

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

January 14, 2015

Legislative File	
File ID Number:	14-2519
Introduction Date:	01/14/2015
Enactment Number:	15-0043
Enactment Date:	1/14/15
By:	CA

TO: Board of Education

FROM: Antwan Wilson, Superintendent
Brigitte Marshall, Chief Talent Officer, Human Resources Services and Support



SUBJECT: Amendment Resolution No. 1314-1076A – Correcting the Salary Range Number (A Typo) for the Comprehensive Community High School Director Job Classification

ACTION REQUESTED

Amendment of Resolution No. 1314-1076A – Correcting the Salary Range Number (A Typo) for the Comprehensive Community High School Director Job Classification.

DISCUSSION

The Board, as requested on March 26, 2014, approved Resolution No. 1314-1076, Enactment Number 14-0526, created a Comprehensive Community High School Director position that accurately reflects the work required of a school leader at an OUSD Comprehensive Community High School. The salary for the position was set at \$102,944 - \$131,412. The salary is correct; however, the Salary Range Number was stated as 87, when it should have been stated as 85. Range eighty-seven (87) is a different number and higher range on the salary schedule than eighty-five (85).

The Board is requested to correct the Range number to 85 so as to provide absolute clarity of salary range/compensation for the position by adopting Resolution No. 1314-1076A.

BUDGET IMPACT

There is no budget impact.

RECOMMENDATION

Amendment of Resolution No. 1314-1076A – Correcting the Salary Range Number (A Typo) for the Comprehensive Community High School Director Job Classification.

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**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1314-1076A**

Amendment Resolution No. 1314-1076A – Correcting the Salary Range Number (A Typo) for the Comprehensive Community High School Director Job Classification

WHEREAS, on March 26, 2014, the Board of Education approved Resolution No. 1314-1076, Enactment Number 14-0526, creating the Comprehensive Community High School Director on the Administrators Salary Schedule A227 in the amount of \$102,944 - \$131,412 and stated the Range as 87; and

WHEREAS, the dollar amount of the salary range for the position is otherwise as intended and correct; however, the Range Number 87 is a typo and should be stated as Range Number 85,

NOW, THEREFORE, BE IT RESOLVED the Board approves correction of said typographic error, changing the Range Number 87 to Range Number 85, for the Comprehensive Community High School Director Position, with all other terms and conditions of Resolution No. 1314-1076 remaining in full force and effect.

WHEREAS, there are no further changes in Resolution No. 1314-1076;

NOW, THEREFORE, BE IT RESOLVED, that the Board authorizes the Superintendent, or his designee, to change the salary range for the Comprehensive Community High School Director position from 87 to 85 on Salary Schedule A227; all other terms remain in full force and effect.

Passed by the following vote:

AYES: Aimee Eng, Nina Senn, Shanthi Gonzales, Roseann Torres, Jumoke Hinton Hodge, Vice President
Jody London, President James Harris

NOES: None

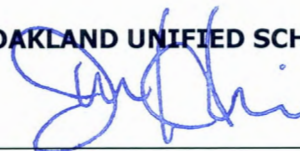
ABSTAINED: None

ABSENT: None

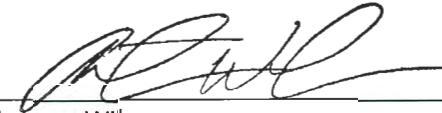
I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held January 14, 2015.

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OAKLAND UNIFIED SCHOOL DISTRICT



James Harris
President, Board of Education



Antwan Wilson
Superintendent and Secretary, Board of Education

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

March 26, 2014

Legislative File	
File ID Number:	14-0586
Introduction Date:	03/26/2014
Enactment Number:	14-0526
Enactment Date:	3-26-14
By:	<i>[Signature]</i>

TO: Board of Education

FROM: Gary Yee, Ed.D., Acting Superintendent
Vernon Hal, Deputy Superintendent, Business and Operations ✓EH
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support *[Signature]*

SUBJECT: Creation of Comprehensive Community High School Director Job Classification, High School Network

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1314-1076 – Creation of Comprehensive Community High School Director Job Classification.

