

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

June 13, 2012

Legislative File	
File ID Number:	12-1426
Introduction Date:	6/13/12
Enactment Number:	12-1594
Enactment Date:	6-13-12
By:	AS

TO: Board of Education

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

SUBJECT: Creation of Position in the Family, Schools, and Community Partnerships Department

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1112-0742 – Creation of a Classified Management position as part of the restructuring of the Family, Schools, and Community Partnerships Department.

DISCUSSION

The position below is part of the restructure of the Family, Schools, and Community Partnerships Department (FSCP), and reflects the expansion in focus to include Community Schools that better align with the District's Strategic Plan and with the work of FSCP.

Family, Schools, and Community Partnerships Department

Create:

Position Title/FTE

Coordinator, Community School (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 16: \$74,540 - \$95,141

12 months, 261 days, 7.5 hours

A Meet and Confer has been conducted with the appropriate bargaining unit.

BUDGET IMPACT

Funding for the position is 70% Kaiser Health & Wellness and 30% School Improvement Grant funds.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1112-0742 – Creation of a Classified Management position as part of the restructuring of the Family, Schools, and Community Partnerships Department.

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RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1112-0742

Family, Schools, and Community Partnerships (FSCP) Department
Create
- Coordinator, Community School -

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 restructuring within the Department of Family, Schools, and Community Partnerships (FSCP) aligns with the District's Strategic Plan for full service community schools and a full service community District; and

WHEREAS, the District is committed to a structure which focuses on promoting student achievement and to support sites fully; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby determines that the position of Coordinator, Community School shall be established on the salary schedule/range as stated herein, effective 12:01 a.m., June 14, 2012, as follows:

Family, Schools, and Community Partnerships Department

Create:

Position Title/FTE

Coordinator, Community School (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 16: \$74,540 - \$95,141

12 months, 261 days, 7.5 hours

and,

BE, IT FURTHER RESOLVED, that the Board authorizes 1.0 FTE for the newly created position.

Passed by the following vote:

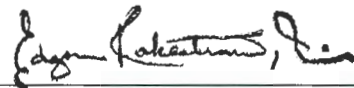
AYES: Noel Gallo, David Kakishiba, Christopher Dobbins, Gary Yee,
Alice Spearman, Vice President Hinton Hodge, President Jody London

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 June 13, 2012.



Edgar Rakestraw, Jr.
Secretary, Governing Board
Oakland Unified School District

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By:	82



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Coordinator, Community School	REPORTS TO:	Assigned Supervisor and Site Administrator
DEPARTMENT:	Family, Schools, and Community Partnerships Department (FSCP)	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Created: June 2012	SALARY GRADE:	ADCL 16

BASIC FUNCTION: In conjunction with the Department of Full Service Community Schools, provide professional development to principals to build their capacity as Full Service Community School leaders. Assist in the development of strategies and structures that strengthen the ability of OUSD to operate as a Full Service Community District. Manage and lead the development of the full service community schools, including assessment of the school community's needs and assets, coordination of all student and family support services and development of resources and partnerships to enhance and accelerate the student learning outcomes.

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

Devote approximately 30% of time to District-level functions (building district and regional systems, training and support for FCSC and CSSSP) and 70% of time to site-based functions (aligning FSCS to a strong instructional core, deepening School-based Governance at one or more sites). **E**

Provide professional development to principals District-wide to build their capacity as Full Service Community School leaders. **E**

Assist in the development of central office and site level strategies and structures that strengthen the ability of OUSD to operate as a Full Service Community District. **E**

Assist in the development and facilitation of District-wide Full Service Community School Orientations for key stakeholders, including department leaders, classified and certificated staff, new families, and community partners. **E**

Organize and facilitate learning structures to build increased understanding of FSCS model among stakeholders including Community School Learning Walks. **E**

Contribute to the strategic communications plan on FSCS including highlighting exemplary FSCS practices. **E**

Develop a syllabus, relevant tools, and materials for a course of study on Full Service Community Schools for new administrators. Coordinate and facilitate the Community School Principal Induction and follow-up sessions for all new administrators. **E**

Work in partnership under the direction of the Site Administrator(s) and assigned Family, Schools, and Community Partnerships Supervisor to manage and lead the development of the full service community schools, including assessment of the school community's needs and assets, coordination of all student and family support services and development of resources and partnerships to enhance and accelerate the student learning outcomes. **E**

Work to coordinate, leverage and align resources in partnership with the Site Administrators and Family, Schools, and Community Partnerships Department in particular on a shared site campus. **E**

