

**OAKLAND UNIFIED SCHOOL DISTRICT**

Office of the Superintendent of Schools

May 13, 2020

<b>Legislative File</b>	
File ID Number:	20-0796
Introduction Date:	05/13/2020
Enactment Number:	20-0672
Enactment Date:	5/13/2020
By:	If

TO: Board of Education

FROM: Kyla Johnson-Trammell, Superintendent  
Tara Gard, Deputy Chief Talent Officer, Talent Division

SUBJECT: Approval of Revision of Job Description - Director, Adult Education.

**Revision:**

1. Director, Adult Education

**ACTION REQUESTED**

Adoption by the Board of Education of Resolution No. 1920-2031, Revision of Job Description – Director, Adult Education.

**DISCUSSION**

The Talent Division recommends approval of these job descriptions as part of its ongoing work to revise and update the job classifications needed to implement the strategic plan, create greater clarity of roles, and have a written job description that reflects the scope and responsibilities for every position in the District.

**Revision:**

Job Description/Position/Title/FTE  
Director, Adult Education  
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: A227 83  
Range: \$ 100,852.92 – 128,720.55  
12 months, 261 days, 7.5 hours (FT)

**FISCAL IMPACT**

There is no fiscal impact. This role is currently funded. Revision to duties only.

**RECOMMENDATION**

Adoption by the Board of Education of Resolution No. 1920-2031, Revision of Job Description – Director, Adult Education.

**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 1920-2031**

- Approval of Revision of Job Description - Director, Adult Education -

**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 description aligns with the District's priority of a Full Service Community School District and to enhance service our students, schools and community, and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education hereby determines that the following positions are created or revised as set forth in the attachments and shall be established on the respective salary schedule/range effective 12:01 a.m., May 13, 2020, as follows:

**Revision:**

Job Description/Position/Title/FTE  
Director, Adult Education  
(As Assigned) (1.0 FTE)

**Salary Schedule/Range**

Salary Schedule: A227 83  
Range: \$ 100,852.92 – 128,720.55  
12 months, 261 days, 7.5 hours (FT)

**FISCAL IMPACT**

There is no fiscal impact. This role is currently funded. Revision to duties only.

**BE IT FURTHER RESOLVED**, that the Board authorizes the creation of job descriptions as so stated above.

Passed by the following vote:

PREFERENTIAL AYE: None

PREFERENTIAL NOE: None

PREFERENTIAL ABSTENTION: None

PREFERENTIAL RECUSE: None

AYES: Aimee Eng, Jumoke Hinton Hodge, Gary Yee, Roseann Torres, Vice President Shanthy Gonzales and President Jody London

NOES: James Harris

ABSTAINED: None

RECUSE: None

ABSENT: Student Directors Mica smith-Dahl and Denilson Garibo

**CERTIFICATION**

We 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 on May 13, 2020.

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Jody London  
President, Board of Education



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Kyla Johnson-Trammell  
Superintendent and Secretary, Board of Education

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# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Director, Adult Education</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Adult Education</b>	<b>CLASSIFICATION:</b>	<b>Certificated Management</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>A227/7.5 days or duty days and hours as assigned</b>
<b>ISSUED:</b>	<b>Created: May 2020</b>	<b>SALARY GRADE:</b>	<b>A227 83</b>

**BASIC FUNCTION:** Under the general supervision of the direct supervisor, plans, organizes, controls and directs the overall functioning and management of the District's Adult Education programs. Included are development of strategies for program growth comprised of resources coordination, general facilities development, partnerships that comprise of developing resources for expanded funding including current sources California Adult Education Program (CAEP), Workforce Innovations and Opportunity Act Title II (WIOA), foundations, corporations, city, and other sources; serve as a member the Northern Alameda Adult Education Collective (NAC) and the Bay Area regional consortia for workforce preparation and partnerships with business; oversee the Adult Education budget, Adult Education Principals and the Evaluation process; serve as the point person for OACE with the District that incorporates any issues that affect OACE including facilities, legal, union, talent development, finance and others that may develop. Interfaces with the California Department of Education (CDE) regarding Federal Program Monitoring (FPM) process, Workforce Innovations and Opportunity Act (WIOA), and CAEP ensuring that OACE activities are aligned with each of those areas.

**REPRESENTATIVE DUTIES:** Incumbent 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 are intended to accurately reflect the principal job elements.

### ESSENTIAL FUNCTIONS:

Plan, organize, control and direct the overall functioning and management of the district's Adult Education programs.

Develop in collaboration the overall vision and mission of Adult Education.

Manage the overall Adult Education budget and funding process.

Oversee the planning process for class offerings and the curricular selection.

