

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

April 24, 2019

Legislative File	
File ID Number:	19-0817
Introduction Date:	04/24/2019
Enactment Number:	19-0589
Enactment Date:	4/24/19
By:	os

TO: Board of Education

FROM: Kyla Johnson-Trammell, Superintendent
Tara Gard, Deputy Chief Talent Officer, Talent Division

SUBJECT: Approval of Creation/Revision of Job Descriptions – Multiple Departments

Creations:

1. Director, Strategic Resource Planning;
2. Residency Coordinator.

Revisions:

1. Manager, Buildings and Grounds;
2. Coordinator, Local Control Accountability Plan;
3. Director, Talent Development-Recruitment and Retention;
4. Manager, New Teacher Support and Development, Pre-K-12.

ACTION REQUESTED

Adoption by the Board of Education of Resolution No. 1819-0100, approving the creation and/or revision of the following job descriptions: Director, Strategic Resource Planning; Residency Coordinator; Manager, Building and Grounds; Coordinator, Local Control Accountability Plan; Director, Talent Development-Recruitment and Retention; Manager, New Teacher Support and Development, Pre-K-12.

DISCUSSION

The Talent Division recommends approval of these job descriptions 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
Director, Strategic Resource Planning
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range: 19: \$99,008.22 - \$126,382.99

12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT

There is no new budget impact as this role is funded through the elimination of a previous position and is partially funded by restricted funds.

Creation:

Job Description/Position/Title/FTE

Residency Coordinator

(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

Range: 20: \$88,448 - \$112,871

12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT

There is no new budget impact as this role is not funded by the General Fund.

Revision:

Job Description/Position/Title/FTE

Manager, Building and Grounds

(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range: 15: \$81,462.46-\$103,979.05

12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT

There is no new budget impact as this role had already been in place and this job description formalizes the duties.

Revision:

Job Description/Position/Title/FTE

Coordinator, Local Control Accountability Plan

(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range: 17: \$89,826.97 - \$114,624.79

12 months, 261 days, 7.5 hours (FT)

Creation/Revision of Job Descriptions – Multiple Departments

Resolution No. 1819-0100

April 24, 2019

Page 2 of 7

FISCAL IMPACT

There is no new budget impact as this role had already been in place and this job description formalizes the duties.

Revision:

Job Description/Position/Title/FTE

Director, Talent Development – Recruitment and Retention
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA
Range: 22: \$97,513 - \$124,443
12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT

There will be minimal budget impact; this role is part of the reorganization and is combined with a position that was eliminated.

Revision:

Job Description/Position/Title/FTE

Manager, New Teacher Support and Development, Pre-K-12
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: A227
Range: 18: \$94,304 - \$120,384
12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT

There is no new budget impact as this role had already been in place and this job description formalizes the duties.

RECOMMENDATION

Adoption by the Board of Education of Resolution No. 1819-0100, approving the creation and/or revision of the following job descriptions: Director, Strategic Resource Planning; Residency Coordinator; Manager, Building and Grounds; Coordinator, Local Control Accountability Plan; Director, Talent Development-Recruitment and Retention; Manager, New Teacher Support and Development, Pre-K-12.

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1819-0100**

- Approval of the Creation/Revision of Job Descriptions – Multiple Departments, As Assigned -

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., April 24, 2019, as follows:

Creation:

Job Description/Position/Title/FTE
Director, Strategic Resource Planning
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL
Range: 19: \$99,008.22 - \$126,382.99
12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT

There is no new budget impact as this role is funded through the elimination of a previous position and is partially funded by restricted funds.

Creation:

Job Description/Position/Title/FTE

Residency Coordinator
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA
Range: 20: \$88,448 - \$112,871
12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT

There is no new budget impact as this role is not funded by the General Fund.

Revision:

Job Description/Position/Title/FTE

Manager, Building and Grounds
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL
Range: 15: \$81,462.46-\$103,979.05
12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT

There is no new budget impact as this role had already been in place and this job description formalizes the duties.

Revision:

Job Description/Position/Title/FTE

Coordinator, Local Control Accountability Plan
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL
Range: 17: \$89,826.97 - \$114,624.79
12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT

There is no new budget impact as this role had already been in place and this job description formalizes the duties.

Revision:

Job Description/Position/Title/FTE

Director, Talent Development – Recruitment and Retention

(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA

Range: 22: \$97,513 - \$124,443

12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT

There will be minimal budget impact; this role is part of the reorganization and is combined with a position that was eliminated.

