/ranges or employment contracts, as stated herein.

Police Services

New Job Description

Classification Title

Coordinator, School Security Officers,
Police Services

Salary Schedule/Range

Salary Schedule: ADCL

Range 17: \$ 79,836.05 - \$ 101,875.75

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

Office of Post-Secondary Readiness

Revised Job Description

Classification Title

Deputy Chief, Continuous School Improvement,
Office of Post-Secondary Readiness

Salary Schedule/Range

Salary Grade: Contract

261 days

Community Schools and Student Services

New Job Description

Classification Title

Program Assistant, McKinney-Vento
Community Schools and Student Services

Salary Schedule/Range

Salary Schedule: WTCL

Range 38: \$ 37,004.48 - \$ 49,568.73

261 days / 7.5 hours

Passed by the following vote:

AYES: Roseann Torres, Anne Campbell-Washington, Christopher Dobbins, Jody London, Jumoke Hinton Hodge, Vice President James Harris, President David Kakishiba

NOES: None

ABSTAINED: None

ABSENT: None

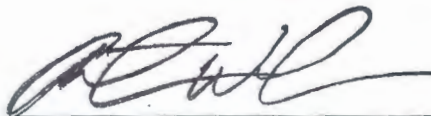
I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held November 19, 2014.

Legislative File	
File ID Number:	14-2225
Introduction Date:	11/19/2014
Enactment Number:	14-1910
Enactment Date:	11/19/2014
By:	<i>DL</i>

OAKLAND UNIFIED SCHOOL DISTRICT



David Kakishiba
President, Board of Education



Antwan Wilson
Superintendent and Secretary, Board of Education

Legislative File	
File ID Number:	14-2225
Introduction Date:	11/19/2014
Enactment Number:	14-1910
Enactment Date:	11/19/14
By:	02



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Coordinator, School Security Officers	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Police Services	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS:	261 days / 7.5 hours or duty days and hours as assigned
ISSUED:	Created: November 2014	SALARY GRADE:	ADCL 17

BASIC FUNCTION: Under the direction of assigned supervisor, plan, organize, coordinate and manage the programs, services and activities of school site and District security operations; analyze security requirements and recommend improvements which assure the safety, security, and protection of District students, staff, facilities and the public; communicate effectively with school administrators, direct reports and other District staff, local law enforcement and other community representatives to ensure cooperative working relationships; organize and coordinate work assignments; select, assign, train and supervise and evaluate staff; provide ongoing training programs to ensure assigned staff are trained in an ongoing and timely manner.

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

Develop and maintain effective and professional working relationships with students, parents, staff, administrators and community members with the goal of building positive relationships/partnerships; assisting in positive intervention and support initiatives; and implementing de-escalation, conflict resolution and restorative justice strategies to increase school safety and provide a positive school environment.

Oversee the development and implementation of continuous training and coaching to security personnel and other employees in pertinent policies, procedures and methods to ensure security services are provided in a legal, timely, effective and uniform manner with an emphasis on building positive relationships/partnerships, positive intervention and support, de-escalation strategies, conflict resolution and restorative justice.

Coordinate safe schools, crime prevention and protection activities (e.g. campus lock-down, evacuation, and other emergency procedures) to ensure adequate procedures are in place.

Make manpower adjustments to shifts according to staff available and special activities or events needing extra coverage, authorize overtime, with the approval of assigned supervisor, to maintain safe and secure schools.

Investigate and prepare written incident reports on: non-compliance to District policies; matters of disruptive activity; incidents or damage, injury, weapons use of possession, theft, drug abuse; alcohol, and tobacco use, sabotage, vandalism, assaults/fights or other inappropriate or illegal activity occurring on District property; produce written reports on any security related matters upon request.

Maintain close communication with and keep assigned supervisor, School Security Officers and site administrators informed of all matters related to site safety and security; maintain close communication with assigned supervisor relaying information regarding potential activity effecting the safety and security of the students, staff or facilities.

Meet with District administrators, faculty or other personnel, including representatives of other agencies to develop strategies and operating procedures for security personnel.

Meet with Chief of District Police, District Police Officers, School Security Officers, District administrators, faculty or other personnel, including representatives of other agencies to formulate school crisis emergency and safety plans as well as resolve situations and problems that arise with school safety and emergency preparedness areas of responsibility.