DISCUSSION

As the result of a recently conducted desk audit, the HR Department determined that the current principal job description and salary schedule do not accurately reflect the work required of a school leader at an OUSD Comprehensive Community High School. The position has therefore been reclassified and a new job description has been written to represent the requirements for school leadership at Oakland Technical High School, Skyline High School, Oakland High School, Fremont High School, McClymonds High School and Castlemont High School.

High School Network

Create

Job Classification Title/FTE

Comprehensive Community High School Director
High School Network (6.0 FTE)

Salary Schedule/Range

Salary Schedule: A227

Range 87: \$102,944 - \$131,412

12 months, 227 days, 7.5 hours

Funding

General Purpose,
Resource, 0000-964

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

BUDGET IMPACT

These Job Classifications will be funded by General Purpose funds.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1314-1076 - Creation of Comprehensive Community High School Director Job Classification- High School Network.

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

March 26, 2014

Legislative File	
File ID Number:	14-0586
Introduction Date:	03/26/2014
Enactment Number:	14-0526
Enactment Date:	3-26-14
By:	<i>[Signature]</i>

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1314-1076**

- High School Network -

Create

- Comprehensive Community High School Director Job Classification -

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 Classification aligns with the District's priority of a Full Service Community School District and to enhance servicing our students, schools and community, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby creates the Job Classification, Comprehensive Community High School Director, attached hereto, and confirms said Job Classifications' placement on the salary schedule/ranges, as stated herein, effective 12:01 a.m., July 1, 2014, as follows:

High School Network

Create

Job Classification Title/FTE

Comprehensive Community High School Director
High School Network (6.0 FTE)

Salary Schedule/Range

Salary Schedule: A227

Range 87: \$102,944 - \$131,412

12 months, 227 days, 7.5 hours

Funding

General Purpose,
Resource, 0000-964

BE, IT FURTHER RESOLVED, that the Board authorizes 6.0 FTE for the Job Classifications as so stated above.

Passed by the following vote:

AYES: Jody London, Anne Washington, Roseann Torres, Christopher Dobbins,
Vice President James Harris and President David Kakishiba

NOES: Jumoke Hinton Hodge

ABSTAINED: None

ABSENT: None

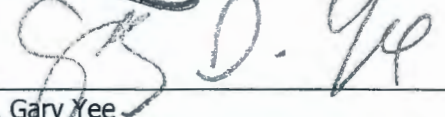
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By:	[Signature]

OAKLAND UNIFIED SCHOOL DISTRICT



David Kakishiba 3-27-14



Dr. Gary Yee 3-27-14
Acting Superintendent and Secretary, Board of Education

Legislative File	
File ID Number:	14-0586
Introduction Date:	3-26-14
Enactment Number:	14-0526
Enactment Date:	3-26-14
By:	<i>[Signature]</i>



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Comprehensive Community High School Director	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Assigned School Site	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	WORK YEAR/HOURS	Per UAOS Contract
ISSUED:	Created: January 2014	SALARY GRADE:	A227 85

BASIC FUNCTION: Under assigned supervisor, serves as the instructional leader and chief executive of the comprehensive high school. Responsible for the direction, assessment, and evaluation of student progress, instructional and adjunct programs, performance of assigned certificated and classified personnel, operation and maintenance of the school facility, and of the fiscal integrity of all school elements; Coordination of partners and programs. Identifies goals for the school and delegates duties appropriately. The Director serves as immediate supervisor of employees at the site.

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, abilities, or dispositions associated with this classification, but is intended to reflect the principal job elements accurately.)

ESSENTIAL FUNCTIONS:

Demonstrate the ability to establish and maintain an authentic, transparent, authoritative and accessible leadership presence.