Revision:

Job Description/Position/Title/FTE

Manager, New Teacher Support and Development, Pre-K-12

(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: A227

Range: 18: \$94,304 - \$120,384

12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT

There is no new budget impact as this role had already been in place and this job description formalizes the duties.

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 April 24, 2019.

Legislative File	
File ID Number:	19-0817
Introduction Date:	04/24/2019
Enactment Number:	19-0589
Enactment Date:	4/24/19
By:	OS

OAKLAND UNIFIED SCHOOL DISTRICT



Aimee Eng
President, Board of Education



Kyla Johnson-Trammell
Superintendent and Secretary, Board of Education

Legislative File	
File ID Number:	19-0817
Introduction Date:	4/24/2019
Enactment Number:	19-0589
Enactment Date:	4/24/19
By:	os



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Director, Strategic Resource Planning	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Strategic Resource Planning	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS:	261 days / 7.5 hours
ISSUED:	Created: April 2019	SALARY GRADE:	ADCL 19

BASIC FUNCTION: Lead the planning and alignment of resources to academic goals and instructional programs. Build coherence and alignment of academic programs to the Local Control Accountability Plan (LCAP). Develop district-wide systems for guiding sites about best practices and progress monitoring of programs. Develop communications to articulate the use of resources for academic and instructional programs. Collaborate about building systems to capture the academic details in the Accounting System.

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:

Develop systems to provide assistance and guidance to school sites and other staff about aligning resources to academic goals, best practices and programs.

Create systems for progress monitoring academic services and programs.

Support Leadership with the planning for budget prioritization.

Develop systems for analysis of costs associated with programs.

Create systems to collect data from our school sites and central office staff regarding the connection between budgetary investments and student outcomes.

Synthesize, translate, and communicate complex topics and issues including District policies and programs.

Assist with developing a component of the Accounting System that captures the details of the instructional programs.

Provide input into the District's academic and budget development planning calendar.

Respond to requests from auditors' representatives, grantor organizations, and governmental organizations, including official financial reports and claims; represent the District during audits by public auditors.

Serve as a resource and liaison for District leadership, school and district staff, district advisory committees, parents and community groups, and state and federal agencies on issues related to district, state, and federal planning and accountability.

Contact other District and public agencies during the course of audit research to obtain or provide information.

Represent the District at local, state, federal and national meetings and other activities; remain current on laws and regulations affecting programs under the supervision of the department and division.

Recommend policies and procedures to assure that the District maintains a comprehensive audit program and complies with procedures and requirements related to fiscal independence.

Direct the preparation and maintenance of detailed records of department functions and activities in preparation for audits.

Serve as a resource and liaison in employer-employee relations to support District with Labor negotiations in how to use various restricted funds compliantly for specific employee job functions or classifications.

Create and file audit waivers that include presenting management positions with respect to employer-employee relations as part of the process for complying with waiver requirements.

Maintain knowledge of legislation, rules and regulations for local, state and federal resources.

Develop trainings and education sessions to help sites monitor resources.

Coordinate the evaluation for local, state and federal programs.

Coordinate and communicate to staff about audits.

Design information, material and reports about local, state and federal programs.

Develop communications to explain the use of funding aligned to programs.

Develop and communicate out systems for collecting information from sites.

Provide guidance about grants and ensuring grant applications are complete and accurate.

Coordinate the development of the OUSD Site Planning Handbook.

Monitor and control the process for the creation of school's Site Plan for Student Achievement (SPSA) in accordance with state statutes and Board timelines.

Develop a system to monitor site's strategic and timely use of school site funds in collaboration with our Fiscal Department.

Coordinate the calendar and timelines about each grant's cycle.

Monitor and control the process for the District's accounting for instructional minutes in accordance with State statutes.

Plan, coordinate, and arrange appropriate training for assigned staff to ensure professional development opportunities.

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions.

Perform other 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:

Effective instructional strategies and best practices to ensure extended learning opportunities for all students.

