

**OAKLAND UNIFIED SCHOOL DISTRICT**  
Office of the Superintendent of Schools

May 13, 2015

<b>Legislative File</b>	
File ID Number:	15-0793
Introduction Date:	05/13/2015
Enactment Number:	15-0600
Enactment Date:	5/13/15
By:	QA

TO: Board of Education

FROM: Antwan Wilson, Superintendent  
Brigitte Marshall, Chief Talent Officer, Talent Development Division

SUBJECT: Approval of Job Descriptions – Office of Post-Secondary Readiness and Teaching and Learning Departments

- Executive Director, Athletics and Activities
- Manager, Athletics and Activities
- Manager, Visual and Performing Arts

**ACTION REQUESTED**

Adoption by the Board of Education of Resolution No. 1415-1121, approving creation of the following job descriptions: Executive Director, Athletics and Activities; Manager, Athletics and Activities for the Office of Post-Secondary Readiness and Manager, Visual and Performing Arts for the Teaching and Learning Department.

**BACKGROUND:**

As part of its ongoing effort 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, the Talent Development Division is presenting a new job description for two positions in the Office of Post-Secondary Readiness and one in Teaching and Learning so the departments can complete their assigned work.

1. Executive Director, Athletics and Activities
2. Manager, Athletics and Activities
3. Manager, Visual and Performing Arts

**BUDGET IMPACT**

None.

**RECOMMENDATION**

Adoption by the Board of Education of Resolution No. 1415-1121, approving creation of the following job descriptions: Executive Director, Athletics and Activities; Manager, Athletics and Activities for the Office of Post-Secondary Readiness and Manager, Visual and Performing Arts for the Teaching and Learning Department.

**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 1415-1121**

- Office of Post-Secondary Readiness and Teaching and Learning Departments -

**Approving Job Description**

- Executive Director, Athletics and Activities; Manager, Athletics and Activities;  
Manager, Visual and Performing Arts -

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**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 creation of the following job descriptions: Executive Director, Athletics and Activities; Manager, Athletics and Activities; Manager, Visual and Performing Arts, attached hereto, and confirms said job descriptions' placement on the salary schedule/range or employment contracts, as stated.

Passed by the following vote:

**AYES:** Roseann Torres, Shanthi Gonzales, Jumoke Hinton Hodge, Nina Senn, Aimee Eng, Vice President  
Jody London, President James Harris

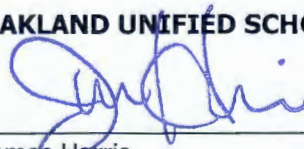
**NOES:** None

**ABSTAINED:** None

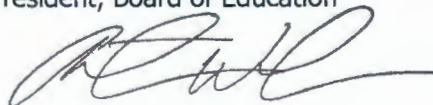
**ABSENT:** None

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 May 13, 2015.

**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

<b>TITLE:</b>	<b>Executive Director, Athletics and Activities</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Office of Post Secondary Readiness</b>	<b>CLASSIFICATION:</b>	<b>Classified Management, Confidential</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 days</b>
<b>ISSUED:</b>	<b>Created: May 2015</b>	<b>SALARY GRADE:</b>	<b>CFCA 25</b>

**BASIC FUNCTION:** Provide leadership in the development, organization, implementation, coordination and evaluation of the athletic programs. The Executive Director, Athletics and Activities works collaboratively to lead and nurture members of the staff and to communicate effectively with parents, members of the community and colleagues in other Districts and schools. The Executive Director is responsible for the planning, curriculum development, program evaluation, personnel management and financial management.

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:

#### Rules and Regulations

- Follow all rules and regulations of the California Interscholastic Federation (CIF), including preparing eligibility lists, submitting schedules, dues, team records, and other documents that pertain to CIF.
- Maintain a thorough knowledge of the CIF rules and regulations and enforce Board approved athletic policies and procedures.
- Communicate and enforce that all school athletes will be supervised at all times.
- Oversee the implementation of District attendance, behavior, and tardy consequence guidelines and District student academic eligibility guidelines as it pertains to athletics and extracurricular activities participants.
- Consult with school administration in resolving student athlete problems and issues.
- Ensure Athletic Directors and coaches meet District and CIF certification requirements.
- Ensure compliance of site reports, records, and files related to student eligibility, Oakland Athletic League (OAL) programs, and personnel according to established procedures, laws and regulations; maintain complete athletic records for all sports.
- Ensure program compliance with Title IX Educational Amendments and CIF rules and regulations; ensure equity in athletics.

