

Board Office Use: Legislative File Info.	
File ID Number	14-1274
Introduction Date	8-13-14
Enactment Number	14-1439
Enactment Date	8-13-14



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

To Board of Education
Gary Yee Ed.D., Superintendent

From By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action
Vernon Hal, Deputy Superintendent, Business & Operations

Board Meeting Date 8-13-14
(To be completed by Procurement)

Subject Professional Services Contract Amendment - 1
Sonia Kreit-Spindt Oakland CA (Contractor, City/State) -
Peralta (site/department)

Action Requested Ratification by the Governing Board of the amendment to the professional services contract between the District and Sonia Kreit-Spindt. Services to be primarily provided to Peralta for the period of 10/01/2013 through 05/22/2014, in an amount not to exceed \$ 1,000.00.

Background
A one paragraph explanation of why an amendment is needed.

Consultant support to facilitate the use of Chromebooks for students in grades 3-5. Staff identifies this support as essential to provide each student equal access to this technology.

Discussion
One paragraph summary of the amended scope of work.

Consultant will provide 33 hours of Chromebook implementation support for teachers and students in grades 3-5.

Recommendation Ratification by the Governing Board of the amendment to the professional services contract between the District and Sonia Kreit-Spindt. Services to be primarily provided to Peralta for the period of 10/01/2013 through 05/22/2014, in an amount not to exceed \$ 1,000.00.

Fiscal Impact Funding resource name (please spell out) General Purpose-Unrestricted
not to exceed \$ 1,000.00

Attachments

- Contract Amendment
- Copy of original contract

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OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

**AMENDMENT NO. 1
TO PROFESSIONAL SERVICES CONTRACT**

This Amendment is entered into between the Oakland Unified School District (OUSD) and Sonia Kreit-Spindt (CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on _____, 20____, and the parties agree to amend that Agreement as follows:

1. **Services:** The scope of work has changed. ONLY the funding source has changed.
If the scope of work has changed: Provide brief description of revised scope of work including a measurable description of expected final results, such as services, materials, products, and/or reports; attach additional pages as necessary.
 Revised scope of work attached. **OR,** The CONTRACTOR agrees to provide the following amended services:
 Provide 33 hours of Chromebook implementation support for students and teachers in grades 3-5.

2. **Terms (duration):** The term of the contract is unchanged. The term of the contract has changed.
If the term has changed: The contract term is extended by an additional 21 days (days/weeks/months), and the amended expiration date is 05/22/2014.

3. **Compensation:** The contract price is unchanged. The contract price has changed.
If the compensation has changed: The contract price is amended by
 Increase of \$ 1,000.00 to original contract amount
 Decrease of \$ _____ to original contract amount
 and the new contract total is Thirteen thousand dollars (\$ 13,000.00)

4. **Remaining Provisions:** All other provisions of the Agreement, and prior Amendment(s) if any, shall remain unchanged and in full force and effect as originally stated.

5. **Amendment History:**

There are no previous amendments to this Agreement. This contract has previously been amended as follows:

No.	Date	General Description of Reason for Amendment	Amount of Increase (Decrease)
		Chromebook implementation support needed	\$ 1,000.00
			\$
			\$

6. **Approval:** This Agreement is not effective and no payment shall be made to Contractor until it is approved. Approval requires signature by the State Administrator, the Board of Education, and/or the Interim Superintendent as their designee.

OAKLAND UNIFIED SCHOOL DISTRICT

CONTRACTOR

Maria Santos 5-30-14
 President, Board of Education Date
 Superintendent or Designee
[Signature] 8-14-14
 Aptwan Wilson, Secretary, Date
 Board of Education

Sonia Kreit Spindt 30 Apr 14
 Contractor Signature Date
Sonia Kreit Spindt
 Print Name, Title

EXHIBIT "A" Scope of Work

DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

CONTRACTOR's entire Proposal is not made part of this Agreement. [IF A CONTRACTOR PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES CAN BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

Summary for Board Memo and Board Agenda – Must accurately align with scope of work below.

Consultant will provide 33 hours of Chromebook implementation support for teachers and students in grades 3-5.

SCOPE OF WORK

Sonia Kreit-Spindt will provide a maximum of 33.00 hours of services at a rate of \$ 30.00 per hour for a total not to exceed \$. Services are anticipated to begin on 10/01/2013 and end on 05/22/2014 .