Local Control Accountability Plan (LCAP) and Site Plan for Student Achievement (SPSA)

State, federal and local program requirements

Assessment and evaluation techniques

Budget preparation and monitoring

State Education Codes requiring District accountability

Planning, organization and direction of the categorical programs of the District

Planning organization and direction of grant programs within the District

ESEA accountability requirements

Diversity, sensitivity and competence with regard to issues of race, learning or other ability, ethnicity, culture, religion, gender, socio-economic group, sexuality or other orientations or cultural markers

Correct English usage, grammar, spelling, vocabulary and punctuation

Principles and practices of management

Applicable laws, codes, regulations, policies and procedures

District organization, operations, policies and objectives

Policies, objectives and terminology of assigned programs

Instructional programs at all levels

Efficient use of computer applications, including Microsoft Office Suite

ABILITIES TO:

Communicate effectively and constructively in writing and orally

Develop positive working relationships with staff, parents, and administration

Organize work and meet deadlines

Maintain current knowledge of applicable provisions of applicable federal, state, local and district laws, rules and regulations

Create and manage complex budgets; develop required financial and other resources to support programs; and gather, report and analyze complex data for planning, operational and evaluation purposes

Review existing and pending legislation related to procedural guidelines and the District finance programs and recommend origination, modification, or support of legislative measures

Communicate effectively both orally and in writing

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

Establish and maintain cooperative and effective working relationships with others

Operate a computer and assigned office equipment

Analyze situations accurately and adopt an effective course of action

Meet schedules and critical deadlines

Work independently

Plan and organize work

Direct the preparation and maintenance of a variety of reports and files related to assigned activities

PREREQUISITES

Master's Degree

Teaching credential preferred

Administrative credential preferred

Six (6) years of recent, full-time, paid, progressively responsible program auditing experience

Extensive knowledge of the legal and program requirements related to services for State and Federal programs

Extensive knowledge of instructional programs

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.

Legislative File	
File ID Number:	19-0817
Introduction Date:	4/24/2019
Enactment Number:	19-0589
Enactment Date:	4/24/19
By:	os



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Residency Coordinator	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Talent	CLASSIFICATION:	Classified, Confidential
FLSA:	Exempt	WORK YEAR/HOURS:	261 days / 7.5 hours
ISSUED:	Created: April 2019	SALARY GRADE:	CFCA 20

BASIC FUNCTION: The primary objective of the Teacher Residency Coordinator is to lead the development, launch and continuous improvement of the Oakland Teacher Residency program.

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:

The Residency Coordinator will support the work of the Talent Development Division in a number of ways, including:

Develop, facilitate and implement a multi-year strategy for teacher residency programs in Oakland and how they advance the vision of the Oakland Teacher Residency and its teacher retention initiatives;

In collaboration with university partners and other key stakeholders, including charter partners and third-party agencies, lead the process to design the professional development curriculum, student supports, recruitment strategy, budget, data reporting and communication for the teacher residency programs;

Build strong relationships with residency candidates, resident mentors, school site leaders, university partners, charter school partners, internal OUSD departments and funders, as well as other partner organizations;

In partnership with other members of the Talent Division, lead the marketing, communications and recruitment of teacher residency applicants, including organizing and implementing recruitment strategies that target best practices in cultivating diverse candidates;

Manage the resident placement and school site selection processes in order to match residents to the best possible learning environment and to meet student needs;

Supervise the selection and professional development of Mentor Teachers, who directly engage with residents in a year-long classroom apprenticeship; use data, observations and administrator recommendations in selection and development processes;

Deliver or coordinate critical teacher resident supports, including navigation of state licensure requirements, coursework and pre-requisite requirements, tuition reimbursement and other financial incentives, as well as social emotional supports;

Liaise with counterparts at university preparation partners operating the teacher residency programs and hold them accountable for delivering effective teacher resident programming;

Partner with school sites to ensure positive learning experiences for teacher residents;

Define and analyze key performance metrics for the residency programs to improve program implementation, recruitment and outcomes, as well as communicate progress to funders, partners and key Oakland executive stakeholders;

Coordinate the hiring of teacher residency graduates into OUSD schools;

Participate as part of the broader Talent Division; and

Other duties as assigned.

