

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

October 14, 2015

| Legislative File | |
|-------------------------|------------|
| File ID Number: | 15-1901 |
| Introduction Date: | 10/14/2015 |
| Enactment Number: | 15-1569 |
| Enactment Date: | 10/14/15 |
| By: | O.S. |

TO: Board of Education

FROM: Antwan Wilson, Superintendent
Brigitte Marshall, Chief Talent Officer, Talent Division

SUBJECT: Approval of Job Description – Communications and Public Affairs

- Program Manager, Local Control Accountability Engagement

ACTION REQUESTED

Adoption by the Board of Education of Resolution No. 1516-0076, approving the following job description: Program Manager, Local Control Accountability Engagement, in the Communications and Public Affairs Department.

BACKGROUND:

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.

BUDGET IMPACT

None.

RECOMMENDATION

Adoption by the Board of Education of Resolution No. 1516-0076, approving the following job description: Program Manager, Local Control Accountability Engagement, in the Communications and Public Affairs Department.

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1516-0076**

- Communications and Public Affairs Department -

Approving Job Description

- Program Manager, Local Control Accountability Engagement -

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 descriptions align 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 approves the attached job descriptions: Program Manager, Local Control Accountability Engagement.

Passed by the following vote:


AYES: Aimee Eng, Nina Senn, Roseann Torres, Shanthy Gonzales, Jumoke Hinton Hodge, Vice President
Jody London, President James Harris

NOES: None

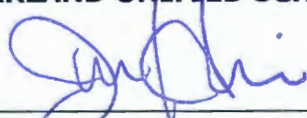
ABSTAINED: None

ABSENT: None

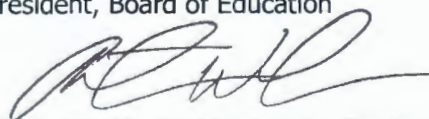
I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held October 14, 2015.

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OAKLAND UNIFIED SCHOOL DISTRICT



James Harris
President, Board of Education



Antwan Wilson
Superintendent and Secretary, Board of Education

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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

| | | | |
|--------------------|---|-------------------------|--|
| TITLE: | Program Manager, Local Control Accountability Engagement | REPORTS TO: | Assigned Supervisor |
| DEPARTMENT: | Communications and Public Affairs | CLASSIFICATION: | Classified Management |
| FLSA: | Exempt | WORK YEAR/HOURS: | 261 days / 7.5 hours or duty days and hours as assigned |
| ISSUED: | Created: October 2015 | SALARY GRADE: | ADCL 14 |

BASIC FUNCTION: Under direct supervision of the Director of Community Engagement, the Local Control Accountability Program Manager is responsible for coordinating and leading the implementation of meaningful, effective and compliant Local Control Accountability Plan (LCAP) stakeholder engagement processes, in collaboration with district executive LCAP lead team, District student and family engagement team, and community stakeholder groups. The Program Manager ensures the LCAP stakeholder engagement process follows District and State adopted guidelines for meaningful student, family, community engagement, and school governance, including ensuring alignment to site plans, and district strategic plans to increase student achievement.

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:

LCAP Parent and Student Advisory Committee (PSAC) Development

- Coordinate and facilitate the leadership development of parent and student members on the LCAP Parent and Student Advisory Committee and relevant sub-committees (i.e.: English Learner Parent Sub-Committee): develop and facilitate on-going training on membership roles, responsibilities, and content knowledge, especially as relates to understanding student achievement data, and researching effective practices, follow up with members as needed to ensure understanding of content and preparedness for meetings.
- Coordinate with LCAP PSAC members to ensure established by-laws are followed and updated as needed.
- Coordinate and track member attendance at LCAP PSAC and Sub-Committee meetings and related engagement meeting attendance, lead outreach and communication with members, ensuring quorum at each business meeting of the LCAP PSAC.
- Convene and facilitate LCAP PSAC Executive Committee and/or regular planning meetings as needed with lead delegates to develop agendas and prepare for co-facilitation of LCAP PSAC meetings.
- Model and teach meeting facilitation/group process with Social Emotional Learning approach
- Work with School Governance Specialist to coordinate site participation and alignment with LCAP engagement requirements and district structures.
- Coordinate all logistics for PSAC meetings, including space set up/take down, translation and childcare needs for PSAC meetings.
- Lead development of materials for PSAC meetings.

- Coordinate and implement democratic District-wide election for LCAP PSAC membership representative of LCAP target populations, ensuring seats are filled per LCAP PSAC By-Laws and LCAP PSAC Board resolution.
- Trouble-shoot challenges that come up with implementation of LCAP PSAC meetings.

