

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

April 25, 2012

| Legislative File | |
|--------------------|---------|
| File ID Number: | 12-1038 |
| Introduction Date: | 4/25/12 |
| Enactment Number: | 12-1065 |
| Enactment Date: | 4-25-12 |
| By: | AS |

TO: Board of Education

FROM: Anthony Smith, Ph.D., Superintendent
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support

SUBJECT: Reclassification of a Classified Represented Position in the Programs for Exceptional Children Department

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1112-0215 – Reclassification of a Classified Represented position in the Programs for Exceptional Children Department.

DISCUSSION

The current job description of Technology Support Specialist is designed to address hardware and networking needs. In contrast, the data management needs of the Special Education Department include the input, manipulation and reporting of data using software and computer systems unique to special education as well as systems used in the general education program. The job description has been revised to reflect these essential functions and is being reclassified to be specific to the needs of the Special Education Department.

Programs for Exceptional Children

Reclassification:

Position Title/TTE

Technology Support Specialist (2.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL

Range 55: \$62,018 - \$83,096

12 months, 261 days, 7.5 hours

To:

Programs for Exceptional Children

Create:

Position Title/FTE

* Specialist, SELPA Data and Systems
Management (2.0 FTE)

Salary Schedule/Range

Salary Schedule, WTCL

Range 55: \$62,018 - \$83,096

12 months, 261 days, 7.5 hours

* A Meet and Confer has been conducted with the appropriate bargaining unit. Though they have agreed the position should move forward for Board consideration, they have elected to conduct further research to determine consistency with other existing job classifications within their unit prior to agreeing with the job description. Should their research raise a concern, another meet and confer will be scheduled.

BUDGET IMPACT

This position will be funded by Special Education funds.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1112-0215 – Reclassification of a Classified Represented position in the Programs for Exceptional Children Department.

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| Enactment Date: | 4-25-12 |
| By: | JS |

RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1112-0215

Programs for Exceptional Children Department

Create

- Specialist, SELPA Data and Systems Management -

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 District is committed to generate a productive highly trained staff able to work cooperatively and efficiently to provide quality customer service; and

WHEREAS, the District is committed to a structure which focuses on promoting health and well-being, and student achievement and to support sites fully, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby approves the reclassification of the position of Technology Support Specialist to the position of Specialist, SELPA Data and Systems Management, in the Programs for Exceptional Children Department attached hereto, and confirms said position's placement on the respective salary schedule/range, as stated herein, effective 12:01 a.m., April 26, 2012:

Programs for Exceptional Children

Reclassification:

Position Title/TTE

Technology Support Specialist (2.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL

Range 55: \$\$62,018 - \$83,096

12 months, 261 days, 7.5 hours

To:

Programs for Exceptional Children

Create:

Position Title/FTE

* Specialist, SELPA Data and Systems
Management (2.0 FTE)

Salary Schedule/Range

Salary Schedule, WTCL

Range 55: \$62,018 - \$83,096

12 months, 261 days, 7.5 hours

and,

BE, IT FURTHER RESOLVED, that the Board authorizes 1.0 FTE of this position.

Passed by the following vote:

AYES: David Kakishiba, Gary Yee, Christopher Dobbins, Alice Spearman,
Vice President Jumoke Hinton Hodge and President Jody London

NOES: None

ABSTAINED: None

ABSENT: Noel Gallo

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 April 25, 2012.



Edgar Rakestraw, Jr.
Secretary, Board of Education
Oakland Unified School District

| Legislative File | |
|-------------------------|---------|
| File ID Number: | 12-1038 |
| Introduction Date: | 4/25/12 |
| Enactment Number: | 12-1045 |
| Enactment Date: | 4-25-12 |
| By: | ES |

| Legislative File | |
|--------------------|---------|
| File ID Number: | 12-1038 |
| Introduction Date: | 4/25/12 |
| Enactment Number: | 12-1065 |
| Enactment Date: | 4-25-12 |
| By: | 82 |



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

| | | | |
|--------------------|--|------------------------|----------------------------|
| TITLE: | Specialist, SELPA Data and Systems Management | REPORTS TO: | Assigned Supervisor |
| DEPARTMENT: | Programs for Exceptional Children | CLASSIFICATION: | Classified |
| FLSA: | Exempt | WORK YEAR/HOURS | 261 days/7.5 hours |
| ISSUED: | Created: April 2012 | SALARY GRADE: | WTCL 55 |

BASIC FUNCTION: Under general supervision, provide data management and technical support for special education systems and student programs. Perform within a broad framework of specialized policies and procedures to plan, manage and support technical systems and programs for special education, including systems used for general education programs. Implement and maintain data collection, special projects, reporting systems, department procedures, information systems and software systems related to students' special education programs.