KNOWLEDGE OF:

Best practices in recruitment, selection, strategic placement, coaching and teacher training techniques, labor relations, negotiation, and personnel information systems (creative/strategic talent sourcing, resume evaluation, candidate assessment and interviewing techniques)

Best practices in pre-K-12 teaching, adult learning and mentoring

Building systems and processes to optimize resident and mentor experience and support

California credentialing process for teachers, school site staff and administrators

Strategic direction of the district

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

Applicable federal, state and local laws and ordinances governing employment including equal opportunity employment and bargaining unit contracts

Interpersonal skills using tact, influence, patience and courtesy

Correct English usage, grammar, spelling, vocabulary and punctuation

Computer and internet-based software, hardware, and related technology

ABILITIES TO:

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

Form strong partnerships with school administrators, department managers and other partners

Maintain knowledge of applicable provisions of applicable federal, state, local and District laws, rules and regulations pertaining to recruitment, sourcing and hiring

Balance multiple priorities and deadlines in a fast-paced environment

Set goals, prioritize multiple competing tasks, work independently and drive results

Organize and coordinate district-wide events and programs

Produce high-quality work, including strong attention to detail

Exercise good judgment in safeguarding confidential or sensitive information

Adapt to feedback and focus on continuous improvement

Explain complex problems and solutions in clear, concise and compelling ways

Operate personal computer, related software, and other office equipment

PREREQUISITES:

Bachelor's Degree required, Master's preferred, preferably in education or policy fields of study, with administrative credential

California Clear Teaching Credential (STEM and/or Special Education preferred)

Administrative Credential Required

Track record of successful project and team management

Experience working with or developing teacher retention programs strongly preferred

Experience mentoring and/or coaching new or pre-service teachers, specifically in the areas of Special Education and/or STEM

7+ years of relevant professional experience, including significant experience leading teams

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; exposure to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction and/or operation of equipment; loud noises at times.

PHYSICAL REQUIREMENTS:

Consistent mental alertness; sitting or standing for extended periods of time; lift and carry light to moderate weight objects, occasionally more than 35 pounds; push/pull exerting force to approximately 20 pounds, occasionally 35+ pounds; kneeling and bending at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers to operate a computer keyboard and other office equipment, repetitive use of fingers; 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.

Legislative File	
File ID Number:	19-0817
Introduction Date:	4/24/2019
Enactment Number:	19-0589
Enactment Date:	4/24/19
By:	os



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Manager, Buildings and Grounds	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Facilities	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS:	261 days / 7.5 hours or duty days and hours as assigned
ISSUED:	Created: April 2019	SALARY GRADE:	ADCL 15

BASIC FUNCTION: Under minimal supervision, the Manager of Buildings and Grounds supervises and coordinates buildings and grounds programs and activities, including grounds maintenance and building maintenance; coordinates assigned activities with each school site and the District Office; maintains and inspects various District sites to assure safe, orderly and clean grounds for students, staff and the public. Exercises direct supervision over buildings and grounds and assigned department staff.

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:

Plans, assigns, schedules, inspects, and supervises a wide variety of skilled and semi-skilled work in the daily upkeep and repair of District facilities to provide a safe and appropriate environment for students and staff; develop and implement programs for preventive maintenance.

Provide technical expertise, information and assistance to immediate supervisor regarding grounds keeping and building repairs and maintenance; assist in the formulation and development of policies, procedures and programs to ensure an economical, safe and efficient work environment; advise immediate supervisor of unusual trends or problems and recommend appropriate corrective action.

Comply with state requirements involving reporting and monitoring of state run programs; enforce and comply with District, state and federal policies and regulations on all activities.

Work with school site administrators and central office staff to coordinate building maintenance and grounds activities.

Implement long- and short-term plans and activities; administer maintenance programs for the District; provide emergency call-out repair services.

Monitor and evaluate the efficiency and effectiveness of the Buildings and Grounds Department's performance; develop a system to ensure quality control and that all work orders are followed through to completion.

Plan, direct, coordinate, and review the work plan for buildings and grounds; assign work activities, projects and programs to District personnel and contractors; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

Provide coordination and communication for buildings and grounds projects at each school site, District offices, and outside agencies; negotiate and resolve sensitive and controversial issues.

Conduct a variety of organizational studies, investigations, and operational studies based in part on new developments and regulations in building and grounds maintenance; recommend modifications to maintenance and grounds programs, policies, and procedures as appropriate.

Work in conjunction with site administrators to develop an annual maintenance plan for each site.

Maintain knowledge of OSHA rules and regulations and other regulatory agencies, and assist in the assurances of compliance with those rules.

Assist in budget development, review budgetary and financial data, monitor expenditures with established guidelines.

Develop and maintain a variety of narrative and statistical reports, records and files.

Monitor and approve time records of all staff and approve all overtime using established procedures and budgets.

Resolve employee complaints and problem presented by union representatives.

Respond to after-hours emergency calls and performs after-hours stand-by duty as needed.

