

Board Office Use: Legislative File Info.	
File ID Number	21-0550
Introduction Date	03/24/2021
Enactment Number	
Enactment Date	



Board Cover Memorandum

To Board of Education

From Kyla Johnson-Trammell, Superintendent
Tara Gard, Chief of Talent

Meeting Date March 24, 2021

Subject Creation of Job Descriptions – Community Liaison, Charter Schools and Program Manager, Career Technical Education

Action Requested Adoption by the Board of Education of Resolution No. 2021-0106 - Creation of Job Descriptions – Community Liaison, Charter Schools; and Program Manager, Career Technical Education.

Discussion The Talent Division recommends approval of this 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.

Creation:

Job Description/Position/Title/FTE
Community Liaison, Charter Schools
(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. New function being added based on the District's Strategic Plan

Creation:

Job Description/Position/Title/FTE

Program Manager, Career Technical Education

(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL 15

Range: \$85,535.58 - \$109,178.00

12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT:

No fiscal impact. New function being added based on the District's Strategic Plan

Recommendation

Adoption by the Board of Education of Resolution No. 2021-0106
Creation of Job Descriptions – Community Liaison, Charter Schools; and
Program Manager, Career Technical Education.



**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 2021-0106**

- Creation of Job Descriptions – Community Liaison, Charter Schools; and Program Manager, Career Technical 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., March 25, 2021, as follows:

Creation:

Job Description/Position/Title/FTE

Community Liaison, Charter Schools

(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. New function being added based on the District's Strategic Plan

Creation:

Job Description/Position/Title/FTE

Program Manager, Career Technical Education

(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL 15

Range: \$85,535.58 - \$109,178.00

12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT:

No fiscal impact. New function being added based on the District's Strategic Plan

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

Passed by the following vote:

PREFERENTIAL AYE:

PREFERENTIAL NOE:

PREFERENTIAL ABSTENTION:

PREFERENTIAL RECUSE:

AYES:

NOES:

ABSTAINED:

RECUSE:

ABSENT:

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 March 24, 2021.

Legislative File	
File ID Number:	21-0550
Introduction Date:	03/24/2021
Enactment Number:	
Enactment Date:	
By:	

OAKLAND UNIFIED SCHOOL DISTRICT

Jody London
President, Board of Education

Kyla Johnson-Trammell
Superintendent and Secretary, Board of Education

Legislative File	
File ID Number:	21-0550
Introduction Date:	3/24/2021
Enactment Number:	
Enactment Date:	
By:	



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Community Liaison, Charter Schools – Bilingual Preferred	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Charter School Office	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR/HOURS:	261 days/7.5 hours or duty days and hours as assigned
ISSUED:	Created: March 2021	SALARY GRADE:	WTCL 46 and bilingual stipend

BASIC FUNCTION: Perform a variety of duties which require excellent communication skills; utilize specialized knowledge and independent judgment involving frequent and responsible public contact; plan, organize, develop, and coordinate programs designed to meet community needs of families and staff at OUSD-authorized charter schools and provide information regarding school or district programs, procedures, activities, rules and regulations; serve as liaison among students, families, community members, and school leaders; monitor and assist with complaint resolution and other issues.

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:

Perform a variety of duties requiring excellent communication skills; utilize specialized knowledge and independent judgment involving frequent and responsible public contact; plan, organize, develop, and coordinate programs designed to meet community needs of families and staff at OUSD-authorized charter schools and provide information regarding school or district programs, procedures, activities, rules and regulations.

Serve as liaison among students, families, community members, and school leaders.

Meet with students, families, and community members regarding complaint resolution and other issues: inform, advise or direct students and parents on methods of resolving complaints; refer families, students, and community members to community resources and school administrators as needed; contact school leaders regarding complaints.

Conduct surveys in the community, among community groups and leaders as well as school site staff to identify community needs.

Identify community resources, both public and private, to be used to support community needs.

Solicit information from school site administrators and staff to develop and implement appropriate programs; meet with school staff regarding reporting requirements from the State and District; inform, advise or direct school staff on reporting requirements; refer school staff to appropriate resources as needed.

Develop publicity and public relations events to disseminate information about programs and encourage participation.

Plan and implement in-service training programs for school site staff, community leaders and others to clarify requirements and expectations for charter school and District staff.

Work cooperatively with other public and private agencies and administrators throughout the District to improve communication among community groups, service organizations and schools.

Assist in preparing reports for the State and District staff.

Maintain a variety of operational records including complaint records, attendance reporting documents, student exit documents, calendar of events, and program schedules.