Develop and maintain procedures and methods for protecting students, staff, facilities and the general public; recommend changes in site safety and security operations to reduce safety and security risks; participate in school security assessment process with other District employees.

Respond to calls from the public and District employees on a variety of school safety issues to explain District policies, rules and sections of the Education and Penal codes that apply to school Districts.

Respond to District sites to assist in emergencies where peace and order may be threatened; assess the situation and deploy additional officers as needed; contact local law enforcement or fire and rescue personnel as needed.

Conduct investigations of incidents pertaining to burglary, vandalism, theft or arson of District-owned property.

Conduct random and scheduled patrols of assigned District sites, facilities and grounds or at other sites of District sponsored events.

Maintain current working knowledge of District policies concerning student conduct and discipline and applicable federal, state, local and District laws, ordinances, policies and regulations.

Support the District's Voluntary Resolution Plan with the Office of Civil Rights.

Develop and maintain effective, professional and diplomatic working relationships with local law enforcement officials and other related governmental officials as required and directed.

Maintain confidentiality of information.

Recruit, screen, train, assign and evaluate (solicit input from the site administrator or designee) District SSOs.

Attend and complete training as directed; initiate or request ongoing training regarding the use of technology or information involving safety and security techniques, procedures and protocols and general technology use.

Perform school safety functions and serve as a relief to security personnel as required.

Provide cross-training of other staff.

Perform related duties as assigned to maintain District security.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: Associate of Arts degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) in police science or closely related field preferred, but not required. A combination of experience and education may be used to meet the AA Degree requirement; however, the work experience years used to qualify for the AA Degree requirement cannot be used to meet the work requirement.

Three (3) years experience supervising others in a security/safety related field

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, tuberculosis and/or other employment clearance

May be required to attend periodic evening meetings and/or travel within and out of District boundaries to attend meetings

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Positive intervention and support, de-escalation, conflict resolution and restorative justice initiatives and strategies

Building partnerships and collaboration with individuals, departments, agencies, and institutions

Page 3 of 4 Coordinator, School Security Officers

Interpersonal skills emphasizing tact, patience, courtesy and respect

Facilitation techniques

Building authentic and trusting relationships

Presentation, communication, and public speaking techniques

The District's Voluntary Resolution Plan

The Community School philosophy and implementation strategy

Principles of training and supervision

Law enforcement and security policies, procedures and methods and best practices

State legal codes including penal, education, welfare and institutions, health and safety codes

Applicable laws concerning law enforcement and security work including laws of search and seizure, arrest and evidence

School District organization, administration, facilities and operations

Crowd and traffic control techniques

Police radio codes and procedures

First aid procedures

Report writing methods

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:

Communicate, interact and work in a positive manner with K-12 students, parents, staff, administrators, law enforcement and community members

Respond to emergency situations and unlawful activities and take appropriate action

Establish effective working relationships and interact successfully with others

Develop and maintain positive and professional working relationships with a diverse group of students, staff, law enforcement, volunteers and the community in a confidential manner

Organize and prioritize workload for self and those supervised

Provide leadership to assigned personnel regarding security

Successfully work independently, as a member of a department and management team

Select, assign, schedule, train, supervise and evaluate others

Be flexible and adaptable as situations warrant

Maintain records and files

Observe health and safety rules and regulations

Meet schedules and timelines

Complete work with many interruptions

Read, interpret, apply and explain rules, regulations, policies and procedures

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

Prepare and deliver oral presentations

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; may be required to work in inclement weather with or without effective protection from sun, cold and rain; potential contact with blood and other body fluids and communicable diseases

PHYSICAL REQUIREMENTS:

Consistent mental alertness; sitting or standing for extended periods of time; walking long distances; lifting, carrying, pushing, and pulling objects up to 50 pounds, occasionally up to 100 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.

Legislative File	
File ID Number:	14-2225
Introduction Date:	11/19/2014
Enactment Number:	14-1910
Enactment Date:	11/19/14
By:	DS



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Deputy Chief of Schools, Continuous School Improvement	REPORTS TO:	Chief of Schools
DEPARTMENT:	Office of Post Secondary Readiness	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS:	261 days
ISSUED:	Created: August 2014 Revised: November 2014	SALARY GRADE:	Per Contract

BASIC FUNCTION: Under the direction of the Chief of Schools, the Deputy Chief of Schools is responsible for the continuous school improvement process creating the vision, gathering data related to the vision, analyzing data, planning the work of schools to align with the vision and strategic plan, implementing the strategies and action steps outlined in the plan and gathering data to measure the impact. The Deputy Chief leads the work of school portfolio management which includes the development of quality options for all district students such as; new school development, school transformation and charter options.

