


OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

February 22, 2012

Legislative File	
File ID Number:	12-0504
Introduction Date:	2/22/12
Enactment Number:	12-0822
Enactment Date:	2-22-12
By:	AS

TO: Board of Education

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

SUBJECT: Repeal and Creation of a Classified Management Position in the Research, Assessment and Data Department

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1112-0155 – Repeal and Creation of a Classified Management Position in the Research, Assessment and Data Department.

DISCUSSION

The current job description for Coordinator, Research and Best Practices is based on the work formerly assigned to the New School Development Group and does not reflect the work actually conducted in the Research, Assessment and Data Department. The newly created job description will now align with the essential functions of the position and the department and will address the Superintendent's Five-Year Strategic Plan.

Repeal Position Below, Previously Approved in Resolution No. 0607-0216, June 27, 2007 (File I.D. 07-0718):

Research, Assessment and Accountability

Repeal:

Position Title/FTE

Coordinator, Research and Best Practices (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 16: \$74,540 - \$95,141

12 months, 261 days, 7.5 hours

Research, Assessment and Data

Create:

Position Title/FTE

Coordinator, Research (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 16: \$74,540 - \$95,141

12 months, 261 days, 7.5 hours

A Meet and Confer has been conducted with the appropriate bargaining unit.

BUDGET IMPACT

Funding for this position is 75% General Purpose and 25% Title I funds.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1112-0155 – Repeal and Creation of a Classified Management Position in the Research, Assessment and Data Department.

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**RESOLUTION
 OF THE
 BOARD OF EDUCATION
 OF THE
 OAKLAND UNIFIED SCHOOL DISTRICT
 Resolution No. 1112-0155**

Repeal

- Coordinator, Research & Best Practices -

Create

- Coordinator, Research -

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, this position aligns with the Superintendent's Five Year Strategic Plan for full service community schools and a full service community District; and

WHEREAS, the old job classification is repealed and the new job classification is now created to current standards and is placed on the appropriate salary schedule and range as specified, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby determines that the following position is repealed and the newly created position shall be established on the respective salary schedule/range effective 12:01 a.m., February 23, 2012, as follows:

Repeal Position Below, Previously Approved in Resolution No. 0607-0216, June 27, 2007 (File I.D. 07-0718):

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12 months, 261 days, 7.5 hours

and,

BE, IT FURTHER RESOLVED, that the Board authorizes 1.0 FTE for the position of Coordinator, Research in the Research, Assessment and Data Department.

Passed by the following vote:

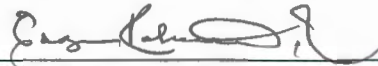
AYES: David Kakishiba, Gary Yee, Christopher Dobbins, Alice Spearman,
Vice President Jumoke Hinton Hodge and President Jody London

NOES: None

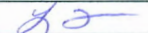
ABSTAINED: None

ABSENT: Noel Gallo

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 February 22, 2012.



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

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By:	JS



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Coordinator, Research	REPORTS TO:	Executive Director
DEPARTMENT:	Research, Assessment & Data	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Revised: June 2007 Revised: February 2012	SALARY GRADE:	ADCL 16

BASIC FUNCTION: Under general direction, provide District-wide services and leadership in the area of research and evaluation. Plan, direct, coordinate, organize, and implement data analysis and quantitative and qualitative research activities related to the district's strategic plan and school quality. Remain current on district, state, and federal programs and the associated assessment and accountability requirements.

DISTINGUISHING CHARACTERISTICS: This position requires expertise in research methods; experience in using academic and non-academic data related to support for the "whole child"; familiarity with assessment of student learning and curricular programs, and school improvement strategies. The job requires the ability to analyze issues and offer alternative solutions. Decisions are made by the incumbent that have a critical impact on the goals, organization, and administration of educational programs and services of the District.

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 are intended to accurately reflect the principal job elements.)

E = Essential Functions

Direct and coordinate data analysis and research functions of Research, Assessment and Data (RAD); lead, design, and/or conduct quantitative, qualitative, and mixed-methods research and evaluation studies. **E**

Analyze quantitative and qualitative data, including making critical observations of analyses or data and identifying patterns. **E**

Participate in district-wide instructional and assessment planning linked to Common Core State Standards. **E**

Write and disseminate research reports, policy briefs, presentations of findings appropriate for a variety of internal and external audiences and purposes. **E**

Research and document national best practices for key district strategies and for full-service community schools to provide models and examples that can be scaled system-wide or contribute to school improvement. **E**

Coordinate collaborative research and data sharing with strategic external partners from universities, research institutions, etc. **E**

Evaluate research proposals for their feasibility and value of results to the District; respond to and resolve difficult and sensitive inquiries regarding research and evaluation projects. **E**

Direct and monitor the review of research activities in the District by external researchers and college/university students; coordinate and facilitate data access for approved external researchers and evaluators. **E**

Conduct ongoing, comprehensive literature reviews on key topics related to the District's strategic priorities to inform district leadership decisions. **E**

Conduct an annual review of studies conducted on OUSD schools and central office and report findings to District Administrators and Board of Education as appropriate. **E**

Remain current on laws, regulations, and policies affecting programs under the supervision of RAD and the District. **E**

Communicate and work with all District Central Office departments to address research and data analysis needs related to the strategic plan and school quality. **E**

Supervise, lead, and coordinate research staff, evaluation staff, and data analyst staff as needed. **E**

Provide cross-training to other staff members within the department.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

TRAINING, EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to: a Master's Degree in education, social science, or related content area and 3-5 years research experience.

PhD or EdD preferred

Experience in technical writing and policy writing

Current track record of writing for publication preferred

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

Employment eligibility that may include fingerprints, Tuberculosis and/or other employment clearance

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Quantitative and qualitative research design

Knowledge of child development, social contexts of education, and/or pre-K-12 educational research preferred

Data collection methodologies

Principles of data analysis and technical writing

ABILITY TO:

Communicate effectively both orally and in writing

Write research reports, policy briefs, literature reviews

Establish and maintain collaborative work relationships with community and institutional partners, district leadership, and staff

Collect, analyze, and present a variety of data and research to a range of audiences

Conduct field studies including in-person interviews and site observations

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

Analyze situations accurately and develop effective action plans

Design, conduct, and write evaluation research

Be sensitive and responsive to diverse cultural and ethnic groups

Motivate and support people

Use all Microsoft Office applications

Perform duties with awareness of all district requirements and policies

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office environment; driving a vehicle to conduct work; fast-paced work, short timelines, frequently changing priorities and assignments

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports.

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.