

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

October 9, 2013

Legislative File	
File ID Number:	13-2103
Introduction Date:	10/9/2013
Enactment Number:	13-2011
Enactment Date:	10/9/13
By:	GA

TO: Board of Education

FROM: Gary Yee, Ed.D., Acting Superintendent
Vernon Hal, Deputy Superintendent, Business and Operations *JEH*
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support *BM*

SUBJECT: Creation of Positions— College Career Pathways, Leadership Curriculum & Instruction

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1314-0032, creation of positions—College Career Pathways, Leadership Curriculum and Instruction.

DISCUSSION

When College Career Pathways moved into the Leadership, Curriculum and Instruction office, it became apparent there was a need to shift two coordinator positions to manager positions. The work of College Career Pathways has increased in scope and expected impact due to the strategic plan goal of engaging at least 80% of high school students in pathways by 2016. Managers have the positional power to drive this work.

A Meet and Confer was held with the appropriate bargaining unit.

Creation:

Position Title/FTE

Manager, College and Career Readiness
(LCI) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: A227

Range 18: \$82,172.19 - \$104,896.23

12 months, 227 days, 7.5 hours (FT), or as assigned

Funding

60% -EBROP INST ADMIN, 0505-909

40% -Unrestricted-TIIG 0522-909

Creation:

Position Title/FTE

Manager, CTE and Career and College Pathways
(LCI) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 18: \$82,172.19 - \$104,896.23

261 days, 7.5 hours (FT), or as assigned

Funding

EBROP INST ADMIN, 0505-909

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1314-0032, creation of positions—College Career Pathways, Leadership Curriculum and Instruction.

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

October 9, 2013

Legislative File	
File ID Number:	13-2103
Introduction Date:	10/9/2013
Enactment Number:	13-2077
Enactment Date:	10/9/13
By:	OA

RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1314-0032

- Creation of Positions—College Career Pathways, Leadership Curriculum and Instruction -

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 creation, reclassification or update/revision and/or repeal of these positions align with the District's Strategic Plan for a Full Service Community School District; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby determines that the following positions are created as set forth in the attachments and shall be established on the respective salary schedule/range effective 12:01 a.m., October 10, 2013, as follows:

Creation:

Position Title/FTE

Manager, College and Career Readiness
(LCI) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: A227

Range 18: \$82,172.19 - \$104,896.23

12 months, 227 days, 7.5 hours (FT), or as assigned

Creation:

Position Title/FTE

Manager, CTE and Career and College Pathways
(LCI) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 18: \$82,172.19 - \$104,896.23

261 days, 7.5 hours (FT), or as assigned

and,

BE IT FURTHER RESOLVED, that the Board authorizes the new job classification as so stated above.

Passed by the following vote:

AYES: Jody London, James Harris, Roseann Torres, Christopher Dobbins,
Anne Campbell Washington, Vice President Jumoke Hinton Hodge,
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 October 9, 2013.

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By:	o.s.

OAKLAND UNIFIED SCHOOL DISTRICT

David Kakishiba

Dr. Gary Yee

Acting Superintendent and Secretary, Board of Education

Legislative File	
File ID Number:	13-2103
Introduction Date:	10/9/13
Enactment Number:	13-2077
Enactment Date:	10/11/13
By:	OK



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Manager, Career Technical Education and Career and College Pathways, Secondary Schools	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Leadership, Curriculum and Instruction (LCI)	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours (FT) or as assigned
ISSUED:	Created: October 2013	SALARY GRADE:	ADCL 18

BASIC FUNCTION: Under minimal supervision, support the District’s strategic plan to ensure all students are college, career, and community ready. The College and Career Pathways unit, within the Leadership, Curriculum and Instruction (LCI) department, promotes the District’s mission of graduating students who are college, career and community ready by leveraging relationships within the local and national communities to ensure that all secondary school students, including those with alternative educational needs, have the means, opportunity and preparation to attend college and to function effectively in the work place. This includes development, coordination and management of the College and Career Pathways and other initiatives aimed at helping more students succeed academically. It also includes a comprehensive program of business and community internships and work experiences that bring community partners and the District together to achieve this goal.