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

Direct and oversee the roles and functions of the District's school quality review, school portfolio management, charter school authorizing, and quality diverse provider programs, projects, and initiatives.

Implement and design District-wide systems for the understanding and use of a variety of assessments, including screening tools, formative measures and summative measures to drive instructional planning and intervention.

Provide management and supervision of the Director of Continuous School Improvement; the Director of Quality Diverse Providers, as well as all key managers, staff and contract service providers associated with these departmental functions.

Ensure the continuous improvement of school and central office performance through established metrics of accountability to include, but not be limited to, the District's Balanced Scorecard, and quarterly reporting required of each of these instruments, aligned to the District's adopted Strategic Plan.

Ensure the continuous improvement of schools and central office performance through the generation, dissemination, and utilization of the annual School Scorecard, School Quality Review Process, and the effective use of data platforms designed to monitor the primary indicators for school and central office success, aligned to the District's adopted Strategic Plan.

Direct and oversee the coordinated, cross-departmental supports and services associated with the development and implementation of each school's Single Plan for Student Achievement (Community School Strategic Site Plan).

Direct and oversee the cross-departmental participation in the Continuous School Improvement process and the cross-departmental analysis and utilization of the results of the Continuous School Improvement process to incorporate promising practices, to address gaps in school and central office performance.

Manage and coordinate the development of central office Performance Management metrics and instruments for monitoring, reporting, and continuously improving central office supports and services aligned to Board adopted Quality Standards for Central Office performance.

Ensure alignment and coherence of District policies and practices to successfully implement quality review efforts District-wide; as well as the effective implementation of the District's Quality Schools Development policy, to include but not be limited to the alignment and coherence of this policy as it pertains to the District's charter school authorizing practices.

Provide coordination and support on behalf of requisite presentations and reporting to the Board of Education, Leadership Team, staff, community and partner organizations on the progress of the District against the standards and goals set forth in the District's Strategic Plan.

Ensure the development and implementation of a District-wide training program designed to increase the access of schools and communities to relevant data and information associated with student, school and central office progress toward meeting established goals and metrics; including the effective use of tools developed internally and/or contracted externally to support this effort.

Manage data through coordination of new technology to help facilitate the reporting and decision-making process; prepare and present staff reports and other necessary correspondence.

Develop and prepare budgets; analyze and review budgetary and financial data to ensure data accuracy; monitor and authorize expenditures in accordance with established guidelines to ensure the financial stability of the District.

Oversee the development and implementation of departmental operational policies, regulations, and procedures.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files; provide for appropriate research and compile accurate reports to ensure the integrity and credibility of the District.

Develop and conduct ongoing training sessions for assigned staff regarding changes in office policies and legal procedures; attend and participate in professional group meetings; stay abreast of new trends and innovations in support of District goals.

Supervise and evaluate the performance of assigned staff; interview and select employees, and recommend transfer, reassignment, termination, and/or disciplinary action.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: A Master's Degree in education and five (5) or more years of school or school district leadership experience; demonstrated success leading strategic innovative educational initiative.

A Doctorate degree preferred but not required

Knowledge of and experience in staff leadership, curriculum development, staff evaluation, successful instructional practices, school improvement strategies, academic and accountability testing, policy and procedures, and community relations

Demonstrated success in improving student achievement results

Demonstrated success in executing significant budgetary and operational responsibilities at an executive level

Successful experience in working well in diverse economic, multicultural and multi-lingual communities and environment

LICENSES AND OTHER REQUIREMENTS:

Valid California Teaching Credential preferred

Valid California Administrative Services Credential preferred

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 workscope

Planning, organization and coordination needed for assigned program

Principles and practices of effective management

School design and evaluation of design

School management and operations

Quality instructional practices and professional development in these practices

Assessment design and analysis

District organization, operations, policies, objectives and goals

Planning, organization and coordination needed for assigned program

Principles and practices of effective leadership

Technical aspect in field of specialty

Interpersonal skills using tact, patience, and courtesy

Principles and practices of supervision and evaluation

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

Excellent English usage, grammar, spelling, and punctuation

Oral and written communication skills

Management information systems

Computer hardware systems, mainframes, software applications, and languages utilized by the District