1. Description of Services to be Provided: Provide a description of the service(s) the contractor will provide. Be specific about what service(s) OUSD is purchasing and what this Contractor will do.

Consultant will provide 33 hours of technology support for students and teachers in grades 3-5, to facilitate successful implementation of Chromebook resources.

2. Specific Outcomes: What are the expected outcomes from the services of this Contract? Be specific. For example, as a result of the service(s): 1) How many more Oakland children are graduating from high school? 2) How many more Oakland children are attending school 95% or more? 3) How many more students have meaningful internships and/or paying jobs? 4) How many more Oakland children have access to, and use, the health services they need? Provide details of program participation (Students will...) and measurable outcomes (Participants will be able to...). NOT THE GOALS OF THE SITE OR DEPARTMENT.

The specific outcomes of this contract include providing thorough individual and group training for students and teachers in grades 3-5 in the use of Chromebooks. In addition to technological skills, student confidence, achievement and meaningful participation will be increased.

3. Alignment with District Strategic Plan: Indicate the goals and visions supported by the services of this contract: (Check all that apply.)

- Ensure a high quality instructional core
Develop social, emotional and physical health
Create equitable opportunities for learning
High quality and effective instruction
Prepare students for success in college and careers
Safe, healthy and supportive schools
Accountable for quality
Full service community district

4. Alignment with Single Plan for Student Achievement (required if using State or Federal Funds)

Please select:

- Action Item included in Board Approved SPSA (no additional documentation required)** – Action Item Number: _____

 - Action Item added as modification to Board Approved SPSA** – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.
 1. Relevant page of SPSA with action item highlighted. Page must include header with the word "Modified", modification date, school site name, both principal and school site council chair initials and date.
 2. Meeting announcement for meeting in which the SPSA modification was approved.
 3. Minutes for meeting in which the SPSA modification was approved indicating approval of the modification.
 4. Sign-in sheet for meeting in which the SPSA modification was approved.
-

Board Office Use: Legislative File Info.	
File ID Number:	14-0345
Introduction Date:	03/26/2014
Enactment Number:	14-0504
Enactment Date:	3-26-14 <i>ff</i>



OAKLAND UNIFIED SCHOOL DISTRICT

Committed to *Thriving Students*

Memo

To: Board of Education
From: GARY YEE, EdD, ACTING SUPERINTENDENT; By: MARIA SANTOS, Deputy Superintendent
Board Meeting Date: 03/26/2014
Subject: Professional Service Contract
Contractor: Sonia Kreit-Spindt of Oakland, CA
Services for: 145-PERALTA

Board Action Requested and Recommendation: Ratification by the Board of Education of a Professional Services Contract between the District and Sonia Kreit-Spindt, Oakland, CA, for the latter to provide: analysis of students performance data and use this information to collaborate with teachers to develop enhanced instructional strategies to support the diverse needs of our target students and develop equitable access to the curriculum. As well, the consultant will develop and participate in effective formats to provide information to parent; implement and assess an intervention program for identified students using both push in/pull out formats for the period of 10/01/2013 through 02/18/2014 in an amount not to exceed \$12,000.00.

Background:
 (A one paragraph explanation of why the consultant's services are needed.)

Consultant will support the academic achievement gains of target students scoring FBB, BB and B in English Language Arts and Math. Consultant will utilize all yearly benchmark student performance data to support teachers to drill down on areas of non-mastery for target students with emphasis on target student performance in transition grades as well as provide push in and pull out support for target students on areas of ELA and Math non-mastery. Consultant will also provide target students scaffolds for participation in culminating integrated project based learning opportunities and use parent outreach strategies effectively.

Discussion:
 (QUANTIFY what is being purchased.)

analysis of students performance data and use this information to collaborate with teachers to develop enhanced instructional strategies to support the diverse needs of our target students and develop equitable access to the curriculum. As well, the consultant will develop and participate in effective formats to provide information to parent; implement and assess an intervention program for identified students using both push in/pull out formats

Board Office Use: Legislative File Info.	
File ID Number:	14-0345
Introduction Date:	03/26/2014
Enactment Number:	14-0504
Enactment Date:	3-26-14 <i>lf</i>



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

Fiscal Impact: Funding resources below not to exceed \$12,000.00

\$12,000.00 7090

Attachments: Professional Services Contract including Scope of Work
Waiver Summary
Resume / Statement of Qualifications
EPLS Search Results Page
Insurance Certification (if no Waiver was granted)

