

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

December 9, 2020

Legislative File	
File ID Number:	20-2316
Introduction Date:	012/9/2020
Enactment Number:	20-1727
Enactment Date:	12/9/2020
By:	

TO: Board of Education

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

SUBJECT: Creation/Revision of Job Descriptions – Specialist, LGBTQ Programming; Coordinator, Strategic Resource Planning and Coordinator, Outdoors Environmental.

Creations:

1. Specialist, LGBTQ Programming; and
2. Coordinator, Strategic Resource Planning.

Revisions:

1. Coordinator, Outdoors Environmental

ACTION REQUESTED

Adoption by the Board of Education of Resolution No. 2021-0066 - Creation or Revision of Job Descriptions - Specialist, LGBTQ Programming; Coordinator, Strategic Resource Planning and Coordinator, Outdoors Environmental.

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.

Creation:

Job Description/Position/Title/FTE

Specialist, LGBTQ Programming

(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL 46

Range: \$55,750.58 - \$74,704.02

12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT:

No fiscal impact. Funded by Grants.

Creation:

Job Description/Position/Title/FTE

Coordinator, Strategic Resource Planning

(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL 17

Range: \$94,318.32 – \$120,356.03

12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT:

There is no new budget impact as vacancies have already been reflected in the budget development process.

Revision:

Job Description/Position/Title/FTE

Coordinator, Outdoors Environmental

(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL 17

Range: \$94,318.32 – 120,356.03

12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT:

No Fiscal Impact. This position is changing from certificated to classified.

RECOMMENDATION

Adoption by the Board of Education of Resolution No. 2021-0066 - Creation or Revision of Job Descriptions - Specialist, LGBTQ Programming; Coordinator, Strategic Resource Planning and Coordinator, Outdoors Environmental.

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 2021-0066**

- Approval of Revision of Job Descriptions – Director, Office of Ombudsperson and Deputy Director, Office of Charter Schools

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., December 9, 2020, as follows:

Creation:

Job Description/Position/Title/FTE
Specialist, LGBTQ Programing
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL 46
Range: \$55,750.58 - \$74,704.02
12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT:

No fiscal impact. Funded by Grants.

Creation:

Job Description/Position/Title/FTE
Coordinator, Strategic Resource Planning
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL 17
Range: \$94,318.32 – \$120,356.03
12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT:

There is no new budget impact as vacancies have already been reflected in the budget development process.

Revision:

Job Description/Position/Title/FTE

Coordinator, Outdoors Environmental

(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL 17

Range: \$94,318.32 – 120,356.03

12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT:

No Fiscal Impact. This position is changing from certificated to classified.

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, James Harris, Vice President Shanthi Gonzales and President Jody London

NOES: None

ABSTAINED: None

RECUSE: None

ABSENT: Jessica Ramos and Samantha Pal (Student Directors)

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 December 9, 2020.

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OAKLAND UNIFIED SCHOOL DISTRICT



Jody London
President, Board of Education



Kyla Johnson-Trammell
Superintendent and Secretary, Board of Education

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OAKLAND UNIFIED
SCHOOL DISTRICT

Position Description

TITLE:	Specialist, LGBTQ Programming	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Community Schools and Student Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR/HOURS:	261 days / 7.5 hours or duty days and hours as assigned
ISSUED:	Created: October 2020	SALARY GRADE:	WTCL 46

BASIC FUNCTION: As part of the Health and Wellness Unit and in support of the development of a Full-Service Community District and the OUSD Strategic Plan, manage the implementation of LGBTQ programming and all aligning programs, partnerships and committees.

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:

Create a vision for establishing and maintaining safe and supportive school environments for Lesbian, Gay, Bisexual, Transgender and Queer/Questioning (LGBTQ youth).

Design and lead professional development for teachers, administrators and other district staff on policies and practices to support LGBTQ students and families.

Support and assist implementation of site based Gender and Sexuality Alliance clubs.

Design, coordinate and lead district-wide initiatives, such as Gender and Sexuality Alliance day.