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

Manage and direct the development and implementation of the District’s Career Technical Education curriculum to align with the State Career Technical Education Model Curriculum Standards within OUSD Career and College Pathways and Academies.

Ensure instructional supports are aligned with the District’s strategic plan to ensure high quality programs of study within OUSD Career and College Pathways and Academies.

Develop aligned systems and structures for on-going leadership and professional development opportunities for teachers and other District staff.

Collaborate with College and Career Pathway coaches and District Pathway leaders to develop and implement curriculum and a professional development plan; support coaches and leaders to coordinate and facilitate leadership professional development in assigned focus areas.

Prepare and manage budgets in accordance with federal, state and District mandates to ensure fiscal responsibility and compliance.

Develop, monitor, evaluate and coordinate operational systems and processes among programs to improve student achievement and to ensure District objectives are achieved and resources are effectively utilized.

Collaborate with District staff to align teacher support.

Work collaboratively with site administrators and across central office departments to assure coordination, alignment and articulation of instructional support.

Collaborate with, and support academy and college and career pathways with community partners to build greater instructional integrity and capacity in academics and career instruction.

Identify funding opportunities that align with the needs of students and schools; write and submit grant proposals, and administer grant funds to programs.

Monitor fund balances of assigned programs and related financial activity to ensure allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.

Oversee and coordinate Career Technical Education District course approval process, including UC "a-g" submission process to ensure high quality programs of study within OUSD Career and College Pathways and Academies.

Plan, lead and attend department meetings; represent CTE/College and Career Pathways and LCI at District/community meetings.

Support, mentor and assist pathway teachers in developing the essential elements of a high quality CTE course sequence, including curriculum development, instructional strategies, industry advisory development, and development of work-based learning opportunities.

Recruit, hire, develop, support, supervise and evaluate staff.

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

Travel to sites as needed.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: a Bachelor's degree from an accredited college or university in adult or vocational education and five years of experience in a Career Technical Education classroom or Career Pathway.

Experience as a classroom teacher and school-site administrator required

Master's degree preferred.

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:

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

Current District curriculum and school instructional programs in assigned area

Linked Learning preferred

Strategic direction of the District

Federal, state, and District policies and mandates related to work scope

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

Effective project management

Local and national career preparedness trends

Interpersonal skills using tact, patience, and courtesy

Principles and practices of supervision and evaluations

Various District bargaining unit contracts related to employee evaluation

Planning, organization and coordination needed for assigned program

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

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

Correct English usage, grammar, spelling, and punctuation

Principles and practices of effective leadership, supervision and evaluation

Serve as trusted resource to District administrators and facilitate communication throughout the District

Budget preparation and management to ensure fiscal responsibility

Presentation, communication, and public speaking techniques

Computer software, hardware, and related technology

ABILITY TO:

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

Communicate effectively in English both orally and in writing

Understand and follow oral and written directions

Implement plans and evaluate their outcomes

Interpret District collective bargaining contract language

Analyze situations accurately and adopt effective courses of action

Prioritize responsibilities and meet established schedules and timelines

Manage multiple projects simultaneously

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

Address the needs of identified English Learner communities

Maintain accurate records

Supervise and evaluate assigned personnel

Cross-train department personnel

Work with diverse school sites and conditions

Perform duties with awareness of all District requirements and policies

Analyze, interpret and communicate data

Motivate and support adults to transform their practices

Plan, organize, and complete work to meet established timelines and deadlines

Prepare and deliver clear and concise presentations to a variety of audiences

Participate in District approved professional development to maintain current knowledge of evolving needs of students and the District related to work scope

Meet District standards of professional conduct as outlined in Board Policy

Supervise, coach, and evaluate assigned personnel

Operate personal computer, related software, and other office equipment

WORKING CONDITION:

ENVIRONMENT:

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

PHYSICAL REQUIREMENTS:

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 30 pounds, occasionally 30+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.

NON-DISCRIMINATION POLICY:

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.

