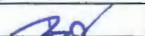



OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

June 13, 2012

Legislative File	
File ID Number:	12-1425
Introduction Date:	6/13/12
Enactment Number:	12-1593
Enactment Date:	6-13-12
By:	

TO: Board of Education

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

SUBJECT: Revision of Job Description – Director, Student Assignment in the Family, Schools, and Community Partnerships (FSCP) Department

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1112-0741 – Revision of Job Description – Director, Student Assignment in the Family, Schools and Community Partnerships (FSCP) Department.

DISCUSSION

It is requested that the job description for Director, Student Assignment be revised by changing the job classification from Certificated Management to Classified Management and designating the following Minimum Qualifications as "preferred" rather than required:

- Valid California Administrative Credential preferred
- Experience working in an urban school district environment preferred
- Experience working with families and students of diverse backgrounds preferred
- Experience developing and facilitating community partnerships preferred
- Proven commitment to school success, student achievement, and positive child, youth, and family development preferred

The revisions are requested to broaden the qualified applicant pool for the position.

The Board is requested to correct the April 25, 2012 action by adopting Resolution No. 1112-0741 approving a revised job description for the position of Director, Student Assignment.

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

BUDGET IMPACT

This position will be funded by Tier III Flex funds.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1112-0741 – Revision of Job Description – Director, Student Assignment in the Family, Schools and Community Partnerships (FSCP) Department.

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By:	<i>[Signature]</i>

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1112-0741**

Family, Schools, and Community Partnerships (FSCP) Department

Revision of Job Description

- Director, Student Assignment -

WHEREAS, the Board, on April 25, 2012, as requested, approved Resolution No. 1112-0206 (Legislative File No. 12-0905), which created the Certificated Management position of Director, Student Assignment in the Family, Schools, and Community Partnerships (FSCP) Department; and

WHEREAS, the job description stated, in part, the Classification "Certificated Management"; and listed Minimum Qualifications as required, such as:

- Valid California Administrative Credential
- Experience working in an urban school district environment
- Experience working with families and students of diverse backgrounds
- Experience developing and facilitating community partnerships
- Proven commitment to school success, student achievement, and positive child, youth, and family development; and

WHEREAS, it is requested job classification be changed to "Classified Management" and the above-noted Minimum Qualifications are now designated as "preferred," and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby approves a revised job description for the position of Director, Student Assignment, as set forth in the attachment, which is incorporated herein by reference as though fully set forth, effective 12:01 a.m., June 14, 2012.

Passed by the following vote:

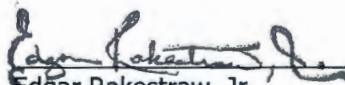
AYES: Noel Gallo, David Kakishiba, Christopher Dobbins, Gary Yee, Alice Spearman, Vice President Hinton Hodge, President Jody London

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 June 13, 2012.


Edgar Rakestraw, Jr.
Secretary, Governing Board
Oakland Unified School District

LEGISLATIVE FILE
File ID Number 12-1425
Introduction Date 6-13-12
Enactment Number 12-1593
Enactment Date 6-13-12 *RS*

Legislative File	
File ID Number:	12-1425
Introduction Date:	6/13/12
Enactment Number:	12-1593
Enactment Date:	6-13-12
By:	RSJ



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Director, Student Assignment	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Family, Schools, and Community Partnerships (FSCP)	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Created: April 2012 Revised: June 2012	SALARY GRADE:	ADCL 18

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.

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.)

E = Essential Functions

Manage Options & Enrollment

Direct and support Family, Schools, and Community Partnerships Department (FSCP) teams with the overall goal of providing choice for all students and families while recommending assignments of students to schools and programs that will help ensure student success. **E**

Direct, oversee, and monitor the processing of student assignments occurring during the Options window and establish wait-lists according to Board priorities. **E**

Direct, coordinate and oversee the evaluation and processing of student placements into sites at all times of the year including late-comers, mid-term assignments, and transfer requests that include placement for special assignments from other units such as Programs for Exceptional Children, Return from the Juvenile Justice System, Continuation School and other programs. **E**

Direct, monitor, and coordinate processes for other special assignments as required (e.g. placement of re-entry students from the juvenile justice system into programs such as Gateway to College; placement of pregnant minors, homeless and foster youth, and visually impaired students, etc., in appropriate programs). **E**