#### Student Academic Support

- Develop, coordinate and oversee educational and tutorial programs to enhance the study skills of students; hold Athletic Directors and coaches responsible for following the District and CIF policy on eligibility and academic tutoring.

- Ensure student athlete preparation for college entrance exams.
- Coordinate advisement and assistance for student athletes' college search, scholarships and college applications.

### **Interscholastic and Physical Education**

- Communicate and implement strategies for the California Department of Education (CDE) K-12 Physical Education standards and graduation requirements.
- Align K-12 Physical Education curriculum with Oakland Athletic League seasons of sport.
- Coordinate and build partnerships with appropriate staff and community partners to design a comprehensive physical education and health program which connects health and wellness to academic achievement.
- Serve as Commissioner of the Oakland Section of the California Interscholastic Federation (CIF) and represent OUSD and the Oakland Section of the California Interscholastic Federation at the local, state and national level at meetings and on high school athletic competition related matters.
- Lead the development of the Varsity, Junior Varsity and freshmen programs.
- Represent the District as Tournament Manager for all league, District and State events that are assigned to the District.

### **Athletic Administration**

- Prepare and manage the budget and grants to cover required expenditures necessary to conduct the total interscholastic athletic program and extracurricular activities; review the budget and financial data to ensure fiscal responsibility and compliance; keep on file a complete financial record of receipts and expenditures; submit requisitions for all athletic equipment and supplies.
- Assist Athletic Directors and Facilities in developing a budget for District athletic venues.
- Prepare reports as required by Post Secondary Readiness, Superintendent and Board.
- Work with the school administration, community organizations, and state athletic directors to improve and promote the athletic program.
- Report, document, and file all athletic injuries per District protocols.  
Work with the contracted Athletic Trainer to educate students, parents, and coaches on proper training protocols to minimize injury.
- Verify that all participants have a physical examination, proper permission forms, and insurance verifications before the start of tryouts per school board policy.
- Check student eligibility per CIF and Board policy.
- Plan athletic banquet and approve all recommendations for athletic awards; attend recognition programs for school athletes.
- Consult with school administration on the monthly athletic calendar.
- Serve on District and community committees relating to athletics and recreation as requested.
- Supervise on-site athletic activities and perform athletic-related administrative duties during the months of June, July, and August as needed.
- Coordinate the use of District facilities and fields to meet the needs of the middle school, high school, and community.
- Hold pre-season meetings with field users to best meet the needs of the District and community.
- Assist Fields and Grounds Supervisor with regularly inspecting fields and facilities and recommending repair or maintenance in a timely manner prior to events; ensure compliance with all applicable codes and regulations.
- Assist Fields and Grounds Supervisor on initial layout and lining of the athletic fields at the beginning of each season and for special events.
- Collaborate with Facilities and Athletic Directors to establish and monitor procedures that create and maintain attractive, organized, functional, healthy, clean and safe facilities with proper attention to visual, acoustic and thermal environments.
- Develop, review, and revise the athletic handbook and any athletic agreements that each athlete, parent, and coach must abide by, with recommendations from administration, athletic directors and coaches, and subject to school district approval.
- Oversee publicity and press releases concerning athletics and co-curricular activities when necessary; promote the athletic and activities programs.
- Approve and coordinate any fundraising activities.
- Oversee the administration of athletic event concessions.
- Post all available coaching positions.

- Review athletic sports and move coaches from one sport to another depending on the number of student athletes involved in the sport.
- Oversee the coordination of the contracting of officials for all home games; maintain a written contract with each official assigned to work for the athletic event on file.
- Oversee the proper administration and supervision of all athletic events including securing workers and facilities for the events.
- Develop and print athletic event schedules.

### **Supplies, Equipment and Uniforms**

- Maintain an inventory of all athletic equipment and supplies; oversee the care, maintenance and storage of all athletic equipment.
- Ensure Athletic Directors and coaches keep supplies, equipment and uniforms in satisfactory condition and order all new and replacement supplies, equipment and uniforms when necessary.
- Guarantee the proper storage of all athletic supplies, equipment and uniforms.
- Ensure all Athletic Directors, coaches and activities coordinators have the equipment, supplies (including medical), uniforms prior to season or activity event and insure all equipment, unused supplies and uniforms are returned.