Board Office Use: Legislative File Info.	
File ID Number	14-0345
Introduction Date	03/26/2014
Enactment Number	14-0504
Enactment Date	3-26-14



OAKLAND UNIFIED SCHOOL DISTRICT

PROFESSIONAL SERVICES CONTRACT 2013-2014

This Agreement is entered into between Sonia Kreit-Spindt (CONTRACTOR) and Oakland Unified School District (OUSD). OUSD is authorized by Government Code Section 53060 to contract for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, and administrative matters with persons specially trained, experienced, and competent to perform such services. CONTRACTOR warrants it is specially trained, experienced, and competent to provide such services. The parties agree as follows:

- Services:** CONTRACTOR shall provide the ("Services" or "Work") as described in **Exhibit "A,"** attached hereto and incorporated herein by reference.
- Terms:** CONTRACTOR shall commence work on 10/01/2013, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$83,400.00 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$83,400.00, whichever is later. The work shall be completed no later than 02/18/2014.

- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed Twelve Thousand Dollars (\$12,000.00) [per fiscal year], at an hourly billing rate not to exceed \$40.00 per hour. This sum shall be for full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to, labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs.

If CONTRACTOR will be compensated hourly for services provided under this Contract, CONTRACTOR shall describe in Exhibit "A," attached hereto, the specific scope of services to be delivered on an hourly basis to OUSD.

OUSD shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for OUSD, except as follows: No Reimbursements

Payment for Work shall be made for all undisputed amounts in monthly installment payments within forty-five (45) days after CONTRACTOR submits an invoice to OUSD for Work actually completed and after OUSD's written approval of the Work, or the portion of the Work for which payment is to be made.

The granting of any payment by OUSD, or the receipt thereof by CONTRACTOR, shall in no way lessen the liability of CONTRACTOR to correct unsatisfactory work, although the unsatisfactory character of that work may not have been apparent or detected at the time a payment was made. Work, which does not conform to the requirements of this Agreement, may be rejected by the District and in that case must be replaced by CONTRACTOR without delay.

- Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement except: NONE, which shall not exceed a total cost of \$0.00.

5. CONTRACTOR Qualifications / Performance of Services:

CONTRACTOR Qualifications: CONTRACTOR warrants it is specially trained, experienced, competent and fully licensed to provide the Services required by this Agreement in conformity with the laws and regulations of the State of California, the United States of America, and all local laws, ordinances and/or regulations, as they may apply.

Standard of Care: CONTRACTOR warrants that CONTRACTOR has the qualifications and ability to perform the Services in a professional manner, without the advice, control, or supervision of OUSD. CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts.

- Invoicing:** Invoices furnished by CONTRACTOR under this Agreement must be in a form acceptable to OUSD. All amounts paid by OUSD shall be subject to audit by OUSD. Invoices shall include, but not be limited to: Contractor name, Contractor address, invoice date, invoice number, purchase order number, name of school or department service was provided to, period of service, name of the person performing the service, date service was rendered, brief description of services provided, number of hours of service, hourly rate, total payment requested.
- Notices:** All notices and invoices provided for under this Agreement shall be in writing and either personally delivered during normal business hours or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other party at the address set forth below:

Professional Services Contract

OUSD Representative:

Name: ROSETTE COSTELLO
Site /Dept.: 145-PERALTA
Address: 460 63rd St
Oakland, CA 94609
Phone: 5106547365

CONTRACTOR:

Name: Sonia Kreit-Spindt
Title: Owner
Address: 335 - 63rd Street
Oakland, CA 94618
Phone: 510-654-0377

Notice shall be effective when received if personally served or, if mailed, three days after mailing. Either party must give written notice of a change of address.

8. **Status of Contractor:** This is not an employment contract. CONTRACTOR, in the performance of this Agreement, shall be and act as an independent contractor. CONTRACTOR understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of OUSD, and are not entitled to benefits of any kind or nature normally provided employees of OUSD and/or to which OUSD's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State, and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, OUSD being interested only in the results obtained.

9. **Insurance:**

1. Unless specifically waived by OUSD, the following insurance is required:

- i. If CONTRACTOR employs any person to perform work in connection with this Agreement, CONTRACTOR shall procure and maintain at all times during the performance of such work, Workers' Compensation Insurance in conformance with the laws of the State of California and Federal laws when applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease.