In partnership with the Site Administrator, manage and lead the development of a seamless system of support services for students and families. **E**

In partnership with the Site Administrator, support the development of a strong instructional core program that is supported by a coordinated system of support services for students and families. **E**

Develop systems to ensure that services and supports are leading to increased student achievement in attendance, behavior, and academics. **E**

Facilitate and/or provide technical assistance to the various school leadership teams, including Site-based Governance Team, School Site Council (SSC), English Learners Advisory Council (ELAC), Coordination of Services Team (COST), Student Success Team (SST), and site-based providers. **E**

Develop and oversee implementation of an effective referral process including ensuring implementation of the Coordination of Services Team (COST). **E**

Conduct outreach to students and families regarding available resources and process for referral; regularly assess effectiveness of outreach efforts. **E**

Develop professional learning opportunities for school leaders focused on OUSD's Leadership Dimensions of Full Service Community School Principals. **E**

Train and support service providers to understand and align programs with school structures, systems, curriculum and goals; provide training and technical assistance to ensure cultural and linguistic appropriateness of services, programs and communication efforts. **E**

Work with school staff and administration to integrate academic and non-academic supports. **E**

Support coordination and alignment of Summer Learning. **E**

Establish systems to manage and maintain quality partnerships, including, but not limited to: development of MOUs, facilitation of regular meetings, planning sessions, joint work plans and collaborative problem-solving/conflict resolution. **E**

Provide support and guidance for school staff and partners in resolving issues related to service delivery, access and coordination. **E**

Develop and sustain partnerships with city, county and non-profit agencies that provide support to, and opportunities for, students and families according to their identified needs. **E**

Act as point person for agencies and programs interested in partnering with school and help to broker new partnerships that are aligned with school goals and needs. **E**

Facilitate integration and coordination of site-based services with other District programs and services including mental health, family and community support and school nursing. **E**

Support the integration of youth leadership, parent engagement, and family support throughout all Full Service Community School efforts. **E**

Design programs to support student transitions, including but not limited to transition between grades, re-entry from juvenile justice system and/or prolonged illness. **E**

Manage and lead the development of new programs, including service provider selection and program implementation and monitoring. **E**

Assist school and partner agencies with resource management and development, including fund development and grant maintenance. **E**

Facilitate data and information sharing between school and agencies, in accordance with state and federal law. **E**

Assist with program evaluation, including data collection, analysis and reporting. **E**

Coordinate the allocation of space for student and family support services, and for special events. **E**

Participate in professional development opportunities focused on the development of Full Service Community Schools provided by the Family, Schools, and Community Partnerships Department and other partners. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: Any combination of education, training and/or experience equivalent to a Master's degree and five years of relevant experience in school leadership.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Credential preferred

Valid California Driver's License

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

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Applicable laws, codes, regulations, policies, and procedures governing work scope

Curriculum development

Adult learning

Instructional practices

Strategic direction of the District

Social, emotional, health, and economic issues faced by Oakland youth and their families

Diverse groups across race, ethnicity, religion, gender, class, and sexuality

Local community-based organizations providing mental health services

Research methods, report writing and record-keeping techniques

Correct English usage, grammar, spelling, and punctuation

Principles and practices of effective leadership

Telephone techniques, systems and etiquette

Interpersonal skills using tact, patience, and courtesy

Principles and practices of supervision and evaluation

ABILITY TO:

Interpret and implement applicable laws, codes, policies, procedures, and District regulations governing work scope

Maintain current knowledge of applicable laws, codes, regulations, policies, procedures and District regulations related to work scope

Establish and maintain effective working relationships with multi-faceted public and private agencies and District departments

Recognize, and foster a strong instructional core upon which to align services and supports

Knowledge of data and data inquiry to align services and supports to student outcomes and impact

Ability to plan, deliver and reflect on professional learning opportunities

Work successfully with diverse groups across race, ethnicity, religion, gender, class, and sexuality

Identify and resolve school site health and safety issues in a timely manner

Communicate effectively in English orally and in writing

Plan and organize work

Work confidentially and with discretion

Work independently

Meet schedules and timelines

Manage multiple projects simultaneously

Complete work as directed despite frequent interruptions

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

Develop and implement training and evaluation programs

Supervise and evaluate assigned staff

Operate personal computer, related software, and other office equipment

Cross-train department personnel

WORKING CONDITIONS

ENVIRONMENT:

Office environment, school sites, and off-site locations; 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 light to moderate weight objects; 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.