### **Events**

- Attend all home games, meets and contests and attend away games when possible, or appoint a representative to act in behalf of the Executive Director.
- Coordinate with non-school personnel the use of District athletic facilities and grounds.
- Assume responsibility for cancellation of games as circumstances require safeguarding athletic participants and District resources and rescheduling in the event of cancellation and notification to all staff.

### **Professional Development**

- Seek, accept and respond to evaluative feedback from subordinates, peers and superiors, utilizing such information to improve performance.
- Attend professional meetings with members of the Athletic Department.
- Provide in-service training and professional development for Athletic Directors and Coaches.

Establish a professional rapport with students and staff that earns respect; maintain visibility with students, staff, parents and community, attending practices and events regularly.

Maintain confidentiality and protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.

Hire, supervise and evaluate assigned staff.

Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

**TRAINING, EDUCATION AND EXPERIENCE:** Bachelor Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) with a major or minor in Physical and/or Health Education. 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 athletic program oversight and management

Experience with school district high school athletic programs and working with adolescents required

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California Teacher Credential preferred

Valid California Administrative Services Credential preferred

Hold and maintain a valid CPR certification and first aid certification

Valid California Driver's License

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

Willing and able to travel District-wide and state-wide

**KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

Oakland Athletic League District goals, programs, and objectives

The principles, practices, rules and procedures of organized competitive sports and athletic and recreational activity programs

The facilities, materials and equipment utilized in athletic programs, special events, and related specialties

The potential hazards of various sports and other physical activities, and of the proper safety precautions

The philosophies and objectives of school recreation and athletics programs

The ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations

The current literature, trends, and developments in the field of athletic program administration

Physical and health education programs

Title IX requirements of assigned area

Budget preparation and management

Principles and practices of supervision and evaluations

First-aid and cardiopulmonary resuscitation techniques and universal precautions

Curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related learning

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

**ABILITY TO:**

Plan and supervise the activities required to execute assigned athletic programs

Exercise independent judgment and fairness in the application of program and game rules and procedures

Maintain current knowledge of applicable laws, codes, regulations, policies, procedures and District regulations

Interpret, apply, and explain rules, regulations, policies and procedures

Plan, organize, and coordinate programs

Analyze situations accurately and adopt an effective course of action

Relate with students, staff, administration, parents and the community

Maintain accurate records

Meet schedules and timelines

Communicate effectively in English, orally and in writing, using proper grammar and vocabulary

Communicate effectively using tact, patience, and courtesy

Train, supervise, and evaluate coaches

Motivate people

Perform first-aid and cardiopulmonary resuscitation

Operate personal computer and related software

Cross-train department personnel

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; exposure to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions

**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

<b>TITLE:</b>	<b>Manager, Athletics and Activities</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Office of Post Secondary Readiness</b>	<b>CLASSIFICATION:</b>	<b>Classified Management</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 days / 7.5 hours or duty days and hours as assigned</b>
<b>ISSUED:</b>	<b>Created: May 2015</b>	<b>SALARY GRADE:</b>	<b>ADCL 15</b>

**BASIC FUNCTION:** Under minimal supervision, provide leadership in the development, organization, implementation, coordination and evaluation of the athletic programs. Direct and manage the overall extracurricular and intramural athletic programs for the District. Work to provide each student with the opportunity to participate in the athletic and activities programs and ensure compliance with all state, California Interscholastic Federation (CIF) and District requirements.

**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:

#### Recruiting

- Use District created feeder patterns to develop a strategic and organized outreach plan designed to touch all students within school boundaries.
- Assess student interest inventories to match students with activities of interest or develop additional programs as needed; coordinate information generated from interest inventories with coaches and advisors to ensure incoming freshmen are recruited to participate in activities.
- Develop an outreach plan for the beginning of the school year to raise awareness of programs and promote involvement (i.e. activities fair).
- Ensure coordination and promotion of extracurricular activities within the school and neighboring schools.
- Hold meetings with all activities and club sponsors to communicate important information, including providing opportunities for school-wide events.
- Evaluate and seek ways of improving interscholastic athletic program.
- Promote all activities within the schools.
- Provide long-range planning for program expansion and finance.

#### Student Academic Support

- Oversee the establishment of substantive tutoring programs for students identified as needing academic support; hold coaches responsible for following the District and California Interscholastic Federation (CIF) policy on eligibility and academic tutoring.
- Continuously check and determine the scholastic eligibility of all athletes.
- Implement District attendance, behavior and tardy consequences guidelines and District student academic eligibility guidelines.
- Consult with school site administration in resolving student athlete problems and issues.



