

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

September 27, 2012

Legislative File	
File ID Number:	12-2413
Introduction Date:	9/27/12
Enactment Number:	12-2476
Enactment Date:	9-27-12
By:	[Signature]

TO: Board of Education [Signature]

FROM: Anthony Smith, Ph.D., Superintendent [Signature]
Vernon Hal, Deputy Superintendent, Business and Operations [Signature]
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support [Signature]

SUBJECT: Revision of a Classified Position in the Technology Services Department

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1213-0004 – Revision of a classified position in the Technology Services Department.

DISCUSSION

The position of Specialist, School Business Technology Support was created during the reorganization of the Technology Services Department and Board approval on April 25, 2012. At the request of the Information Technology Officer and the Director, Technology Support and Customer Service, Human Resources reviewed and revised the job description to more accurately reflect the responsibilities of the position. In doing so, the classification and compensation of the position remain unchanged and as previously approved.

Technology Services Department

Revised Job Description

Position Title/FTE

Specialist, School Business
Technology Support (1.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL
Range 45: \$42,977 - \$57,614
12 months, 261 days, 7.5 hours

A second Meet and Confer was conducted with the appropriate bargaining unit.

BUDGET IMPACT

Funding for this position is through Microsoft grant funds.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1213-0004 – Revision of a classified position in the Technology Services Department.

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**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1213-0004**

REVISE JOB DESCRIPTION

- Specialist, School Business Technology Support -

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 Board on April 25, 2012, as requested, approved Resolution No. 1112-0213 (Legislative File No. 12-1036), which eliminated and created certain classified positions for the reorganization of the Technology Services Department; and

WHEREAS, it has been determined the position of Specialist, School Business Technology Support which was a part of the reorganization should now be revised to more accurately reflect the responsibilities of the position, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby determines that the position below herein enumerated as "revised job description" is hereby revised to more accurately reflect the responsibilities of the position, and the position enumerated below as "revised job description" shall remain on the salary schedule/range as previously approved and stated herein, effective 12:01 a.m., July 1, 2012, as follows:

Technology Services Department

Revised Job Description:

Specialist, School Business

Technology Support (1.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL

Range 45: \$42,977 - \$57,614

12 months, 261 days, 7.5 hours

Passed by the following vote:

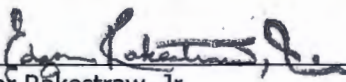
AYES: David Kakishiba, Christopher Dobbins, Alice Spearman,
Vice President Jumoke Hinton Hodge and President Jody London


NOES: None

ABSTAINED: None

ABSENT: Noel Gallo and Gary Yee

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 September 27, 2012.

 9/28/12
Edgar Rakestraw, Jr.
Secretary, Board of Education
Oakland Unified School District

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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Specialist, School Business Technology Support	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Technology Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Created: April 2012 Revised: Sept. 2012	SALARY GRADE:	WTCL 45

BASIC FUNCTION: Train, coach and mentor school administrators, counselors and teachers to use OUSD technology to improve administrative and business efficiency; help achieve the goals of the school; and in particular, help schools create and maintain master schedules that support the objectives and strategies of the school plans.

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:

Train, coach and mentor school site staff to create master schedules that support the objectives and strategies of the school plans.

Train, coach and mentor school site staff to efficiently maintain the master schedule and related records to produce accurate and timely attendance accounting, grade reporting, and HQT data.

Train, coach and mentor school administrators, counselors and teachers to use OUSD technology to improve administrative and business efficiency and effectiveness.

Assist with the development and implementation of strategies related to the master schedule to raise the level of technology proficiency among school site administrative staff.

Create training manuals and reference materials for end-users to supplement training classes.

Create videos, websites and other digital resources for school site staff to use to supplement training classes to help raise staff proficiency in using business technology.

Identify and document useful enhancements to master-schedule related applications for future software development.

Visit schools sites to provide training and coaching to school staff in the areas identified above.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: Any combination of education, training and/or experience equivalent to: an Associate's degree or two years of college-level course work and five years experience helping adults use technology, including having created or helped create a school master schedule for at least two years.

Experience beyond two years creating or helping create school master schedules in lieu of other work experience and formal education will be considered.

Experience creating high school master schedules 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:

Principles and strategies of creating a school master schedule for middle and high schools

Technical terminology

Basic computer functions including internet search, email and word processing, spreadsheet, and presentation software

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, vocabulary and punctuation

Computer software, hardware, and related technology

ABILITY TO:

Use a student information system to create master schedules for middle and high schools

Train, coach and assist end-users who have varying levels of technology proficiency

Use technology to create multi-media training aides

Use patience and tact in working with end-users

Work to tight deadlines in a demanding work environment

Speak clearly and confidently in front of an audience

Write clearly and concisely

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

Establish and maintain cooperative and effective working relationships with others

Meet schedules and time lines

Plan and organize work

Quickly learn new things

Operate personal computer, related software, and other office equipment

WORKING CONDITIONS

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.

Oakland Unified School District Technology Services 2012 - 2013