Oversee the administration of mandated skills and proficiency tests including California English Language Development Test (CELDT) and District-developed language assessments for Human Resources when the test relates to the language knowledge of the employee; direct, monitor, and oversee the process for the District's CELDT testing, and reclassification in compliance with State statutes and mandates. **E**

Ensure that student assignment processes follow state, local, and federal regulations. **E**

Address escalated complaints and issues related to the Student Enrollment Center in a respectful, customer-friendly, and timely manner. *E*

Provide leadership in the dissemination and review of transcripts, IEPs, enrollment projections, and program requirements for students (i.e. Continuation School, Adult School, graduation requirements, Juvenile Justice, Community Day, etc...) to ensure that students are placed in the correct grade and program so that they meet education and graduation requirements. *E*

Coordinate with all departments to ensure registration information on mandatory requirements is disseminated as needed. *E*

Staff Supervision and Professional Learning

Develop and organize professional learning opportunities for staff to ensure that the Student Enrollment Center is supportive of families and students. *E*

Build the capacity of the District's central office and site leaders to understand persistence data and site capacity as it relates to student placements. *E*

Supervise and evaluate staff as assigned. *E*

Data

Recommend and assist in the development of data-gathering instruments designed to assess District and community needs. *E*

Assist central office and school site staff by providing enrollment, boundary, geographic, projection and impact data to inform their decisions (e.g. school locations, additional classes, etc.). *E*

Analyze and review site capacity and boundaries as it relates to enrollment projections and program expectations. *E*

Budget

Develop and manage unit budget including oversight of compliance and fiscal accountability of the District's Board policies relating to student assignment and bilingual compliance. *E*

Other

Coordinate with OUSD Health Services to ensure families understand state mandated health requirements and have received appropriate information about immunization requirements. *E*

Assist with innovations such as Transitional Kindergarten. *E*

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

Utilize superior communication skills to represent the District and communicate with parents. *E*

Ensure required documents are updated and disseminated annually as needed. *E*

Represent department at District and community meetings. *E*

Attend department meetings as required. *E*

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: Any combination of education, training, and/or experience equivalent to: a Masters Degree in Education, Communication, or Business with course work emphasis in, educational leadership, and/or public administration and five years experience including managing and supervising staff.

Experience working in an urban school district environment preferred

Experience working with families and students of diverse backgrounds preferred

Experience developing and facilitating community partnerships preferred

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

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Credential preferred

Valid California Driver's License

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

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Complexities of student enrollment and assignment in a large urban environment

Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of students in an urban setting; diverse communities, partners, and agencies

Statistical tools and software

District and State codes, educational initiatives, programs, and policies

Effective management techniques

Planning, organization and coordination needed for assigned program

Utilization of various forms of assessment to guide and design program

Effective marketing techniques

State education codes and Federal requirements related to Bilingual Assessment and Board policies regarding course requirements, graduation requirements, language assessments, age and program requirements

The District's Strategic Plan

The Community School philosophy of aligning resources in service of students

Correct English usage, grammar, spelling, vocabulary and punctuation

Computer software, hardware, and related technology

ABILITY TO:

Analyze a school's master program in relation to all of the above

Exhibit the qualities of leadership essential to the successful administration of SABTO

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

Persuade and negotiate in challenging situations

Meet District standards of professional conduct as outlined in Board Policy

Display sensitivity to diverse cultural and ethnic groups

Develop and facilitate community partnerships

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

Analyze problems, make decisions or recommendations, and be responsible for those decisions

Rapidly assimilate the facts, conditions, and implications of sudden problems and organize an effective administrative response to them

Manage multiple projects simultaneously; work with a wide variety of tasks

Design and implement procedures

Translate Board and district policy to various employees, individuals and groups in English and Spanish

Manage time and priorities effectively

Communicate and facilitate orally and in writing in English

Manage budget and other resources in support of the goals of SABTO

Meet schedules and time lines

Prepare comprehensive narrative and statistical reports

Understand impact and outcomes of various initiatives planned by other departments and divisions

Communicate effectively using tact, patience and courtesy

Operate personal computer, related software, and other office equipment

WORKING CONDITIONS

ENVIRONMENT:

Office environment 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 and write reports; 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.