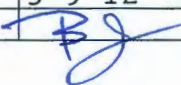



OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

May 9, 2012

| Legislative File | |
|--------------------|---|
| File ID Number: | 12-1108 |
| Introduction Date: | 5/9/12 |
| Enactment Number: | 12-1264 |
| Enactment Date: | 5-9-12 |
| By: |  |

TO: Board of Education

FROM: Anthony Smith, Ph.D., Superintendent *W.A. for T.S.*
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support 

SUBJECT: Creation of Short-Term Strategic Fellows Positions, District Central Office, As Assigned

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1112-0239 – Creation of Classified Confidential Strategic Fellows Positions on short-term assignments, as assigned.

DISCUSSION

As part of the Strategic Plan implementation, there is a need for specialized project-based and short-term technical strategy work to be performed. Supporting central office program managers Strategic Fellows will assist to create and implement improvement plans, building capacity and creating sustainable systems change in designing systems and processes to support data-based decisions and increased student achievement.

The current projection is to have two Junior Strategic Fellows in the Office of the Chief of Staff and two Senior Strategic Fellows in the Family, Schools and Community Partnerships Department. These positions are based on a one year assignment.

District Central Office, As Assigned

Create:

Position Title/FTE

Strategic Fellow, Senior (3.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

Range 14: \$61,998 - \$79,127

One Year Assignment, 261 days, 7.5 hours

Position Title/FTE

Strategic Fellow, Junior (2.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

Range 13: \$59,049 - \$75,359

One Year Assignment, 261 days, 7.5 hours

BUDGET IMPACT


The positions in the Chief of Staff's office will be funded through East Bay Community Foundation funds; those in the Family, Schools, and Community Partnerships Department are through the S.D. Bechtel, Jr. Foundation and Kaiser-Health and Wellness grant funds.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1112-0239 – Creation of Classified Confidential Strategic Fellows Positions on short-term assignments, as assigned.

OAKLAND UNIFIED SCHOOL DISTRICT
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RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1112-0239

District Central Office, As Assigned
Create
- Strategic Fellow (Junior/Senior) -

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 a structure which focuses on promoting health and well-being, and student achievement and to support sites fully; and

WHEREAS, this position aligns with the District's Strategic Plan for a Full Service Community School District to enhance servicing our students, schools and community, and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves the creation of the position of Strategic Fellow (Junior/Senior) attached hereto, and confirms said positions' placement on the respective salary schedule/range, as stated herein, effective 12:01 a.m., July 1, 2012:

Create:

Position Title/FTE

Strategic Fellow, Senior (3.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

Range 14: \$61,998 - \$79,127

One Year Assignment, 261 days, 7.5 hours

Position Title/FTE

Strategic Fellow, Junior (2.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

Range 13: \$59,049 - \$75,359

One Year Assignment, 261 days, 7.5 hours

and,

BE, IT FURTHER RESOLVED, that the Board authorizes 5.0 FTE for the newly created position.

Passed by the following vote:

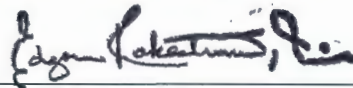
AYES: Gary Yee, Noel Gallo, Christopher Dobbins,
Vice President Jumoke Hinton Hodge, President Jody London

