



OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

April 25, 2012

Legislative File	
File ID Number:	12-0912
Introduction Date:	4/25/12
Enactment Number:	12-1241
Enactment Date:	4-25-12
By:	AS

TO: Board of Education

FROM: Anthony Smith, Ph.D., Superintendent 
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support 

SUBJECT: Elimination and Creation of a Certificated Management Position in the Family, Schools, and Community Partnerships Department

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1112-0207 – Elimination and Creation of a Certificated Management Position in the Family, Schools, and Community Partnerships Department.

DISCUSSION

Currently the administrative position which oversees the District's summer school programs is held by an Administrator on Special Assignment (ASA) and no formal job description exists for this position. To accurately reflect the responsibilities and to ensure a Board-approved job description for every position, the job classification of Coordinator, Summer Learning Programs is being created and the ASA position will be eliminated through attrition as follows:

Family, Schools, and Community Partnerships Department

Elimination:

Position Title/FTE

Administrator on Special
Assignment V (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ASA 5

227: \$78,267 - \$99,891

12 months, 227 days, 7.5 hours

Family, Schools, and Community Partnerships Department

Create:

Position Title/FTE

Coordinator, Summer
Learning Programs (1.0 FTE)

Salary Schedule/Range

Salary Schedule: A 227

Range 17: \$78,267 - \$99,891

12 months, 227 days, 7.5 hours

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

BUDGET IMPACT

Funding for this position is from Tier III Flex funds.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1112-0207 – Elimination and Creation of a Certificated Management Position in the Family, Schools, and Community Partnerships Department.

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By:	82

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1112- 0207**

Eliminate

- Administrator on Special Assignment 5 -

Create

- Coordinator, Summer Learning Programs -

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 current position of Administrator on Special Assignment 5 will be eliminated through attrition 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 eliminates the position of Administrator on Special Assignment 5, on the respective salary schedule/range, as stated herein, due to attrition, effective June 30, 2012, and hereby creates the position of Coordinator, Summer Learning Programs on the respective salary schedule/range, as stated herein, effective 12:01 a.m., April 26, 2012:

Family, Schools, and Community Partnerships Department

Eliminate:

Position Title/FTE

Administrator on Special Assignment V (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ASA 5

227: \$78,267 - \$99,891

12 months, 227 days, 7.5 hours

Family, Schools, and Community Partnerships Department

Create:

Position Title/FTE

Coordinator, Summer Learning Programs (1.0 FTE)

Salary Schedule/Range

Salary Schedule: A 227

Range 17: \$78,267 - \$99,891

12 months, 227 days, 7.5 hours

and,

BE, IT FURTHER RESOLVED, that the Board authorizes 1.0 FTE for the position of Coordinator, Summer Learning Programs in the Family, Schools, and Community Partnerships Department.

Passed by the following vote:

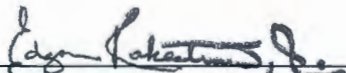
AYES: David Kakishiba, Gary Yee, Christopher Dobbins, Alice Spearman,
Vice President Jumoke Hinton Hodge and President Jody London

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 April 25, 2012.


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

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By:	82



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Coordinator, Summer Learning Programs	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Family, Schools and Community Partnerships	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	WORK YEAR/HOURS	227 days/7.5 hours (FT)
ISSUED:	Created: April 2012	SALARY GRADE:	A227 17

BASIC FUNCTION: Promote and support the OUSD Strategic Plan to create equitable opportunities for learning and success that ensure all students are college and career ready. Play an integral role in achieving the mission and goals of a Full Service Community District by providing support to schools and families over the summer. Coordinate and facilitate the planning, development and implementation of the Summer Learning Programs; align site, District and outside partner funds to promote and develop summer learning programs. Articulate the vision of why summer is critical for our students.

