

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

April 25, 2012

Legislative File	
File ID Number:	12-1033
Introduction Date:	4/25/12
Enactment Number:	12-1062
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 Classified Management Position in the Research, Assessment and Data Department

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1112-0210 – Elimination and Creation of a Classified Management position in the Research, Assessment and Data Department.

DISCUSSION

Since July 1, 2010, and after the Coordinator, State Assessments position was eliminated due to budget constraints, the Coordinator, Curriculum-Based Assessment (local assessment) has taken on the additional role of coordinating state assessments (STAR). The new title and job description accurately describes the expanded role of the Coordinator, State and Local Assessment, as well as the District's move toward an assessment system aligned to the Common Core State Standards; it also aligns with the District's Strategic Plan in building a Full Service Community School District.

Research, Assessment and Data Department

Eliminate:

Position Title/FTE

Coordinator, Curriculum-Based Assessment (1.0 FTE)

Salary Schedule/Range

ADCL, Range 16

\$74,540 - \$95,141

12 months, 261 days, 7.5 hours

Create:

Position Title/FTE

Coordinator, State and Local Assessment (1.0 FTE)

Salary Schedule/Range

ADCL, Range 16

\$74,540 - \$95,141

12 months, 261 days, 7.5 hours

FISCAL IMPACT

The position will be funded through General Purpose funds.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1112-0210 – Elimination and Creation of a Classified Management position in the Research, Assessment and Data Department.

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By:	JS

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1112-0208**

Research, Assessment and Data Department

Eliminate

- Coordinator, Curriculum-Based Assessment -

Create

- Coordinator, State and Local Assessments -

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 District's Strategic Plan for a Full Service Community School District, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby eliminates the position of Coordinator, Curriculum-Based Assessment on the respective salary schedule/range, as stated herein, and creates the position of Coordinator, State and Local Assessments on the respective salary schedule/range, as stated herein, effective 12:01 a.m., April 26, 2012.

Research, Assessment and Data Department

Eliminate:

Position Title/FTE

Coordinator, Curriculum-Based Assessment (1.0 FTE)

Salary Schedule/Range

ADCL, Range 16

\$74,540 - \$95,141

12 months, 261 days, 7.5 hours

Create:

Position Title/FTE

Coordinator, State and Local Assessment (1.0 FTE)

Salary Schedule/Range

ADCL, Range 16

\$74,540 - \$95,141

12 months, 261 days, 7.5 hours

and,

BE, IT FURTHER RESOLVED, that the Board authorizes 1.0 FTE for the newly created position.

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

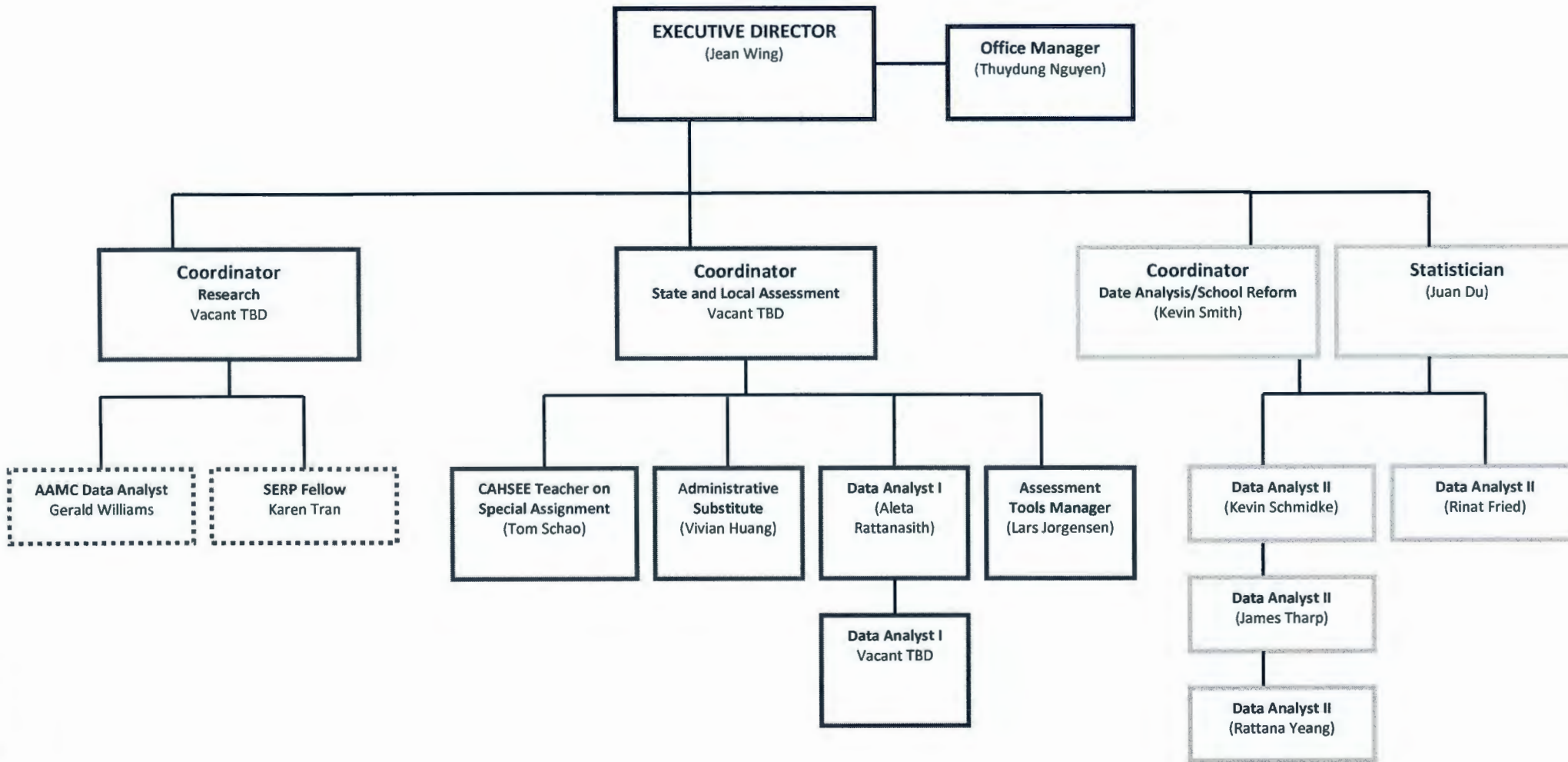
I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held April 25, 2012.