Train and supervise the performance of assigned personnel; recommend, coordinate and arrange for training of subordinates; interview, select and evaluate employees, and recommend transfers, reassignment, termination and disciplinary actions; review recommendations for employee transfer and promotion; counsel employees regarding performance and attendance problems.

Attend and conduct in-service meetings and staff meetings as required.

Provide cross-training to staff.

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:

Methods, materials and equipment used in the building and maintenance trades including HVAC, plumbing, carpentry, painting, glazing, electrical, locksmithing and grounds keeping

Building and construction practices and laws governing the construction, maintenance and repair of schools and public buildings

Appropriate safety precautions and procedures

Proper methods of storing equipment, materials and supplies

Civil engineering and maintenance techniques

Administration and management control methods

Planning techniques

The methods, materials, and equipment used in the various building and ground maintenance specialties

Building construction and maintenance practices and the laws governing construction and repair of public school buildings

Grounds maintenance practices

Building code regulations and compliance

Health and safety regulations

Environmental and hazardous material handling, waste and disposal

District, union, state and federal personnel regulations and procedures

District administrative procedures

State construction and building codes

Planning, organization and coordination needed for assigned program

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

Correct English usage, grammar, spelling, and punctuation

Computer software, hardware, and related technology

ABILITIES TO:

Must have oral and written communication skills

Prepare rough sketches and estimates of materials and labor

Plan, lay out, schedule, prioritize and schedule work

Operate Microsoft Word & Excel, Facility Maintenance Management software, and CAD applications desirable.

Develop management control systems

Develop and implement programs to improve organizational effectiveness and efficiency

Communicate effectively

Document results of projects and investigations

Read, interpret, and work from drawings and blueprints

Estimate materials and labor costs

Layout, schedule, direct, and control a diversified maintenance work program

Supervise, train and evaluate personnel

Maintain detailed records and prepare reports

Develop and monitor budgets

Produce and interpret spreadsheets

Meet deadlines with severe time constraints

Establish and maintain effective relationships with others

Work independently and with little supervision

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) in engineering, construction field or related field. 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 increasingly responsible experience in the maintenance of buildings and grounds

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; exposure to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety

of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction and/or operation of equipment; loud noises at times

PHYSICAL REQUIREMENTS:

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 50 pounds, occasionally 50+ 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.

Legislative File	
File ID Number:	19-0817
Introduction Date:	4/24/2019
Enactment Number:	19-0589
Enactment Date:	4/24/19
By:	os



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Coordinator, Local Control Accountability Plan	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	As Assigned	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS:	261 days / 7.5 hours
ISSUED:	Created: September 2016	SALARY GRADE:	ADCL 17

BASIC FUNCTION: The Coordinator, Local Control Accountability Plan (LCAP) is responsible for planning and directing the LCAP for OUSD with supervision provided by the Director, Strategic Resource Planning. The Coordinator, LCAP manages and coordinates the implementation of the LCAP and manages the strategic planning and operational projects associated with the LCAP. The Coordinator plans, directs, and manages the development and creation of the District’s LCAP. The LCAP requires collaboration and coordination across functional department teams and departments throughout Oakland Unified.

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:

Lead and direct the strategic planning for the Local Control Accountability Plan (LCAP) which also includes the Site Plan for Student Achievement (SPSA).

Support the planning, development, and implementation of the LCAP including the SPSA.

Facilitate work teams across departments and units.

Set schedules and timelines for the LCAP process.

Oversee and assist with the day-to-day LCAP operations.

Act as the Liaison between the school district and the Alameda County Office of Education regarding the LCAP.

Manage the agenda for the LCAP team.

Provide support and acts as a thought partner to the Family & Student Engagement team; help strategize about discussions for stakeholders, individually and in small or large groups, to ensure that the LCAP engagement strategy is inclusive of our community.

Ensure ongoing monitoring of the LCAP and SPSA components and provide updates on progress.

Teach and lead training sessions about the Local Control Funding Formula (LCFF) and the LCAP.

Manage the coordination of LCAP writing and submission.

Work with leaders to ensure understanding about LCFF requirements.

Collaborate with Research, Assessment and Data on the development and tracking of the LCAP metrics aligned to

the District's goals.

Remain current with the newest information about changes to LCFF and LCAP legislation, including changes to the State templates and required metrics.

Attend local and regional workshops on the LCAP development and best practices and share information with District staff.