Supervise and evaluate Adult Education administrators and key classified staff.

Provide advocacy and leadership to the NAC for OACE and OUSD.

Lead and manage the implementation of a comprehensive Professional Development program for instructional and clerical staff.

Assist in the development of an effective communication network to promote and market the Adult Education offerings throughout the community.

Complete and submit accurate reports as required by district, state, and federal jurisdictions.

Meet on a regularly scheduled basis with school-level leadership personnel responsible for Adult Education programs.

Provide leadership in creating healthy human relationships which will provide a suitable climate for learning and teaching.

Work cooperatively with Human Resources in the recruitment, development, interviewing, selection, assignment, transfer, and separation of Adult Education personnel.

Act as liaison between district programs and the appropriate local, county, state and national agencies on Adult Education.

Develop and maintain relationships with appropriate referral agencies in the community.

Attend all appropriate meetings and other job-related meetings and activities.

Perform related duties as assigned.

**QUALIFICATIONS:**

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

**KNOWLEDGE OF:**

California content frameworks and standard

Applicable state policies and regulations related to adult education

Regulations and related adult education-related policy documents under the purview of California Department of Education's (CDE) Adult Education Office and the Commission on Teacher Credentialing

Numerous, proven, successful instructional practices

Leadership skills, management strategies and community building techniques

Local policies, state and federal laws relating to Adult Education

Microsoft Suite, i.e., Microsoft Word, Excel and PowerPoint

**ABILITIES TO:**

Provide effective instructional leadership

Create a nurturing and safe learning based on high expectations for all students

Develop collaborative, professional learning communities

Analyze data and use it to make decisions

Provide professional development and coaching to administrators

Distribute leadership among administrators, teachers, staff, parents, students & community members

Effectively manage staffing, budget, facility, and other administrative responsibilities

Build and lead the adult learner community in attaining community, school, program –based, district, state and federal goals

Use relational databases, web-based tools, the internet and other technologies

Calmly and efficiently handle crises and solve problems

Effectively communicate orally and in writing

Manage competing priorities and time

**PREREQUISITES:**

Any combination of education and/or experience equivalent to: Master's Degree or higher from an accredited college or university with graduate courses and minimum of three (3) years teaching experience;

Valid California Administrative Services Credential

Valid California Preliminary or Clear Teaching Credential

Valid California Driver's License, if applicable

**PRE-EMPLOYMENT PROCESS:**

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

**WORKING CONDITIONS**

**ENVIRONMENT:**

Office and diverse school site environment; fast-paced work; constant interruptions. Employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate to extreme. Occasional evenings and weekend events to engage with program learners or external community at District events.

**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.



**SECTION 1: JOB DESCRIPTION CHECKLIST for MANAGEMENT ROLE**

The Job Description (JD) Checklist ensures all pertinent steps have been completed at the District for every JD. Send this checklist or any questions to Martin E. Mitchell, [martin.mitchell@ousd.org](mailto:martin.mitchell@ousd.org) or 510.879.8841.

	Today's Date _____	
Classification Title _____	Draft _____	Final _____
Final Working Job Title (if different) _____	Time Type _____	
Hiring Department/Sponsor _____	Full-time _____	
Hiring Manager's Name _____	Part-time _____	
Hiring Manager's Title _____	Temporary _____	
	Student or Intern _____	
Bargaining Unit _____	Default Hours _____/wk	
<b>Final Salary Range</b> _____	<b>Amounts</b> _____ to _____	
<b>Final Date of Job Description</b> _____	Exempt _____	Non-Exempt _____
<b>Proposed Board Meeting Date</b> _____	FLSA Exemption _____	
<b>Board Agenda Deadline</b> _____	(Attach applicable Exemption Checklist)	
	Classification _____	
	If classification supervises others, indicate which type(s) of employees are supervised:	
	Certificated _____	Classified _____
	Does not supervise others _____	

**Steps Completed**

Item	Description	Check if Completed	Indicate Date Completed
1.	Draft JD received from Hiring Manager	_____	_____
2.	Justification for JD received from Hiring Manager – see Section 2	_____	_____
3.	Meet and Confer session Union feedback: Approved _____ Not approved _____	_____	(Meet and Confer Date)
4.	Submitted final JD to Talent Business Manager	_____	_____
5.	Board of Education decision Approved Resolution ID _____ Not approved _____ No decision _____	_____	(Board Meeting Date)
6.	Funding source _____ (Incl. Funding Source Name - Resource No. - Site No.)	_____	_____
7.	Escape Job Class _____	_____	_____
8.	Date that last step is completed: _____ Classification Staff Initials _____ New Revision Reclassification No change	_____	_____

**Other Comments:**

Last Updated 10.26.18