Demonstrate the ability to foster and deepen relational trust among all constituents as a primary resource for school improvement.

Demonstrate responsiveness in order to strengthen the awareness of inequity, structural issues of race and poverty, and cultural discontinuity; advocate for culturally responsive pedagogy and effective collective responses to the structural issues facing schools and society among teachers and staff, students, families/caregivers, partnerships and community.

Develop, facilitate and engage the school and community in a cultural awareness that builds individual and collective advocacy with, and for students, and families/caregivers.

Articulate the civic goal of education and systematically reinforce an equitable school culture that values and uses participatory structures in governance and in decision-making.

Engage the community in collectively developing, publicizing and adhering to collaborative vision; adhere to the vision in decision making, communicating to school staff and community, hiring, coaching, etc; set processes in place for mutual accountability toward the vision of the school and community.

Communicate key purposes, beliefs and values of the school and community to ensure sensitivity to the community's core beliefs and values in decision making; adopt and maintain a culturally appropriate and sensitive demeanor and tone with the community; exhibit the ability to make deliberate and thoughtful decisions and take action based on core community beliefs and vision.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

PREPARATION, EDUCATION AND EXPERIENCE: A Master's degree from an accredited college or university, 5 years classroom teaching experience and 2 years administrative experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Teaching Credential with English Learner authorization

Valid and appropriate Administrative Services Credential

Valid California Driver's License

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

DESIRABLE QUALIFICATIONS:

Successful experience as an administrator

Fiscal expertise that enables first-hand oversight of and responsibility for school budgets

Previous experience working effectively with culturally and linguistically diverse groups

Ability to speak a language in addition to English

Successful experience in areas of violence prevention, conflict resolution and restorative justice, systematic implementation of school-wide discipline

Visibility and involvement in education and the community

Previous experience in leadership, coaching and teambuilding skills to strengthen and cultivate relationships

Strategic and analytical thinking skills and the ability to apply deductive reasoning and draw conclusions in order to solve problems and facilitate decision-making processes

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

California Department of Education Frameworks governing work scope such as: Common Core Standards, Content Standards, Curriculum, Response to Intervention, Full Service Community Schools

Current state and district curriculum and school instructional programs in assigned area

Utilization of various forms of assessment to guide and design instruction

Effective pedagogy for ethnic populations, English, Standard English Learners, and Special Education

Applicable federal, state, and district codes, regulations, policies and procedures governing work scope

Labor relations law and employee contracts

State plant facility requirements

Budget preparation and control

Principles and practices of administration, supervision and training

Interpersonal skills using tact, patience and courtesy

Organizations, operations, policies and objectives of public education

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

Excellent English usage, grammar, spelling, vocabulary and punctuation

Computer software, hardware, and related technology

ABILITY TO:

Continuously seek quality service and process improvements in order to support a mission and strategic vision

Use a consultative approach to resolving work related issues

Plan, organize and direct the operations, plant and personnel of assigned school.

Organize, direct, evaluate and supervise assigned certificated and classified staff.

Direct activities regarding personnel, the physical plant, budget, student services and activities, curriculum and instruction, and communications and articulation

Train, supervise and evaluate certificated and classified personnel

Plan and direct the budget and business operations of the school

Establish, coordinate and maintain communication with community and parent groups

Plan, implement, direct and evaluate instructional and categorical programs in accordance with applicable laws

Plan and organize work

Analyze situations accurately and adopt an effective course of action

Complete work with many interruptions

Read, interpret, apply and explain rules, regulations, policies and procedures

Communicate effectively both orally and in writing

Prepare and deliver oral presentations

Operate personal computer, related software, and other office equipment

WORKING CONDITIONS ENVIRONMENT:

Office environment and diverse school site environments; May be required to work outside normal workdays and office hours to meet operational deadlines; may be required to work in emergency situations; driving a vehicle to conduct work; fast-paced work; constant interruptions; some exposure to childhood and other diseases in a school environment

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.