NOES: None

ABSTAINED: Alice Spearman

ABSENT: David Kakishiba

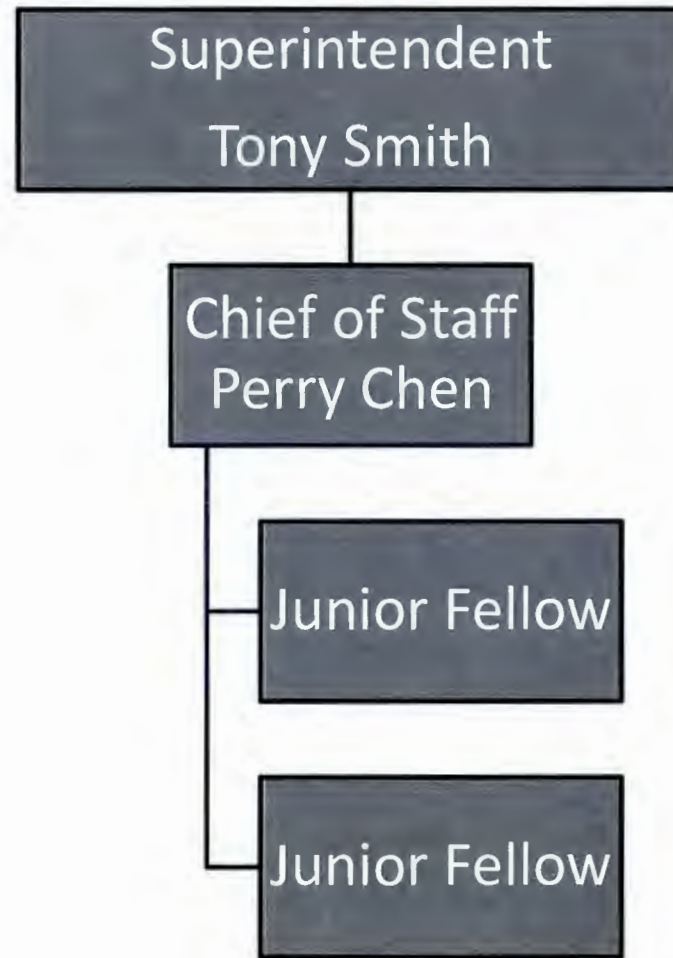
I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held May 9, 2012.



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

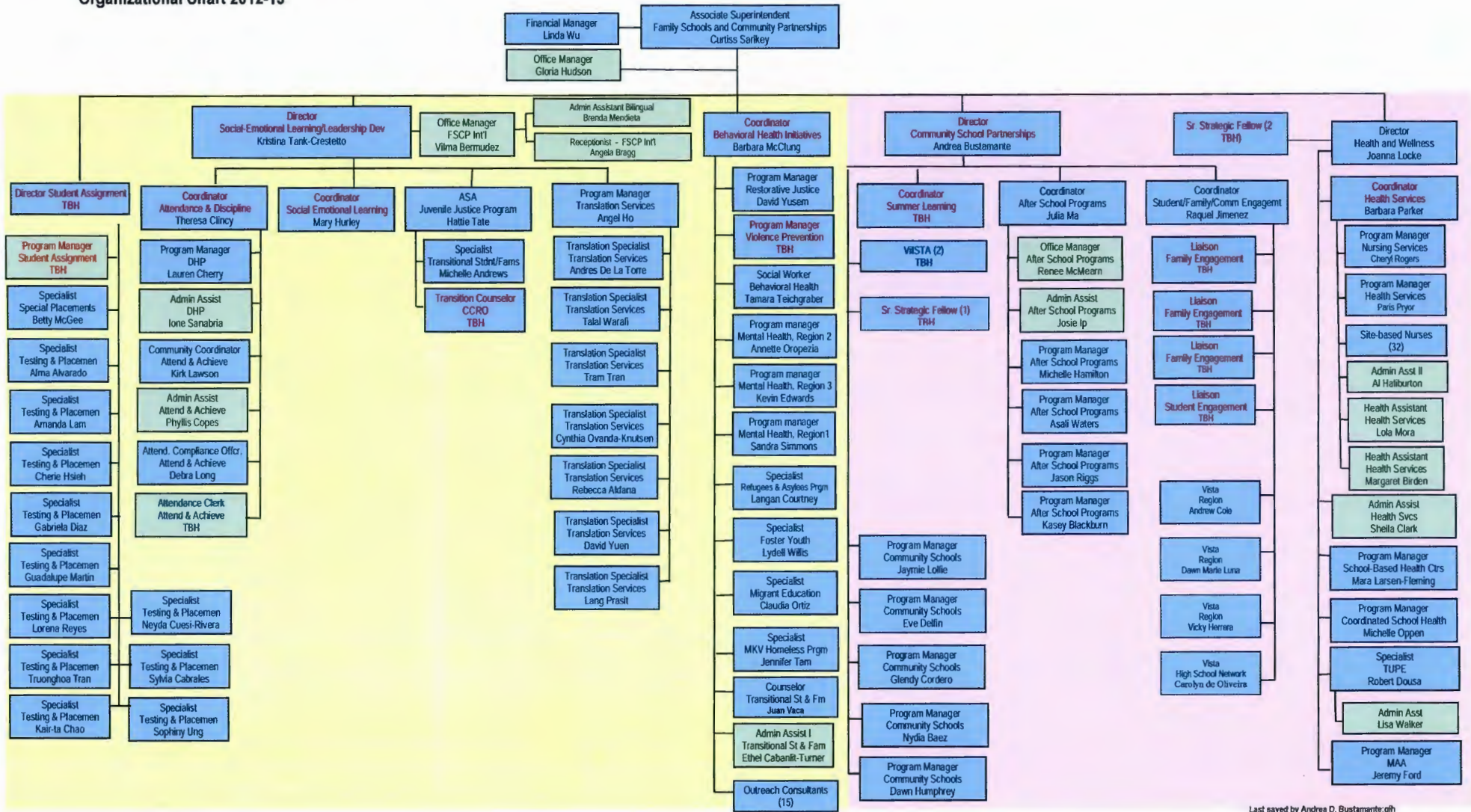
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| By: | BJ |