Create and review K-12 LGBTQ inclusive curriculum for use with students.

Collect, evaluate, and monitor student data as it relates to gender and sexual identity (e.g. Youth Risk Behavior Survey and California Healthy Kids Survey).

Assist school site staff in enforcing existing anti-discrimination laws and policies for students and staff.

Assist in ensuring that the District is compliant with federal and state health education mandates as appropriate.

Collaborate with key departments, community partners and health agencies to coordinate programs and policies that support safe and supportive environments for LGBTQ students.

Communicate with and lead engagement opportunities for students, parents, community members and other interested parties around program development and implementation.

Support data collection, evaluation and other research activities associated with gender and sexuality related programming.

Assist with related resource development, grant management, fiscal oversight, grant writing activities, and fund development opportunities.

Collaborate with contracted staff to support the technical assistance, training and evaluation of health education programs.

Provide cross training to department personnel.

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:

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

Research-based programs and practices that support health and wellness of the whole child

LGBTQ curriculum development

Local community-based organizations providing health and wellness services

Applicable laws, codes, regulations, policies, and procedures governing health and safety

Budget preparation and management to ensure fiscal responsibility

Strategies, funding opportunities, and community contacts for multiple health and wellness programs

Correct English usage, grammar, spelling, and punctuation

Research methods, report writing and record-keeping techniques

Communication (e.g. telephone and e-mail techniques) systems and etiquette

Interpersonal skills using tact, patience, and courtesy

ABILITY TO:

Plan, organize, and direct programs and assigned personnel

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

Analyze situations accurately and adopt effective courses of action

Communicate effectively in English both orally and in writing

Plan and organize work

Meet schedules and timelines

Work independently

Develop and document short and long term plans

Implement plans and evaluate their outcomes

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

Perform duties with awareness of all District requirements and policies

Coordinate and enhance communications among students, parents, District staff, and community representative

Establish and maintain effective working relationships with District personnel and the public

Use all Microsoft applications efficiently

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

PREREQUISITES:

Bachelor Degree or its equivalency required in social work, public health, sexuality studies or related field (2 years of similar and relevant work level experience = 1 year of college). A combination of experience and education may be used to meet the Bachelor Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement.

Three (3) or more years of progressively responsible experience in implementing public health, school health or social services programs

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 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 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
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Position Description

TITLE:	Coordinator, Strategic Resource Planning	REPORTS TO:	Director Strategic Resource Planning
DEPARTMENT:	Strategic Resource Planning	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS:	261 days / 7.5 hours
ISSUED:	Created: December 2020	SALARY GRADE:	ADCL 17

BASIC FUNCTION: The Coordinator is responsible for effective and coordinated implementation and monitoring of the Federal Grants and other legislative requirements. The Coordinator is responsible for developing systems to guide and advise sites regarding program investments with the Federal Grants. The Coordinator will create and implement systems to ensure investments are aligned to the needs of the sites instructional programs.

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:

Coordinate and oversee the implementation of the planning and alignment of federal grant resources to academic goals and instructional programs for sites.

Coordinate systems to provide assistance and guidance to school sites and other staff about aligning resources to academic goals, best practices and programs.

Support school sites with the planning for budget prioritization regarding the Federal Grants.

Synthesize, translate, and communicate complex topics and issues including District policies and programs.

Assist with developing a component of the Accounting System that captures the details of the instructional programs.

Coordinate responses to requests from auditors' representatives, grantor organizations, and governmental organizations, including official financial reports and claims; represent the District during audits by public auditors.

Assist with the development and implementation of communication strategy to our sites.

Represent the District at local, state, federal, and national meetings and other activities; remain current on laws and regulations affecting programs under the supervision of the department.

Recommend policies and procedures to ensure the District maintains a comprehensive audit program and complies with procedures and requirements related to fiscal independence.

Coordinate the preparation and maintenance of detailed records of department functions and activities in preparation for audits.

Lead and coordinate support to the school site Strategic Resource Planning specialists which includes professional development, regular meetings, and just in time support.