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:

Encourage, support and promote the development of Summer Programs in OUSD to increase public awareness of the importance of summer learning. **E**

Collaborate regularly with District departments (Leadership, Curriculum and Instruction; Research, Assessment and Data; Financial Services; Human Resources; Payroll; Technology Services; Health Services) in the development of Summer Programs and services that address the needs of all students. **E**

Coordinate the alignment of Fiscal, Human Resources, and Payroll to develop a cohesive system of support which results in the operational administration of the Summer Programs. **E**

Coordinate with Leadership, Curriculum, and Instruction (LCI) to design and develop summer curriculum. **E**

Coordinate with Research, Assessment and Data summer pre- and post-tests which align with the identified standards; conduct research projects with identified summer groups to document effectiveness of instructional programs. **E**

Align district summer resources to support the implementation of Full Service Community Schools. **E**

Develop partnerships with other educational institutions, non-profits, community organizations and city departments to augment and support the Summer Programs. **E**

Partner with other departments and agencies in applying for grants to expand the enrichment components in the OUSD Summer Programs. **E**

Articulate and promote the Summer Programs to the community to ensure all families and students are aware and have information about the programs in a timely manner. **E**

Communicate and collaborate with partners in order to provide the needed resources for the Summer Programs. **E**

Develop and deliver instructional guidelines, policies and procedures to principals for Summer Programs. **E**

Consult, train and provide support to principals in the establishment of their Summer Programs to guarantee proper establishment of the programs. **E**

Provide ongoing communication with summer principals to ensure that Summer Programs are running smoothly and to alleviate any concerns before they escalate. **E**

Provide administrative support to summer principals in the day-to-day summer program operations. **E**

Develop and maintain partnerships within the District and with external organizations in service of creating Full Service Community Schools. **E**

Provide on-going training, supervision and evaluation of assigned staff. **E**

Collaborate with site principals as they plan for summer learning in their Community Schools Strategic Site Plans to further the goals of Full Service Community Schools. **E**

Serve as a member of the Family, Schools, and Community Partnerships department (FSCP); attend department meetings; represent FSCP at District/community meetings. **E**

Provide training to site and program personnel. **E**

Participate in professional development on a regular basis. **E**

Attend and participate in job-related meetings. **E**

Provide cross-training of other staff. **E**

Perform related duties as assigned. **E**

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE:

A Bachelor's degree from an accredited college or University

At least five (5) years of teaching and/or administrative experience

Experience delivering professional development and supervising professional development resources preferred

Experience managing budgets

Master's degree in education or administration preferred

Administrative credential required

Proven commitment to school success, student achievement, and positive child, youth, and family development

Successful experience working with public school systems, including the development of community schools, achieving excellent results for all constituents; experience developing and facilitating community partnerships preferred

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's license

Employment eligibility will include fingerprints, health (TB) and other employment clearance

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Elementary and/or secondary curriculum and assessment

Utilization of various forms of assessment to guide and design program

Applicable federal, state, and District codes, regulations, policies and procedures governing workscope

Planning, organization and coordination needed for assigned program

Techniques of budget preparation

Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students; the District's diverse community, partners, and agencies

Correct English usage, grammar, spelling, vocabulary and punctuation

Computer software, hardware, and related technology

The District's Strategic Plan

The Community School philosophy of aligning resources in service of students

Correct English usage, grammar, spelling, vocabulary and punctuation

ABILITY TO:

Effectively manage, develop, coordinate and evaluate Summer Programs

Interpret, implement, and maintain current knowledge of applicable laws, codes, policies, procedures, and District regulations governing work scope

Maintain current knowledge of new developments related to work scope

Adapt services based on data and to leverage data to validate the programs

Analyze situations accurately and adopt effective courses of action

Implement a program from idea to reality

Lead and coordinate a team and to work with other District leaders to assure services are consistent and aligned

Work independently

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

Manage competing priorities and time

Work cooperatively

Display sensitivity to diverse cultural and ethnic groups

Successfully interact with principals, teachers, staff, parents, students, partner agencies and other community members

Assess, manage and develop resources both within the district and with community partners

Work effectively with families, students, school sites, district staff and community members

Develop and facilitate community partnerships

Communicate effectively using tact, patience and courtesy

Meet District standards of professional conduct as outlined in Board Policy

Facilitate; communicate orally and in writing; and listen

Correct English usage, grammar, spelling, and punctuation

Prepare documents, reports and presentations using word, excel and PowerPoint

Operate personal computer, related software, and other office equipment

WORKING CONDITIONS ENVIRONMENT:

Indoor office setting; 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; 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 to 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.

**Family Schools Community Partnerships
Organizational Chart 2011-12**

As of 04-02-12