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:

Excellent customer service skills

Telephone techniques, systems and etiquette

Interpersonal skills using tact, patience and courtesy; good communication skills and techniques

District policies, applicable sections of the State Education Code and other laws and regulations

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

Exceptional English usage, grammar, spelling, vocabulary and punctuation

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

Facilitation practices and skills

ABILITY TO:

Perform a variety of duties involving specialized knowledge and independent judgment

Prioritize responsibilities to provide timely support to schools in using a broad range of tools and activities

Communicate clearly and effectively with others in English

Understand and interpret District and other rules, policies and procedures

Understand and follow oral and written directions

Work independently

Meet schedules and timelines

Maintain records

Analyze situations accurately and take appropriate action

Work cooperatively with others

Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities

Complete work accurately and as directed with many interruptions

Organize, coordinate and prioritize a large volume of activities, programs and services

Identify and resolve issues in a timely manner

Prepare presentations and use expert facilitation skills

Work in a fast-paced environment

Work as an integral member of a team

Operate personal computer, related software, and other office equipment

PREREQUISITES:

Bachelor Degree or its equivalency required (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.

Four (4) years of experience working with families or in a customer facing position

Bilingual preferred

Pass District's applicable bilingual language test

Experience working in an urban school district environment preferred

Experience working with persons with diverse cultures and economic backgrounds

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; fast-paced work; constant interruptions

PHYSICAL REQUIREMENTS:

Consistent mental alertness; sitting or standing for extended periods of time;; 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.

Legislative File	
File ID Number:	21-0550
Introduction Date:	3/24/2021
Enactment Number:	
Enactment Date:	
By:	



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Program Manager, Career Technical Education	REPORTS TO:	Director, Linked Learning
DEPARTMENT:	As Assigned	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS:	261 day / 7.5 hours or duty days and hours as assigned
ISSUED:	Created: March 2021	SALARY GRADE:	ADCL 15

BASIC FUNCTION: Under the direction of the Linked Learning department head, the Career and Technical Education (CTE) Program Manager coordinates the Perkins, CA Partnership Academy, Work Experience Education (WEE) and other pertinent Career Technical Education (CTE) and career readiness programs, as well as collaborates with OUSD departments and sites to manage Career & College Readiness functions.

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 with school sites and relevant departments to progress monitor and improve CTE, WEE and career readiness programs.

Coordinate annual and ongoing training of school sites on work permit processes.

Communicate with the CA Department of Education regarding funding, reporting, and law pertaining to relevant programs.

Coordinate with and manage the Federal Program Monitoring of CTE and related programs.

Collaborate with Linked Learning staff to maintain updated and relevant Board Policies and Procedures related to Career Technical Education and career readiness programs.

Develop and launch high-quality communications materials that promote CTE, WEE and career readiness programs.

Coordinate with Linked Learning and site staff to support CTE and other staff with relevant professional development.

Provide cross-training to department staff.

Perform other related duties as assigned.

QUALIFICATIONS:

The District determines whether a candidate is qualified based on the 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:

Strategies, funding opportunities and community contacts for CTE, WEE and career readiness programs

Federal and state regulations in areas of responsibility, including but not limited to CTE funding, work permits, Federal Program Monitoring and CTE credentials

District policies, applicable sections of the State Education Code and other laws and regulations, including but not limited to CTE, work permits, and CTE credentials

Effective communications modalities, including but not limited to web-based platforms

Budget systems and processes

Correct English usage, grammar, spelling and punctuation

Telephone techniques, systems and etiquette

Computer software, hardware, and related technology

Presentation, communication and public speaking techniques

Research methods, report writing and record-keeping techniques

Principles and practices of effective leadership

ABILITIES TO:

Work with District departments to maximize the effectiveness of CTE, WEE and career readiness programs and processes to align with and leverage existing programs

Innovate and problem solve independently to improve all CTE, WEE and career readiness programs

Demonstrate cultural competence with diverse groups across race, ethnicity, religion, gender, class and sexuality; demonstrate leadership and effectiveness in bridging to members and organizations of ALL communities

Perform highly-skilled tasks within the District fiscal system, including but not limited to requisitions, running reports, and related account management functions to support program improvement and progress monitoring.

Develop and maintain high-quality communications materials, including but not limited to web-based platforms

Work successfully with all relevant CTE, WEE and career readiness staff and partners

Recommend and assist in the formulation and implementation of operating procedures and policies

Plan, prepare and deliver oral presentations and facilitate relevant trainings

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

Meet schedules and timelines. Complete work accurately and as directed despite many interruptions

Maintain records, analyze situations accurately and take appropriate action

Organize, coordinate and prioritize a large volume of activities, programs and services

PREREQUISITES:

Bachelor Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) in Education, Workforce Development, Career Technical Education, and/or Grants or related field of study. 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) years of experience with school district programs specializing in Career Technical Education, Work Experienced Education and/or career readiness programming.

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.