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.)

E = Essential Functions

Provide technical support to program staff and participating programs in processing data, implementing regulations and procedures, and using finance and student systems, databases, peripherals equipment and networks. **E**

Identify and research system related problems and causes; secures and diagnoses relevant information and determines appropriate action for resolution. **E**

Coordinate all Management Information Systems (MIS) for the Special Education Local Plan Area (SELPA), including identifying problems and determining appropriate action for resolution. **E**

Implement appropriate procedures relating to the California Special Education Management Information System (CASEMIS) program, AERIES, and the California Longitudinal Pupil Achievement Data System (CALPADS) or other student data programs. **E**

Articulate special education system needs to the layperson, to district database administrators and to the WEB IEP vendor in order to collaboratively increase the interface between WEB IEP and AERIES. **E**

Monitor the accuracy of Individual Education Program (IEP) documents from the field, obtain corrected documents, and process final documents through data input into the IEP database. **E**

Monitor the accuracy and timeliness of annual and triennial IEP review dates and provide data reports to special education leadership to reveal compliance trends and sources of non-compliance. **E**

Monitor the accuracy of SELPA class lists and compare with information produced from WEB IEP. Obtain evidence to clarify data discrepancies and input correct data into IEP database. **E**

Provide SELPA Coordinator with data about the source of inaccurate and untimely reports, IEPs and class lists. **E**

Complete timely and accurate special education reports required by the California Department of Education; these include, but are not limited to, the December and June CASEMIS reports, Personnel Data Report, December and June Desired Results Developmental Profile (DRDP) reports and the Annual Service Plan. Ensures data collection and reporting procedures meet mandated regulations; implements and monitors program data entry. **E**

Provide Special Education, Special Day Class (SDC) student count to District fiscal and facilities department twice a year. **E**

Identify and advise SELPA Coordinator of unmet department needs or compliance issues and collaborates to develop procedures to correct deficiencies. **E**

Develop spreadsheets to assist the department to analyze data related to special education functions. **E**

Implement short and long term procedures, plans, forms and reporting systems. **E**

Contribute to cost-analysis for implementing new or improved information systems. **E**

Effectively use word processing, database, and spreadsheet software application programs and student program specific information system(s) in the course of assigned duties. **E**

Effectively operate standard office equipment including a personal computer, copier, fax, printer, and other peripheral equipment related to telecommunications and network servers. **E**

Assist in the revision of program manuals, documents and related forms. **E**

Respond to administrative, program and other related inquiries in accordance with assigned functions. **E**

Provide training to site and program personnel. **E**

Participate in professional development on a regular basis. **E**

Attend and participate in job-related meetings. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: Bachelor's degree with major coursework in computer science, systems analysis, research, statistics or closely related field and 4 years job related experience involving data management and software utilization.

Experience with special education reporting systems and software including CASEMIS.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

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

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Proper English usage, grammar, vocabulary, spelling, sentence structure and punctuation

Principles, practices, methods, terminology and procedures of information systems and data collection

Word processing, databases, presentation and spreadsheet software

Special Education state and federal laws, regulations and codes

California Education Code sections pertinent to the SELPA program

District policy and administrative regulations and procedures related to the SELPA program

Procedures and practices related to AERIES, CASEMIS and CALPADS

Education measurement and data collection instruments related to student information programs

Office equipment including desktop computer, fax machine, copier, printer and other peripheral equipment

Office procedures and practices including recordkeeping and filing

ABILITY TO:

Identify MIS problems involving special education-specific systems and determine appropriate action for resolution

Collect, and analyze complex data and information to arrive at sound program recommendations

Prepare and organize special education reports and compliance documents

Understand special education laws, regulations and codes

Understand complex data requirements for student programs

Organize and perform work independently

Communicate effectively, both orally and in writing

Prepare and design filing systems and comprehensive reports of a technical nature.