Prepare and present regular presentations on LCAP status and updates.

Receive communications from members of our community regarding our LCAP and coordinate the responses from the District to the community about the LCAP.

Oversee website and homepage for the LCAP (e.g., format, content, maintenance) to maintain current and accurate information.

Provide cross-training for other department personnel.

Perform other related duties consistent with the scope and intent of the position.

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:

State and federal mandates with a specific focus on the Local Control Accountability Plan (LCAP)

Federal, state and District codes, regulations, policies and procedures governing works scope

The Local Control Funding Formula (LCFF)

The School Plan for Student Achievement (SPSA)

Organizational development and organizational change management principles and practices

Diversity, sensitivity, and competence with regard to issues of race and gender (and their intersections), learning or other ability, ethnicity, culture, religion, socio-economic group, sexuality or other orientations or cultural markers

Database systems and data management

School district organization, operations, policies, and objectives

Principles and practices of supervision and evaluations

Cross-train department personnel

Oral and written communication skills

Correct English usage, grammar, spelling, and punctuation

Computer software, hardware, and related technology

ABILITY TO:

Establish and maintain effective working relationships with a variety of stakeholders, including but not limited to, District staff, site administrators, parent and community leaders, community partners, regional education leaders, and school board members

Explain complex problems and solutions in clear, concise, and compelling ways

Communicate effectively, both orally and in writing, with staff and community in a multiethnic educational environment

Facilitate discussion and learning activities towards a clear end

Produce high quality work, including strong detail to attention

Operate personal computer, related software, and other software equipment

Understand the cycle of inquiry and implement changes where needed

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

Create spreadsheets using Excel and Google Sheets.

Complete assignments successfully with a minimum of direction and supervision

Maintain a high level of objectivity and provide quality information to facilitate decision-making at all levels

PREREQUISITES

Bachelor's Degree from an accredited college or university

Master's Degree preferred

Teaching Credential preferred, but not required

Administrative Credential preferred, but not required

Five (5) years experience in project management or related field

Two (2) years experience of creating and monitoring budgets

Experience includes project management techniques and tools, group organization, communications, materials preparation, task management

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.

Legislative File	
File ID Number:	19-0817
Introduction Date:	4/24/2019
Enactment Number:	19-0589
Enactment Date:	4/24/19
By:	OS



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Director, Talent Development - Recruitment & Retention	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Talent/HR	CLASSIFICATION:	Classified Management, Confidential
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 days
ISSUED:	Created: April 2012	SALARY GRADE:	CFCA 22

BASIC FUNCTION: Under limited supervision, lead, develop, coordinate and/or manage recruiting and retention strategies and programs to attract and retain quality internal and external applicants for the Oakland Unified School District. Oversee residency programs. Comply with and maintain knowledge of district, local, state and federal policies and regulations concerning primary job functions. Maintain confidentiality of all personnel matters; some duties will involve access to confidential information concerning employer-employee relations.

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

Collaborate with District partners to design and implement Oakland Unified School District recruitment strategy to meet District goals for recruitment and retention of skilled and committed staff for all positions within OUSD with particular focus on appropriately qualified teachers.

Build and staff Talent Development Recruitment & Retention Office as the primary vehicle for attracting and retaining the best staff.

Direct and manage the design and implement of sound selection procedures to source the most qualified candidates. **E**

Identify and nurture partner relationships with local institutions of higher education (IHE) as well as historically black colleges and Latina/o serving institutions to ensure a pool of teacher candidates that is diverse, committed to social equity and Oakland’s children and diverse population.

Coordinate the assignment of student teachers from university-based and educator preparation programs thus creating a student teacher pipeline.

Build partnerships with schools sites to develop a deep knowledge and understanding of each school’s programmatic needs, school vision, philosophy, and culture and school community family needs to facilitate the recruitment and selection of the best and brightest staff. **E**

Oversee the coordination of building partnerships with community organizations, especially diverse networks and groups to attract qualified and interested applicant pools. **E**

Develop partnership with Substitute Supervisor on substitute recruitment, onboarding and professional development. Design and recruit for substitutes (certificated and classified)

Develop and piloting a teacher residency model designed to give paid experience and support to student-level teachers or substitutes, who may be Oakland natives or residents, are involved with the OUSD community and committed or interested in committing to OUSD; develop a training program for all interns coming to OUSD. **E**

Manage placement process for new hires as well as consolidated/voluntary transfer teachers, using agreed-upon tools and methodologies.