School Governance and Strategic Alignment Coordination

- Work with School Governance Specialist to ensure: ongoing communication to School Site Councils on LCAP PSAC, including sharing of PSAC meeting times, action items, and LCAP site engagement activities and deadlines.
- Ensure representatives from School Site Councils and site based English Learner Parent Sub-Committees are attending LCAP PSAC meetings.
- Work with School Governance Specialist to coordinate district-level School Site Council Summits, ensuring School Site Councils understand their role with LCAP PSAC, LCAP engagement, and site and district budgeting processes, including cycles of inquiry and action.
- Collaborate with School Governance Specialist on development of training materials related to community-informed shared decision making, community budgeting, and engagement of target populations.

LCAP Engagement Structures Coordination

- Develop, maintain, and lead implementation of LCAP Stakeholder Engagement plan and calendar of events, meetings, and key benchmarks, in alignment with State regulations and County exemplary expectations for LCAP Stakeholder Engagement
- Design staff and collective bargaining engagement with LCAP, and then convene, coordinate, and facilitate these structures.
- Design and coordinate LCAP Survey dissemination for all stakeholders.
- Work with Student Engagement Program Assistant to align LCAP Student Advisory process and outcomes with LCAP PSAC
- Convene and facilitate regular LCAP CBO Engagement planning group, to engage core youth and family engagement partners with LCAP Engagement process design and implementation.

LCAP Engagement Communication and Data Coordination

- Work with School Governance Specialist and cross-departmental team including research, assessment and data and continuous school improvement, to coordinate communication and alignment between departments and ensure alignment of site School Governance Team/family engagement group process with related continuous improvement activities including Site Plans, School Quality, and LCAP.
- Coordinate and maintain LCAP web based communication, including regular updates to LCAP page on district site, development of video, photo, audio messaging for wide dissemination and promotion of LCAP engagement.
- Ensure relevant stakeholders receive direct communication on LCAP engagement opportunities.
- Develop engagement data collection methods, document engagement process, organize and analyze data to produce data summaries and recommendations for action, to inform annual LCAP Update, and revisions to LCAP budget priorities.
- Develop parent and student-friendly communication materials.
- Work with Board office staff to submit LCAP PSAC agendas and materials in timely fashion, ensuring compliance with Brown Act regulations.
- Write content for related stakeholder engagement sections in State LCAP template, and other reporting documents.

Provide cross-training to department personnel.

Perform other related duties as assigned and required.

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:

- Education system, root causes of educational inequity, research based practices for effective family and community engagement linked to learning
- History of education of people of color in the United States, history of family engagement and organizing in Oakland
- Technical multi-media communication formats, including video, graphic design, web page, and social media
- Community outreach and nontraditional grass roots communication
- Strategies used in community organizing
- Parent advocacy, parent organizing, parent empowerment, and community engagement.
- Advanced training techniques
- Correct English usage, grammar, spelling, vocabulary and punctuation
- Telephone techniques, systems and etiquette
- District policies, including OUSD Strategic Plan for Full Service Community Schools, applicable sections of the State Education Code and other laws and regulations
- 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
- Collection and organization of information including electronic data
- Methods to interpret, apply and explain rules, regulations, policies, and procedures
- Computer software, hardware, and related technology
- Facilitating parent leadership training and parent leadership development
- Facilitation practices and skills

ABILITIES TO:

- Engage with school leadership
- Facilitate meetings with multiple stakeholders
- Navigate complex relationships and facilitate conflict resolution
- Perform a variety of highly difficult, technical duties involving specialized knowledge and independent judgment
- Organize and facilitate multiracial parent leadership development
- Train parents to become effective partners in their child's education, and with their school sites for continuous school improvement
- Be an effective leader with diverse groups across race, ethnicity, religion, gender, class and sexuality
- Build relationships across race and culture with parents, community, and district staff
- Approach parents and school staff in a variety of situations
- Use non-traditional communications, including grassroots, word of mouth, etc.
- Communicate effectively orally and in writing
- Prioritize responsibilities to provide timely support to schools in using a broad range of tools and activities
- Communicate clearly; understand and interpret District and other rules, policies and procedures
- Understand and follow oral and written directions; work independently
- Work with computer software, hardware, and related technology
- Manage time and develop work plans to meet schedules and time lines
- Maintain records; analyze situations accurately and take appropriate action
- Work cooperatively with others
- Complete work accurately and as directed with many interruptions
- Organize, coordinate and prioritize a large volume of activities, programs and services
- Identify and resolve school site and other issues in a timely manner
- Prepare presentations and use expert facilitation skills
- Operate personal computer, related software, and other office equipment
- Cross-train department personnel

PREREQUISITES

- Bachelor's Degree and 3 years experience coordinating school governance and stakeholder engagement structures
- Field experience with parent/community organizing, as well as demonstrated experience working with parents in education justice field, working with school-based programs, community organizing, and grassroots, non-traditional communication, including one-to-one outreach.
- Experience working with parents through non-profit organizations highly desired

- Experience working with school administrators highly desired
- 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.