Establish and maintain cooperative and effective relationships with others

Operate personal computer, related software, and other office equipment

WORKING CONDITIONS

ENVIRONMENT:

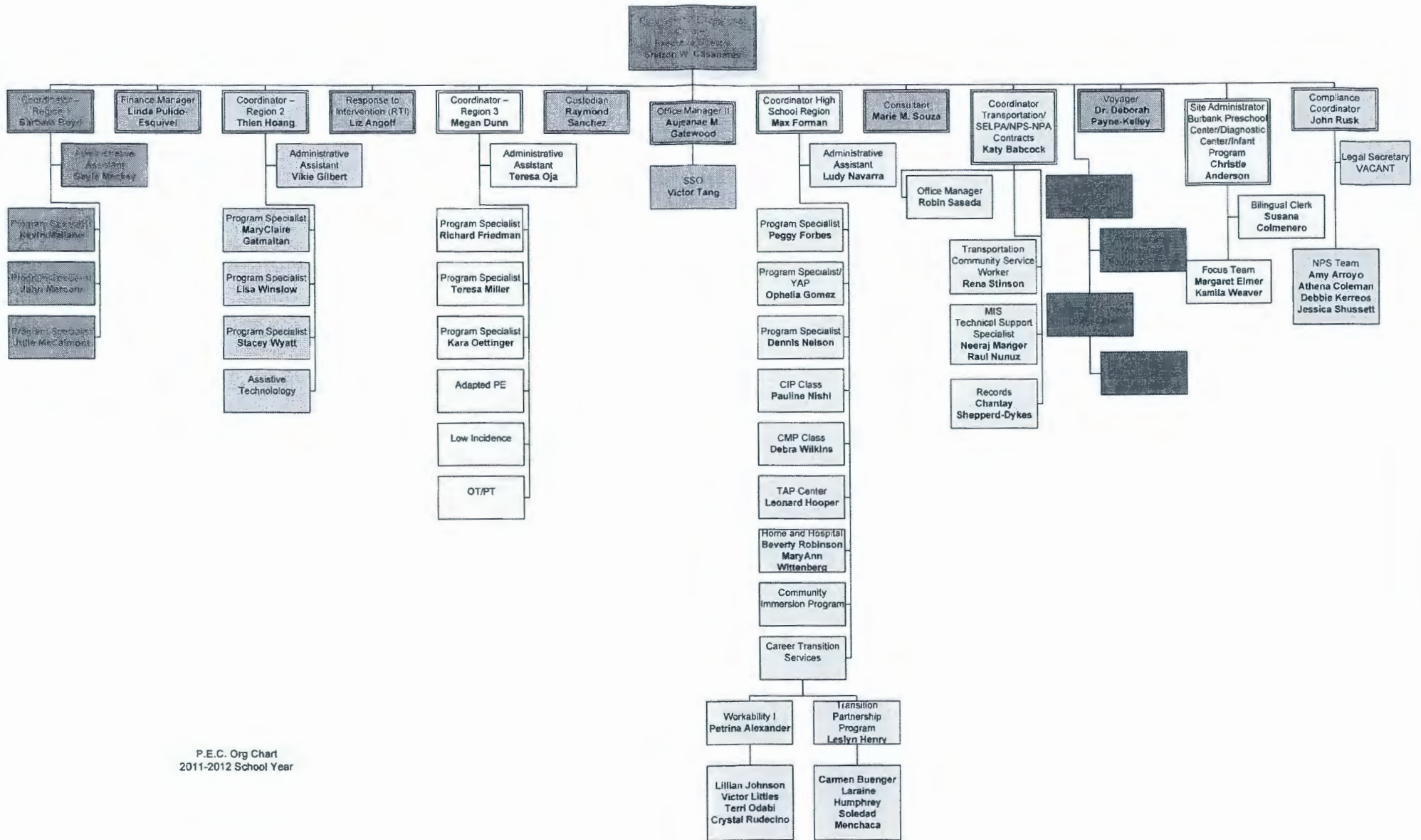
Duties are performed in an office environment sitting at a desk, walking among departments located on multiple floors with elevator and stair access; may require use of personal vehicle to conduct work to visit District offices and/or school sites. Operate desktop computer and network system equipment/services for prolonged periods of time.

PHYSICAL REQUIREMENTS:

Regularly stand and sit for long periods of time. Walk short distances on a regular basis, use hands to handle, feel, finger and to operate a computer keyboard, network servers or other office equipment. Reach with hands and arms overhead above shoulders and horizontally, bend at waist, stoop, kneel or crouch to retrieve or store records or files. Speak clearly and distinctly to answer telephones and to provide information. Consistent mental alertness. See to read fine print and operate desktop computer. Hear and understand voices over the telephone and in person. Move and transport program material weighing up to 20 pounds.

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.



P.E.C. Org Chart
2011-2012 School Year