Develop, implement and teach recruiting best practices across OUSD to ensure the hiring of the best skilled and committed candidates.

Train hiring managers in the development of competency-based interview skills, so OUSD will consistently attract top certificated and classified talent in order to drive student achievement.

Develop and execute strategy that leverages OUSD as a best place to work and accurately depicts the value of working at OUSD.

Manage, motivate, develop and evaluate a team of talent recruiters; which includes hiring, resource allocation, coaching, performance management, and employee development of staff.

Provide regular reports to senior management on key recruiting metrics such as new hires, recruiting cycle time, cost per hire, offer-to-acceptance ratio and quality of service

Remain current on federal, state, and local laws applicable to recruiting standards. **E**

Plan and coordinate district teacher recruitment events and participate in the planning of regional job fairs. **E**

Represent Oakland Unified School District at select job fairs and other recruitment opportunities and events. **E**

Ensure compliance with EEO requirements.

Remain current on federal, state, and local laws applicable to recruiting standards. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: Any combination of education, training and/or experience equivalent to: a Bachelor's degree in talent acquisition, talent management or human resources and five years experience in talent acquisition, talent management or human resources role, including 3 years in a recruitment role in an urban education environment or with an educational non-profit organization.

Experience as a manager of people who has demonstrated the ability to lead and develop their team

Demonstrated success in developing and executing comprehensive hiring plans with a demonstrated ability to strategically plan and execute large scale initiatives across an organization.

Teaching credential preferred.

Master's degree preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

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

Ability to travel throughout California or out of state for recruitment events

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Applicable federal, state and local laws and ordinances governing employment including equal opportunity employment

Recruitment, selection, retention, training techniques, compensation and benefits, labor relations, and negotiation, and personnel information systems (creative/strategic talent sourcing, resume evaluation, candidate assessment and interviewing techniques)

Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, and coordination of people and resources.

Educational programs, policies and staffing criteria

Correct English usage, grammar, spelling, vocabulary and punctuation

Web-based/on-line recruitment/research tools

Planning, organization and coordination needed for assigned school sites and central office departments

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

Interpersonal skills using tact, influence, patience and courtesy

Computer software, hardware, and related technology

ABILITY TO:

Maintain current knowledge of applicable provisions of applicable federal, state, local and District laws, rules and regulations pertaining to recruitment, sourcing and hiring

Manage, supervise, lead and develop a team

Work independently with minimum supervision and as a member of a team

Organize and coordinate district-wide recruitment programs

Form strong professional relationships with school administrators, department managers and other partners

Learn quickly in a fast-paced environment

Balance multiple priorities and deadlines in a fast paced environment

Exercise good judgment in safeguarding confidential or sensitive information

Compose written materials for all levels of readership within and outside OUSD

Effectively and clearly present written information to others

Elicit people's cooperation and network

Identify challenges and proactively work to find solutions

Recognize what needs completion and take action

Focus on what can be delivered instead of what cannot be done

Give group presentations and training sessions

Perform detailed tasks with accuracy

Plan and organize

Demonstrate sensitivity to, and respect for, a diverse population

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:

ing,ing, pushing, and pulling up to 30 pounds, occasionally 30+ pounds; and twistingwhile performing duties; ; and

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:	19-0817
Introduction Date:	4/24/2019
Enactment Number:	19-0589
Enactment Date:	4/24/19
By:	os



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Director, Talent Development - Recruitment & Retention	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Talent/HR	CLASSIFICATION:	Classified Management, Confidential
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 days
ISSUED:	Created: April 2012 Revised: April 2019	SALARY GRADE:	CFCA 22

BASIC FUNCTION: Under limited supervision, lead, develop, coordinate and/or manage recruiting and retention strategies and programs to attract and retain quality internal and external applicants for the Oakland Unified School District. Oversee residency programs. Comply with and maintain knowledge of district, local, state and federal policies and regulations concerning primary job functions. Maintain confidentiality of all personnel matters; some duties will involve access to confidential information concerning employer-employee relations.

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:

Collaborate with District partners to design and implement Oakland Unified School District recruitment strategy to meet District goals for recruitment and retention of skilled and committed staff for all positions within OUSD with particular focus on appropriately qualified teachers.

Build and staff Talent Development Recruitment & Retention Office as the primary vehicle for attracting and retaining the best staff.

Direct and manage the design and implement of sound selection procedures to source the most qualified candidates.