Maintain knowledge of legislation, rules and regulations for local, state, and federal resources.

Coordinate with Strategic Resource Planning Specialists to ensure school site governing bodies meet legislative standards.

Assist with updates to Administrative Regulations to ensure adherence with state and federal laws for categorical programs.

Develop training and education sessions to help sites understand how to monitor resources.

Coordinate and design professional development sessions for staff about State and Federal Audits.

Coordinate and implement systems for collecting grant information and evidence from sites.

Provide guidance about grants to ensure grant applications are complete and accurate.

Assist with the writing of the Federal Grant Section of the OUSD Site Planning Handbook.

Coordinate the alignment of the Needs Assessment in the SPSA with the Federal Grants Activities.

Coordinate the calendar and timelines about each grant's cycle.

Control the process for the District's accounting for instructional minutes in accordance with State statutes.

Plan, coordinate, and arrange appropriate training for the Strategic Resource Planning team to ensure professional development opportunities.

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions.

Perform other 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:

Effective instructional strategies and best practices to ensure extended learning opportunities for all students

Local Control Accountability Plan (LCAP) and Site Plan for Student Achievement (SPSA)

State, federal, and local grant program requirements

Assessment and evaluation techniques

Budget preparation and monitoring

State Education Codes requiring District accountability

ESEA accountability requirements

Diversity, sensitivity and competence with regard to issues of race, learning or other ability, ethnicity, culture, religion, gender, socio-economic group, sexuality or other orientations or cultural markers

Correct English usage, grammar, spelling, vocabulary and punctuation

Principles and practices of management

Applicable laws, codes, regulations, policies and procedures

District organization, operations, policies and objectives

Policies, objectives and terminology of assigned programs

Instructional programs at all levels

Efficient use of computer applications, including Microsoft Office Suite

ABILITIES TO:

Communicate effectively and constructively in writing and orally

Develop positive working relationships with staff and administration

Organize work and meet deadlines

Maintain current knowledge of applicable provisions of applicable federal, state, local and district laws, rules and regulations

Create and manage complex budgets; develop required financial and other resources to support programs; and gather, report and analyze complex data for planning, operational and evaluation purposes

Review existing and pending legislation related to procedural guidelines and the District finance programs and recommend origination, modification, or support of legislative measures

Communicate effectively both orally and in writing

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

Establish and maintain cooperative and effective working relationships with others

Operate a computer and assigned office equipment

Analyze situations accurately and adopt an effective course of action

Meet schedules and critical deadlines

Work independently

Plan and organize work

Direct the preparation and maintenance of a variety of reports and files related to assigned activities

PREREQUISITES

Bachelor Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) in program design, auditing, grant planning and monitoring or a related field. A combination of experience and education may be used to meet the Bachelor Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement.

Master's or advanced degree in related field preferred

Teaching credential preferred

Administrative credential preferred

Six (6) years of recent, full-time, paid, progressively responsible program auditing or program design experience

Extensive knowledge of the legal and program requirements related to services for State and Federal programs

Extensive knowledge of instructional programs

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 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:	Coordinator, Outdoors Environmental	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Academic and Instructional Innovation (AII)	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS:	261 days / 7.5 hours or duty days and hours as assigned
ISSUED:	Created: June 2020 Revised: Oct. 2020	SALARY GRADE:	ADCL 17

BASIC FUNCTION: Under minimal direction of the Middle School Network Superintendent and the Executive Director of Academics and Instructional Innovation, the Oakland Goes Outdoors Environmental Coordinator manages and directs all aspects of the Oakland Goes Outdoors Initiative in Oakland Unified School District.

The Oakland Goes Outdoors Initiative seeks to promote environmental literacy and provide outdoor experiences to all Oakland Unified School District students and their families (K-12). This program partners with community-based organizations, city and county departments, as well as local, state and national park services, and philanthropic organizations to increase environmental awareness, conservation, and stewardship.