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

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Department of Research, Assessment and Data (RAD)
2011-12 Organizational Chart



Dotted Box indicates interdepartmental employees (individuals sitting within RAD from other departments)

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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Coordinator, State and Local Assessments	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Research, Assessment and Data	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Created: August 2009 Revised: April 2012	SALARY GRADE:	ADCL 16

BASIC FUNCTION: Manage all aspects of District and state assessment content and systems.

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

Facilitate and collaborate with the Leadership, Curriculum and Instruction (LCI) Department to determine the content of the next generation of performance-based assessment items in all subject areas. **E**

Develop and execute a District-wide plan for implementing the next generation of performance-based assessment items based on the Common Core State Standards, in collaboration with other central office departments. **E**

Supervise Assessment Tools Manager to ensure the administration, dissemination, communication, scoring and reporting of data in an effective and efficient manner. **E**

Supervise Data Analysts in creating, collecting, analyzing, presenting and framing District-wide assessment data to central and site leadership. **E**

Collaborate with Data Support Team in order to determine the structure and timeline of reports, data to be presented, and structure of presentation. **E**

Determine data and reports needed in order to measure specific student learning goals outlined in the Strategic Plan. **E**

Develop models, processes, and tools in order to support school sites in accomplishing assessment goals outlined in the school site plan. **E**

Develop timeline and project manage all departments in order to implement the state mandated Smarter Balanced Assessment. **E**

Conduct all current state mandated trainings for school site staff – CELDT, CAHSEE, Physical Fitness Test and STAR. **E**

Track, meet and oversee all state mandated deadlines for ordering, managing, correcting, distribution and collection of data for all state testing. **E**

Coordinate and direct administrators and school site personnel in meeting state mandated deadlines and tasks. **E**

Communicate with central and site-based personnel about the direction of assessments in the District. **E**

Present data reports and implications to a variety of different audiences – community members, parents, principals, Board of Education members and Executive Staff. **E**

Present, facilitate and train Board members, Executive Staff, central office, school site and external personnel regarding assessment content and data in order to accelerate student achievement. **E**

Coordinate, supervise, and evaluate the performance and duties of assigned staff. **E**

Provide cross-training to other staff members within the department. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: A Bachelor's degree required from an accredited college or university and 5 years of recent, progressively responsible, related experience and training in education, testing and measurement, descriptive statistics, curriculum and assessment development and design.

Master's degree highly preferred

Teaching or administrative credential strongly preferred

Extensive knowledge of State and Federal School Assessment Tests

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

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

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Assessment development and alignment of Common Core Standards

Planning, organization and direction of District and state mandated assessments

Applicable laws, codes, regulations, policies and procedures

Microsoft Office software; Word, Excel, Access, PowerPoint

Knowledge of current assessment platforms preferred (i.e.: Edusoft, Data Director and others)

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

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, vocabulary and punctuation

Computer software, hardware, and related technology

ABILITY TO:

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

Meet schedules and time lines

Plan and organize work

Prepare comprehensive narrative and statistical reports

Operate personal computer, related software, and other office equipment

WORKING CONDITIONS

ENVIRONMENT:

Indoor office environment; driving a vehicle to conduct work; fast-paced work, short timelines, frequently changing priorities and assignments

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.