Org Chart for Junior Fellows 2013-14



**Family Schools Community Partnerships
Organizational Chart 2012-13**

DRAFT: 4.27.12



| Legislative File | |
|--------------------|---------|
| File ID Number: | 12-1108 |
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| Enactment Number: | |
| Enactment Date: | |
| By: | |



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

| | | | |
|--------------------|---|------------------------|---|
| TITLE: | Strategic Fellow (Junior/Senior) | REPORTS TO: | Assigned Supervisor |
| DEPARTMENT: | Assigned Department | CLASSIFICATION: | Classified Confidential |
| FLSA: | Exempt | WORK YEAR/HOURS | One year assignment 261 days/7.5 hours |
| ISSUED: | Created: May 2012 | SALARY GRADE: | Junior: CFCA 13 Senior: CFCA 14 |

BASIC FUNCTION: Work with District leaders for up to one year to perform specialized short-term technical projects relating to the implementation of the District’s Strategic Plan goals in a variety of departments, including, but not limited to, designing systems and processes to support data-based decision-making and increased student achievement. Maintain confidentiality of all personnel matters; some duties may 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 accurately reflect the principal job elements).

E = Essential Functions

- Define and analyze strengths and gaps in assigned project area. **E**
- Research and analyze current curricula, programs, policies, processes and/or services related to assigned project area. **E**
- Research and analyze best practices from other school Districts and/or industries related to assigned project area. **E**
- Identify communication strategies that advance the work of the Strategic Plan. **E**
- Develop strategic partnerships that advance the work of community schools. **E**
- Research and develop community partnership agreements to develop and advance a Full Service Community District. **E**
- Create a project implementation plan that includes an effective evaluation process. **(Senior Only) E**
- Create systems and infrastructure that will sustain the work after the project period ends. **(Senior Only) E**
- Create inter-disciplinary workgroups to review collected information and provide guidance to project. **(Senior Only) E**
- Identify opportunities for integration and alignment with core curriculum, after school, summer learning and other District initiatives. **(Senior Only) E**
- Identify optimal annual professional development plans for teachers, staff and school partners. **(Senior Only) E**

- Perform related duties as assigned.

**MINIMUM QUALIFICATIONS
TRAINING, EDUCATION AND EXPERIENCE**

Required

- Junior: Bachelor's Degree
- Senior: Master's Degree
- Two (2) years full-time work experience

Preferred

- Experience in finance, strategy, marketing, operations, human resources, curriculum design, professional development, policy analysis, urban education, and/or law

Ability to Demonstrate:

Strong commitment to mission and core values of courage, optimism, collaboration and action

Track record of excellence and success in academic and professional settings

Exceptional interpersonal, written and verbal communication

Exceptional project management skills

High level of self-awareness and keen desire to work with and learn from others with diverse backgrounds and perspectives

Passion for K-12 education

Energetic self-starter who takes initiative to drive to results even in ambiguous situations

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.