- Understand student management objectives and their relationship with academics and the athletic program.
- Assist student athletes as an advisor and assist them with finding colleges, scholarships and college applications.

### **School Climate**

- Promote collegiality, teamwork and participatory decision making among all District staff members.
- Demonstrate ability to work with others in a positive productive way.
- Cooperate with school site administrators.
- Establish an athletic program that recognizes coaches as teachers first and coaches second.
- Convey to coaches the importance of being excellent role models for athletics and take any necessary steps to do so.

### **Personnel Management**

- Direct all head coaches in the development of the athletic program.
- Conference regularly with supervised staff; jointly develops growth plans and supports individual professional development activities.
- Counsel coaches on the requirements of eligibility and CIF rules.
- Supervise the middle school coaches, making sure they are using same basic program and fundamentals as taught by the head high school coaches and are operating within the policies of the school District.
- Seek consensus from coaches before making game schedule changes; consult the head coaches before making game schedule changes.
- Recruit quality coaching applicants under the guidelines established by OUSD.
- Review applications, selecting applicants to be interviewed, and completing work references on potential candidates.
- Participate as part of the interview committee for potential applicants.
- Make recommendations for reassignment, promotion, hiring or dismissal of District coaches.
- Consult with school site administrators, Executive Director of Athletics and Activities and Talent Development before recommending persons to be hired for coaching positions.
- Make decisions on complaints and grievances by athletic staff members.
- Delegate responsibilities to the campus coaching staff.
- Complete evaluations of coaches.

### **Administration and Fiscal/Facilities Management**

- Hire all personnel for the management of athletic contests: ushers, police, security guards, parking security, crowd control personnel, ticket sales, ticket takers, gate keepers and clock operators for all sports.
- Accept responsibility for all business affairs such as: purchase of tickets, paying of officials, paying visiting schools, athletic bids and preparing financial statement of each game.
- Contract officials and announcers for all home games; file a written contract with each official assigned to work at the school for an athletic event.
- Responsible for proper inventories of all athletic equipment as submitted by all head coaches / coaches / extracurricular/co-curricular coordinators/coaches.
- Monitor the effectiveness of athletic and activity programs; assist Executive Director in troubleshooting problems in the programs; monitor athletic equipment and facilities, notifying the Executive Director of identified needs.
- Collaborate with Facilities and Executive Director to establish and monitor procedures that create and maintain attractive, organized, functional, healthy, clean and safe facilities with proper attention to visual, acoustic and thermal environments.
- Collaborate with Facilities and Executive Director to regularly inspect all department facilities and grounds to ensure compliance with all applicable codes and regulations.
- Arrange for transportation, meals and lodging for coaches and players.
- Schedule ambulances for all athletic contests and provide trainers or doctors at all high school athletic events.
- Maintain appropriate records of scheduled events, coaching assignments, student activities; process extended employment contracts for school personnel performing extra duties related to the athletic programs and student activities.
- Maintain a comprehensive and accurate tracking system of all students participating in all activities and athletics – template provided by District Athletic Office and coordinated with the Office of Post-Secondary Readiness.

- Negotiate all playoff game details: finances, location of where the games will be played, support personnel, concessions, transportation, meals and lodging.
- Develop a budget for financing the District's athletic program; supervise all athletic monies collected and spent.
- Procure and distribute athletic equipment and supplies with financial efficiency.
- Determine administrative procedures for purchasing and inventory of equipment and supplies.
- Make arrangements for the repair of athletic equipment for school sites.
- Understand the legal responsibilities involved in the athletic program.
- Ensure the athletics division adheres to School Board, CIF, and state policies.
- Maintain a thorough knowledge of the CIF rules and regulations and enforce Board approved Athletic policies and procedures.
- Represent OUSD and the Oakland Section of the California Interscholastic Federation at the local, state and national level at meetings and on high school athletic competition related matters when requested.
- Represent the District's athletic program in a positive way to the public, other schools, CIF and related organizations.
- Ensure program compliance with Title IX Educational Amendments and CIF rules and regulations; ensure equity in athletics.
- Assist with the planning and conducting needs assessment related to athletic operations.
- Maintain various records and statistics; create annual reports to fulfill state and local requirements.
- Maintain permanent file of parent consent forms, parent contact and emergency information forms, physical exam dates, pertinent insurance information, and other records, for each athlete.
- Assist Executive Director in the development of a District Athletic Handbook.
- Attend evening and weekend athletic and activities events.
- Provide guidelines for the organization and operation of athletic booster clubs and see that they are followed.