Identify and nurture partner relationships with local institutions of higher education (IHE) as well as historically black colleges and Latina/o serving institutions to ensure a pool of teacher candidates that is diverse, committed to social equity and Oakland’s children and diverse population.

Coordinate the assignment of student teachers from university-based and educator preparation programs thus creating a student teacher pipeline.

Build partnerships with school sites to develop a deep knowledge and understanding of each school’s programmatic needs, school vision, philosophy, and culture and school community family needs to facilitate the recruitment and selection of the best and brightest staff.

Oversee the coordination of building partnerships with community organizations, especially diverse networks and groups to attract qualified and interested applicant pools.

Develop partnership with Substitute Supervisor on substitute recruitment, onboarding and professional development. Design and recruit substitutes (certificated and classified)

Develop and piloting a teacher residency model designed to give paid experience and support to student-level teachers or substitutes, who may be Oakland natives or residents, are involved with the OUSD community and committed or interested in committing to OUSD; develop a training program for all interns coming to OUSD.

Manage placement process for new hires as well as consolidated/voluntary transfer teachers, using agreed-upon tools and methodologies.

Develop, implement and teach recruiting best practices across OUSD to ensure the hiring of the best skilled and committed candidates.

Train hiring managers in the development of competency-based interview skills, so OUSD will consistently attract top certificated and classified talent in order to drive student achievement.

Develop and execute strategy that leverages OUSD as a best place to work and accurately depicts the value of working at OUSD.

Manage, motivate, develop and evaluate a team of talent recruiters; which includes hiring, resource allocation, coaching, performance management, and employee development of staff.

Provide regular reports to senior management on key recruiting metrics such as new hires, recruiting cycle time, cost per hire, offer-to-acceptance ratio and quality of service

Remain current on federal, state, and local laws applicable to recruiting standards.

Plan and coordinate district teacher recruitment events and participate in the planning of regional job fairs.

Represent Oakland Unified School District at select job fairs and other recruitment opportunities and events.

Ensure compliance with EEO requirements.

Remain current on federal, state, and local laws applicable to recruiting standards.

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:

Applicable federal, state and local laws and ordinances governing employment including equal opportunity employment

Recruitment, selection, retention, training techniques, compensation and benefits, labor relations, and negotiation, and personnel information systems (creative/strategic talent sourcing, resume evaluation, candidate assessment and interviewing techniques)

Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, and coordination of people and resources.

Educational programs, policies and staffing criteria

Credentialing regulations

Correct English usage, grammar, spelling, vocabulary and punctuation

Web-based/on-line recruitment/research tools

Planning, organization and coordination needed for assigned school sites and central office departments

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

Interpersonal skills using tact, influence, patience and courtesy

Computer software, hardware, and related technology

ABILITIES TO:

Maintain current knowledge of applicable provisions of applicable federal, state, local and District laws, rules and regulations pertaining to recruitment, sourcing and hiring

Manage, supervise, lead and develop a team

Work independently with minimum supervision and as a member of a team

Organize and coordinate district-wide recruitment programs

Form strong professional relationships with school administrators, department managers and other partners

Learn quickly in a fast-paced environment

Balance multiple priorities and deadlines in a fast-paced environment

Exercise good judgment in safeguarding confidential or sensitive information

Compose written materials for all levels of readership within and outside OUSD

Effectively and clearly present written information to others

Elicit people's cooperation and network

Identify challenges and proactively work to find solutions

Recognize what needs completion and take action

Focus on what can be delivered instead of what cannot be done

Give group presentations and training sessions

Perform detailed tasks with accuracy

Plan and organize

Demonstrate sensitivity to, and respect for, a diverse population

Operate personal computer, related software, and other office equipment

Travel throughout California or out of state for recruitment events

PREREQUISITES:

Any combination of education, training and/or experience equivalent to: A Bachelor's degree in talent acquisition, talent management, organizational management, business or liberal studies or human resources and five (5) years' experience in talent acquisition, talent management or human resources role, including 3 years in a recruitment role in an urban education environment or with an educational non-profit organization.

Experience as a manager of people who has demonstrated the ability to lead and develop their team

Demonstrated success in developing and executing comprehensive hiring plans with a demonstrated ability to strategically plan and execute large scale initiatives across an organization.

Teaching credential preferred.

Master's degree preferred.

Valid California Driver's License

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 50 pounds, occasionally 50+ 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.