ABILITY TO:

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

Provide leadership, train and evaluate the performance of assigned staff

Negotiate skillfully in difficult situations and strongly promote compromise to satisfy all parties

Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports

Communicate effectively in English, oral and written directions

Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities

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

Communicate patience and courtesy in a manner that reflects positively on the organization

Demonstrate loyalty and high ethical standards

Analyze and resolve critical issues with significant organizational impact

Focus and appropriately allocate resources toward identified goals

Think outside the box and develop new methods or solutions inspiring others to reach a common goal

Apply integrity and trust in all situations

Plan, prioritize, and organize work to meet schedules and timelines

Manage multiple projects simultaneously

Work independently and effectively with minimum direction

Manage, change and design an effective system of reporting progress and monitoring results

Prepare and maintain statistical reports

Prepare and monitor department budget to ensure fiscal responsibility

Actively participate in meeting District goals and outcomes

Provide technical guidance and recommendations concerning existing computer programs and systems

Supervise, coach, and evaluate assigned staff

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.

Legislative File	
File ID Number:	14-2225
Introduction Date:	11/19/2014
Enactment Number:	14-7910
Enactment Date:	11/19/14
By:	bc



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Program Assistant, McKinney-Vento	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: November 2014	SALARY GRADE:	WTCL 38

BASIC FUNCTION: Promote and support the OUSD Strategic Plan to create equitable opportunities for learning and success that ensure all students are college and career ready. Play an integral role in achieving the mission and goals of a Full Service Community District by providing support to schools and families. Organize and deliver a continuum of outreach, academic enrichment, advocacy, and enrollment supports for targeting homeless children and youth.

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

Assist homeless students and families during the enrollment process and determine eligibility for transportation assistance.

Enroll homeless students and families into McKinney-Vento Program.

Provide homeless students and families with information about key district activities and timeliness and advocate for qualifying students as appropriate.

Monitor attendance, grades, discipline reports, and transcripts of homeless students in OUSD and broker services to increase school attendance and achievement.

Provide referrals for healthcare, housing, public assistance and other social services for homeless students and assist homeless students and families to access a continuum of District and community services.

Establish and maintain collaborative working relationships with other District departments and schools to ensure access to a wide range of community/school partnerships for homeless students and parents.

Assist in ensuring parents and guardians are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.

Maintain and distribute school readiness supplies and materials to homeless students and families.

Procure and keep office supplied with materials needed to support homeless youth and families including information about opportunities and services available.

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists and summaries from computer database.

Respond to telephone calls, emails, letters, and other communications.

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the Family, School and Community Partnerships Department and School District.

Attend professional meetings and professional development related to homelessness and other federal programs.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: Education, training and experience equivalent to: an Associate's of Arts degree and 2 years of relevant work experience with homeless programs.

Experience working in an urban school district environment preferred

Experience working with persons with diverse cultures and economic backgrounds

Combination of skills, education, experience and ability to fulfill all representative duties associated with this position

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:

Concerns, problems and common experiences of students experiencing homelessness

District and community resources for homeless youth and families

Available referral agencies and resources with the city and county

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

Advanced training techniques

Correct English usage, grammar, spelling, and punctuation

Telephone techniques, systems and etiquette

Interpersonal skills using tact, patience and courtesy; good communication skills and techniques

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

Principles of evaluation and supervision

Collection and organization of information including electronic data

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

Facilitation practices and skills

Computer software, hardware, and related technology

ABILITY TO:

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

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

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

Communicate clearly

Understand and interpret District and other rules, policies and procedures

Understand and follow oral and written directions; work independently

Work with computer software, hardware, and related technology

Meet schedules and time lines

Maintain records

Analyze situations accurately and take appropriate action

Successfully establish and maintain effective working relationships with a variety of individuals and agencies

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

Train employees and others

Prepare presentations and use expert facilitation skills

**WORKING CONDITIONS
ENVIRONMENT:**

Office environment, diverse neighborhood and school settings, driving a vehicle to conduct work; flexible schedules; 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.