#### **Professional Growth and Development**

- Seek, accept and respond to evaluative feedback from subordinates, peers and superiors, utilizing such information to improve performance.
- Identify and/or provide staff development opportunities for athletic staff.
- Participate in professional organizations; both educational and athletic.
- Attend in-service training and professional development for Athletic Managers and Coaches.
- Provide cross-training to other staff members within the department.

#### **Supervisory Responsibilities:**

- Supervise and conduct personnel administration duties of all athletic coaches/secondary athletic programs for the high school and middle schools; intramural coordinators and athletic administrative staff, including hiring, evaluating, disciplining, assigning special duties, monitoring attendance and granting leave.

Perform other related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

**TRAINING, EDUCATION AND EXPERIENCE:** Bachelor Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) with a major or minor in Physical and/or Health Education. 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.

Three (3) years of experience coaching several sports with at least two (2) years as an athletic director

#### **LICENSES AND OTHER REQUIREMENTS:**

Hold and maintain a valid CPR certification and first aid certification

Valid California Driver's License

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

Willing and able to travel District-wide and state-wide

#### **KNOWLEDGE AND ABILITIES**

##### **KNOWLEDGE OF:**

Oakland Athletic League District goals, programs, and objectives

The principles, practices, rules and procedures of organized competitive sports and athletic and recreational activity programs

The facilities, materials and equipment utilized in athletic programs, special events, and related specialties

The potential hazards of various sports and other physical activities, and of the proper safety precautions

The philosophies and objectives of school recreation and athletics programs

The ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations

The current literature, trends, and developments in the field of athletic program administration

Physical and health education programs

Title IX requirements of assigned area

Budget preparation and management

Principles and practices of supervision and evaluations

First-aid and cardiopulmonary resuscitation techniques and universal precautions

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

**ABILITY TO:**

Plan and supervise the activities required to execute assigned athletic programs

Exercise independent judgment and fairness in the application of program and game rules and procedures

Maintain current knowledge of applicable laws, codes, regulations, policies, procedures and District regulations

Interpret, apply, and explain rules, regulations, policies and procedures

Plan, organize, and coordinate programs

Analyze situations accurately and adopt an effective course of action

Relate with students, staff, administration, parents and the community

Maintain accurate records

Meet schedules and timelines

Communicate effectively in English, orally and in writing, using proper grammar and vocabulary

Communicate effectively using tact, patience, and courtesy

Train, supervise, and evaluate coaches

Motivate people

Perform first-aid and cardiopulmonary resuscitation

Cross-train department personnel

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; frequent prolonged and irregular hours; exposure to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions

**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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By:	ELS



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Manager, Visual and Performing Arts</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Teaching and Learning</b>	<b>CLASSIFICATION:</b>	<b>Certificated Management</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>227 days / 7.5 hours or duty days and hours as assigned</b>
<b>ISSUED:</b>	<b>Created: May 2015</b>	<b>SALARY GRADE:</b>	<b>A227 18</b>

**BASIC FUNCTION:** Under minimal supervision, the Manager of Visual and Performing Arts plans, organizes, manages, supports, and directs services and programs designed to foster sustained improvement in student understanding and achievement in the Visual and Performing Arts. The Manager of Visual and Performing Arts will supervise elementary music program and team members who provide direction, coaching, and professional development focused on delivering high quality arts experiences to K-12 students. Develop and maintain partnerships locally and nationally in service of the implementation of quality visual and performing arts programs in OUSD.

**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

Coordinate the development, planning, and implementation of high quality professional development.

Collaborate with all staff in Teaching and Learning to provide for aligned support for teachers.

Collaborate with site administrators, Area Superintendents and teachers to ensure instructional programs and services are coordinated and aligned in the schools and are administered uniformly and equitably.

Provide administrative and supervisory responsibility for assigned instructional programs in the respective Core Curriculum Content Standards.

Integrate the visual and performing arts program goals, strategies, curricula and resources to ensure a cohesive and predictable system of support for teachers and schools.

Coordinate and leverage arts program strategies with other District initiatives to improve outcomes for students; ensure alignment with District educational and visual and performing arts priorities.

Provide instructional supervision for the elementary music program conducting performance evaluations of certificated music teachers.

Provide supervision of visual and performing arts teachers on special assignment

Recruit, support, develop and evaluate a faculty of elementary music educators

Identify, submit and manage grants in support of the District visual and performing arts program.

