

**OAKLAND UNIFIED SCHOOL DISTRICT**  
Office of the Superintendent of Schools

June 10, 2015

<b>Legislative File</b>	
File ID Number:	15-1061
Introduction Date:	06/10/2015
Enactment Number:	150876
Enactment Date:	6/10/15
By:	o/a

TO: Board of Education

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

SUBJECT: Approval of Job Description- Office of Post Secondary Readiness  
1. Director, Trade and Apprenticeship Engagement

**ACTION REQUESTED**

Adoption by the Board of Education of Resolution No. 1415-1153, approving creation of the following job description: Director, Trade and Apprenticeship Engagement, Office of Post Secondary Readiness.

**BACKGROUND:**

The Talent Development Division recommends creation of these job description 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. 1415-1153, approving creation of the following job description: Director, Trade and Apprenticeship Engagement, Office of Post Secondary Readiness.

**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 1415-1153**

- Office of Post Secondary Readiness -

**Approving Job Descriptions**

- Director, Trade and Apprenticeship 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 creation of the attached job description: Director, Trade and Apprenticeship Engagement.

Passed by the following vote:

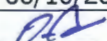
AYES: Roseann Torres, Shanthi Gonzales, Nina Senn, Aimee Eng, Jumoke Hinton Hodge, President James Harris

NOES: None

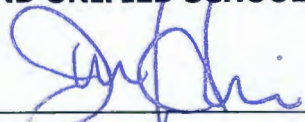
ABSTAINED: None

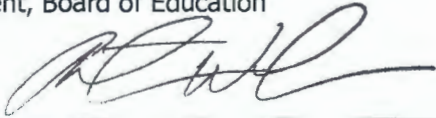
ABSENT: Vice President Jody London

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 June 10, 2015.

<b>Legislative File</b>	
File ID Number:	15-1061
Introduction Date:	06/10/2015
Enactment Number:	15-0786
Enactment Date:	06/10/2015
By:	

**OAKLAND UNIFIED SCHOOL DISTRICT**

  
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James Harris  
President, Board of Education

  
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Antwan Wilson  
Superintendent and Secretary, Board of Education

Legislative File	
File ID Number:	15-1061
Introduction Date:	06/10/2015
Enactment Number:	15-0876
Enactment Date:	6/10/15
By:	OT



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Director, Trade and Apprenticeship Engagement</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Office of Post Secondary Readiness</b>	<b>CLASSIFICATION:</b>	<b>Classified Management</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 days / 7.5 hours or duty days and hours as assigned</b>
<b>ISSUED:</b>	<b>Created: June 2015</b>	<b>SALARY GRADE:</b>	<b>ADCL 18</b>

**BASIC FUNCTION:** Under minimal supervision, the Director of Trade and Apprenticeship Engagement will develop, own and have accountability for the strategic and operational plan for all areas of the Trade and Apprenticeships Programs and work-based contracts and delivery in OUSD. The Director will take the lead on employer engagement initiatives and programs, and improve and enhance the quality of the service offerings and provisions for student learners and employers.

**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

Increase OUSD K-5 student awareness and exposure to existing and emerging trade sectors.

Increase middle and high school readiness and access to apprenticeship and postsecondary education and careers focused on high-need, high-growth, or emerging trade sectors.

Provide leadership for the Oakland Unified School District to promote, support and develop a partnership with local employers, trade unions, community colleges focused on increasing students' exposure to career opportunities in the trades sector that lead to entry level training and industry developed and recognized certifications.

Establish partnerships with local trade unions and apprenticeship programs that will build on existing OUSD trade specific pathways focused on increasing student success in high school, post secondary education and apprenticeship training.

Promote and track the participation of OUSD students in articulated and/or dual enrollment courses developed to meet requirements for apprenticeship and postsecondary admission aligned with high-priority trade sectors.

Coordinate and collaborate both locally and regionally to develop effective partnerships in the trades sector with employers, regional consortium, community colleges, high schools, Workforce Investment Boards (WIBS), and other regional organizations to ensure a skilled workforce and establish career pathways.

Develop and maintain a Trades Advisory Committee composed of industry professionals, apprenticeship instructors, community colleges, and local agencies who are concerned with workforce development within the trades.

Work collaboratively with trade unions, apprenticeship programs, community colleges and local employers to align the needs of the trades sector employers and apprenticeship programs with curriculum offered within an OUSD trade specific pathway program.

Work collaboratively with other grant holders (such as SB 1070) to develop common strategies, across sectors, in service to the stakeholders in the region.

Work with employers, industry and labor organizations, and Workforce Investment Boards within the region to determine gaps in the workforce; promote integration of workforce preparation and training at the high school level.

Coordinate with professional trade unions, employers and educators to develop and implement career awareness, exploration and preparation activities within the trades for OUSD students (K-12).

Plan, develop, and organize outreach activities to facilitate and enhance trade and apprenticeship related programs within Oakland Unified School District

Create systems and processes to enhance the communication between stakeholders in the trades sector and Oakland Unified School District.

Develop and disseminate materials, newsletters that highlight the collaborative work between OUSD, business, trades and local government highlighting the role of Oakland Unified School District.

Develop and maintain partnerships that promote collaboration and leveraging of resources among government, industry, and OUSD.

Serve on appropriate local and regional committees and represent Oakland Unified School District as requested.

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 department personnel.

Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

**TRAINING, EDUCATION AND EXPERIENCE:** Bachelor Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) in Education. 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.

Five (5) years administrative experience

Experience working with diverse groups of students, partners, volunteers and stakeholders in an urban school setting

Strong knowledge of education systems and experience working with the K-12 educational systems and local employers

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Services Credential preferred

Valid California Driver's License

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

### **KNOWLEDGE AND ABILITIES**

#### **KNOWLEDGE OF:**

Trade and apprenticeship programs and community resources

Strategies, funding opportunities, and community contacts for assigned program

Effective project management

Local and national career preparedness trends

Report writing, and record-keeping techniques

Presentation, communication, and public speaking techniques

Applicable federal, state, and District codes, regulations, policies and procedures governing work scope

Planning, organization and coordination needed for assigned program

Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students, staff and community

Correct English usage, grammar, spelling, and punctuation

Computer software, hardware, and related technology

**ABILITY TO:**

Initiate activities and programs in response to organizational or partner need

Handle multiple projects at one time

Identify and evaluate project and program elements, extrapolate any issues and identify and recommend solutions or alternatives

Effectively manage time and priorities

Work collaboratively as a team player with diverse individuals in a variety of job disciplines

Retain positive attitude, and maintain calm in the face of chaos, turmoil or crisis

Maintain high levels of confidentiality, credibility and professionalism

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

Communicate effectively in English both orally and in writing

Understand and follow oral and written directions

Implement plans and evaluate their outcomes

Interpret District collective bargaining contract language

Analyze situations accurately and adopt effective courses of action

Prioritize responsibilities and meet established schedules and timelines

Manage multiple projects simultaneously

Communicate effectively, both orally and in writing

Establish and maintain effective working relationships with district staff and administrators, students, parents or guardians, outside agencies, and the public, in a multicultural community

Maintain accurate records

Cross-train department personnel

Work with diverse school sites and conditions

Perform duties with awareness of all District requirements and policies

Analyze, interpret and communicate data

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

Participate in District approved professional development to maintain current knowledge of evolving needs of students and the District related to work scope

Meet District standards of professional conduct as outlined in Board Policy

Operate personal computer, related software, and other office equipment

**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.