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:

Provide leadership to develop and implement the Oakland Goes Outdoors Initiative to promote environmental literacy and provide outdoor experiences to all Oakland Unified School District students and their families (K-12).

Develop realistic and effective plans for meeting goals, establishing timelines and measurable outcomes, estimating required resources, and anticipating obstacles.

Work directly with school leaders and staff to support implementation of outdoor experiences and environmental literacy at every grade level.

Coordinate Central Office support across departments and content areas in service of the program's goals;

Strengthen collaboration across the city, county and state entities by establishing, developing and maintaining partnerships with community resources and outside agencies as well as connect to related initiatives regionally and statewide.

Develop and implement an effective constituent relationship management (database) strategy to ensure maintenance and monitoring of key relationships among affiliated individuals, schools, and organizations.

Plan and facilitate meetings with multiple stakeholders within a collaborative governance structure.

Plan, design and implement training and professional development activities using various blended and online learning technologies and methodologies.

Coordinate activities and provide training and assistance to enhance faculty and administrative skills and understanding related to environmental educational.

Serve as a liaison and coordinate communications, activities and information between school site administrators, school staff, central office staff, outside organizations, governmental agencies and the public.

Develop and implement strategies and training activities to enhance educational effectiveness and student learning in environmental education.

Assist in the development and preparation of annual preliminary budgets; review and evaluate budgetary and financial data.

Participate in researching, obtaining and maintaining grants and other funding sources; prepare proposals and assist with developing and maintaining contracts as required.

Compile, review and analyze a variety of technical data and information related to instructional area; prepare and maintain a variety of records and reports.

Drive a vehicle to conduct work; visit sites and classrooms to monitor educational activities.

Attend and participate in a variety of meetings, task forces, seminars, in-services and conferences as directed.

Initiate, develop, and prepare contracts/agreements with external entities, as needed.

Coordinate, as needed with other OUSD-related initiatives.

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate professional development opportunities for assigned staff.

Provide cross-training to other staff within the department.

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:

Effective strategies, innovative approaches, and models for environmental education learning and programming

Effective practices in planning and delivery of training/professional development

Best practices in closing the achievement gap and promoting equitable programs and practices for all students

Local, state, and federal standards and requirements related to environmental education in K-12 public education, including the CA Blueprint for Environmental Literacy

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Oakland students

Basic budget preparation and control

Applicable laws, codes, regulations, policies and procedures

Interpersonal skills using tact, patience and courtesy

Public speaking techniques

Operation of a variety of office equipment including computers projectors and assigned software

ABILITY TO:

Build a comprehensive program from the ground up while staying focused on the long term vision and goals

Develop collaborative relationships with school leaders and program leads at every grade level and school site

Communicate a deep seeded belief in the importance of environmental literacy and outdoor education for all

Coordinate across a variety of Central Office departments in service of initiative

Page 3 of 4 Coordinator, Outdoors Environmental

Experience working in a large urban school district

Provide consultation and technical assistance concerning environmental education

Design, develop, implement and conduct training and professional development

Facilitate groups in planning, creative problem-solving and decision-making

Collaborate and network successfully with diverse groups

Prepare and deliver oral presentations

Coordinate activities to enhance faculty and administrative understanding of educational practices, curriculum standards and instructional strategies

Interpret, apply and explain laws, codes, regulations, policies and procedures

Supervise and evaluate the performance of assigned personnel

Experience using trauma informed practices

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships with a diverse spectrum of stakeholders

Analyze situations accurately and adopt an effective course of action

Meet schedules and timelines

Work independently with little direction

Prepare and maintain various records, reports and files

Operation of a variety of office equipment including computers, projectors and assigned software

PREREQUISITES:

Master's Degree in education or related field

Three (3) years STEM-related teaching experience

Three (3) years administrative experience

Experience and/or background in environmental education

Experience managing and growing large scale, community-wide projects preferred

Experience procuring, writing and managing grants preferred

Experience in leading environmental education, literacy, and sustainability initiatives preferred

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 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:

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