Negotiate contracts and manage contractors involved in visual and performing arts activities that fall under the jurisdiction of central visual and performing arts department.

Ensure compliance with categorical funding that pertains to District, state, and national policies; ensure compliance with various grant funded initiatives and programming within the visual and performing arts department.

Develop and maintain partnerships with community based arts organizations and individual visual and performing artists to increase equitable access to arts education; solicit stakeholder input and modify plans and tools, as appropriate; ensure effective and appropriate implementation of instructional resources, teaching strategies, and program compliance.

Develop and maintain relationships with national partnering organizations leveraging resources to achieve district goals in arts education.

Work with schools and site administrators to ensure elementary music program is implemented with fidelity and meets school and district requirements.

Work with OUSD teachers and community to develop professional development sessions that increase capacity to teach the arts as a discrete discipline and to integrate the arts into core academic subjects.

Provide for ongoing professional development district visual and performing arts teachers and in particular to elementary music program.

Maintain communication with site administrators and visual and performing arts teachers regarding relevant activities and opportunities.

Collect data regarding the district's visual and performing arts program including music assessment data needed for reporting to funding agencies.

Evaluate and assess the District visual and performing arts program and instructional activities to ensure alignment with state and national arts standards.

Organize large district events including Multi-site elementary festivals, Jazz, Orchestra, and Band festivals.

Manage districts inventory of musical instruments including developing and implantation of instrument assignments, maintenance and repair, equipment procurement and distribution.

Consult with school site administrators to ensure effective implementation of arts programs in schools; visit schools and related sites as needed.

Conduct meetings as necessary for the proper functioning of the Visual and Performing Arts instructional programs; keep staff informed about current educational research, technology and materials for the improvement of instruction.

Attend required staff meetings and serve, as appropriate, on staff committees.

Represent the school and district at community, State and professional meetings.

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

Perform related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

**TRAINING, EDUCATION AND EXPERIENCE:** Any combination of education, training, and/or experience equivalent to: MA/MS degree in arts education or education

Five (5) years arts teaching experience as a certified teacher or teaching artist with at least two (2) years of arts program management or administrative experience serving students in a diverse urban school system

Extensive experience supporting and developing District visual and performing arts programs preferred

#### **LICENSES AND OTHER REQUIREMENTS:**

California Administrative Services Credential required

California Clear Teaching Credential with English Learner authorization and authorization in music

Valid California Driver's License

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

Flexible work schedule - attend evening or weekend meetings and/or functions

**KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

California Department of Education Frameworks governing work scope such as: Common Core Standards, Content Standards, Curriculum, Response to Intervention, Full Service Community Schools

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

Adult learning theory

Effective strategies, theories, techniques, and methods of professional development

Using various forms of assessment to guide and design instruction

Effective pedagogy for African American Learners

Effective pedagogy for English Learners and Standard English Learners

Coaching strategies

Reading standard music notation

Ability to discern relative intonation of voices and instruments

Presentation technology and audio visual equipment including public address

Visual and performing arts instructional frameworks

Diverse arts assessment strategies

Discrete arts instructional strategies

Integrated arts instructional strategies

Content standards in Music, Visual Arts, Dance and Drama

Local community arts and cultural resources and organizations which provide programming for K-12 students

Grant writing and management

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

**ABILITY TO:**

Analyze, interpret and communicate data

Motivate adults to transform their practice

Work with diverse school sites and conditions

Address the needs of low-income, African American, Latino and/or English Learner communities

Listen and communicate effectively orally and in writing

Recognize and Demonstrate proper playing technique on all band and orchestral instruments

Read music including orchestral scores including transposing and non transposing instruments

Establish relationships with community arts organizations

Establish and maintain effective working relationships with District staff and administrators, outside agencies and the public in a multi cultural community

Model effective methods of instruction

Evaluate and assessing effectiveness of teams, programs and instructional activities

Effectively represent the district before the public

Provide leadership training and other professional development

Provide appropriate and constructive feedback to district staff

Take individual initiative and responsibility

Coordinate multiple activities simultaneously

Adapt to change and remain flexible

Articulate organizational purpose and priorities to the community

Effectively request and respond to community feedback

Build community consensus related to district arts initiatives

Operate personal computer, related software, and other office equipment

**WORKING CONDITIONS**

**ENVIRONMENT:**

Office and diverse school site environments; stage and performance venues, district warehouse; 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 50 pounds, occasionally 50+ 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; Mobility to go to school sites and prepare physical space for presentations and meetings

**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.