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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Manager, College and Career Readiness	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Leadership, Curriculum and Instruction (LCI)	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	WORK YEAR/HOURS	227 days/12 months/7.5 hours (FT) or as assigned
ISSUED:	Created: October 2013	SALARY GRADE:	A227 18

BASIC FUNCTION: Under minimal supervision, support the District's strategic plan to ensure all students are college, career, and community ready. The College and Career Readiness unit, within the Leadership, Curriculum and Instruction (LCI) department, promotes the District's mission of graduating students who are college, career and community ready by leveraging relationships within the local and national communities to ensure that all secondary school students, including those with alternative educational needs, have the means, opportunity and preparation to attend college and to function effectively in the work place. This includes development, coordination and management of the College and Career Readiness and other initiatives aimed at helping more students succeed academically. It also includes a comprehensive program of business and community internships and work experiences that bring community partners and the District together to achieve this goal.

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, implement, and continuously improve the District's Career Readiness program to increase high school graduation rates and college and career readiness for all students

Ensure instructional supports are aligned with the District's strategic plan to ensure high quality linked learning programs of study within OUSD College and Career Readiness goal.

Plan, manage, and implement the District-wide Career Technical Education program for school sites to offer a linked learning experience that prepares all students for College, Career, and Community.

Develop aligned systems and structures for on-going leadership and professional development opportunities for teachers and other District staff.

Collaborate with department coaches and District teacher leaders to develop and implement curriculum and a professional development plan; manage and support coaches and leaders to coordinate and facilitate leadership professional development in assigned focus areas.

Support site administrators to develop and evaluate the implementation of College, Career, and Community Readiness differentiated programs and services in accordance with the school community needs and current employment trends.

Collaborate with District leadership to scope project goals, and timelines.

Prepare and manage budgets in accordance with federal, state and District mandates to ensure fiscal responsibility and compliance.

Coordinate the efforts of College, Career, and Community Readiness personnel to improve, enhance, and expand programs, services, partnerships and joint initiatives.

Coordinate Central Office support team site visits to targeted schools to ensure high quality linked learning programs of study within OUSD College, Career, and Community Readiness goal.

Collaborate with District staff to improve operational processes to support linked learning projects.

Develop, monitor, evaluate and coordinate operational systems and processes among programs to improve student achievement and to ensure District objectives are achieved and resources are effectively utilized.

Work collaboratively with site administrators and across central office departments to assure coordination, alignment and articulation of instructional support.

Collaborate with District staff to align teacher support to linked learning best practices.

Evaluate sites for proper equipment and facilities to identify best practice programs.

Evaluate service providers and components of the Career Technical Education program to determine the effectiveness, and implement or recommend improvements.

Ensure the District is compliant with federal and state mandates.

Develop and manage the implementation of community partnerships, including coordination between partners and the District and school sites.

Collaborate with the District's Technology Services department to build/enhance technology to support College, Career, and Community preparation.

Prepare materials, literature, and related information to create and maintain an active interest College, Career, and Community preparation.

Coordinate professional development for District staff such as current employment trends and support for career technical education exploration and post-secondary education.

Plan, lead and attend department meetings; represent CTE/ College, Career, and Community and LCI at District/community meetings.

Support, mentor and assist teachers in preparing students for College, Career, and Community and the transferable skills for success in both areas.

Identify funding opportunities that align with the needs of students and schools; write and submit grant proposals, and administer grant funds to programs.

Manage grant funds for the district California Partnership Academies.

Recruit, hire, develop, support, supervise and evaluate staff.

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

Travel to sites as needed.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: a Bachelor's degree in education or a related field and five years of experience in school administration or project management.

Masters degree and experience in career services preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential

Valid California Teaching Credential with English Language authorization

Valid California Driver's License

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

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

Current District curriculum and school instructional programs in assigned area

Experience and knowledge of Linked Learning preferred

Strategic direction of the District

Federal, state, and District policies and mandates related to work scope

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

Effective project management

Local and national career preparedness trends

Interpersonal skills using tact, patience, and courtesy

Principles and practices of supervision and evaluations

Various District bargaining unit contracts related to employee evaluation

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

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ENVIRONMENT:

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