Check one of the boxes below:

CONTRACTOR is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of the Work of this Contract.

CONTRACTOR does not employ anyone in the manner subject to the workers' compensation laws of California.

- ii. CONTRACTOR shall maintain Commercial General Liability insurance, including automobile coverage with limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage. The coverage shall be primary as to OUSD and shall name OUSD as an additional insured. Evidence of insurance must be attached. Endorsement of OUSD as an additional insured shall not affect OUSD's rights to any claim, demand, suit or judgment made, brought or recovered against CONTRACTOR. The policy shall protect CONTRACTOR and OUSD in the same manner as though each were separately issued. Nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest were named as an insured.
- iii. If CONTRACTOR is offering OUSD professional advice under this Contract, CONTRACTOR shall maintain Errors and Omissions insurance or Professional Liability insurance with coverage limits of One Million Dollars (\$1,000,000) per claim.

OR

- iv. CONTRACTOR is not required to maintain any insurance under this agreement. (Completed and approved Waiver of Insurance Form is required.) Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.

10. **Licenses and Permits:** CONTRACTOR shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this Agreement.

11. **Assignment:** The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior written consent of OUSD.

12. **Non-Discrimination:** It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age; therefore, CONTRACTOR agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, CONTRACTOR agrees to require like compliance by all its subcontractor(s). CONTRACTOR shall not engage in unlawful discrimination in employment on the basis of actual or perceived; race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation.

Professional Services Contract

access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.

23. **Conflict of Interest:** CONTRACTOR shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of OUSD to perform any service by this Agreement.

CONTRACTOR affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between CONTRACTOR's family, business or financial interest and the services provided under this Agreement, and in the event of change in either private interest or services under this Agreement, any question regarding possible conflict of interest which may arise as a result of such change will be brought to OUSD's attention in writing.

Through its execution of this Agreement, CONTRACTOR acknowledges that it is familiar with the provisions of section 1090 et seq. and section 87100 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event CONTRACTOR receives any information subsequent to execution of this Agreement which might constitute a violation of said provisions, CONTRACTOR agrees it shall notify OUSD in writing.

24. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** CONTRACTOR certifies to the best of his/her/its knowledge and belief, that it and its principals: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List. (<https://www.epls.gov/eplis/search.do>)

25. **Litigation:** This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement. If litigation is initiated, the prevailing party shall be entitled to reasonable attorney's fees and costs.

26. **Incorporation of Recitals and Exhibits:** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

27. **Integration/Entire Agreement of Parties:** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.

28. **Counterparts:** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

29. **Signature Authority:** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.

30. **Contract Contingent on Governing Board Approval:** OUSD shall not be bound by the terms of this Agreement until it has been formally approved by OUSD's Governing Board, and no payment shall be owed or made to CONTRACTOR absent formal approval. This Agreement shall be deemed to be approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.

OAKLAND UNIFIED SCHOOL DISTRICT

CONTRACTOR

MARIA SANTOS

02/07/2014

- President, Board of Education
- Superintendent or Designee

Date

Sonia Kreit-Spindt

02/13/2014

Contractor eSignature

Date

Secretary, Board of Education

Date

Sonia Kreit-Spindt, Owner

Print Name, Title

File ID Number: 14-0345
 Introduction Date: 3-26-14
 Enactment Number: 14-0504
 Enactment Date: 3-26-14
 By:

EXHIBIT "A" SCOPE OF WORK

[IF A CONTRACTOR PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES MAY BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

- 1. **Description of Services to be Provided:** Provide a description of the service(s) the contractor will provide. Be specific about what service(s) OUSD is purchasing and what *this* Contractor will do.

Consultant services include analysis of student performance data and use of this information to collaborate with teachers and provide professional development that focuses on developing enhanced instructional strategies to support the diverse needs of our target students and equitable access to the curriculum. Consultant will implement and assess to the curriculum an intervention program for identified students using both push in and pull out formats that include before school times. As well, consultant will develop and participate in effective formats that provide information to parents. The contract extends from 8/26/14 to 2/18/14 for a maximum of 400 hours with a total not to exceed \$12,000.

2. **Specific Outcomes:** What are the expected outcomes from the services of this Contract? Be specific. For example, as a result of the service(s): 1) How many more Oakland children are graduating from high school? 2) How many more Oakland children are attending school 95% or more? 3) How many more students have meaningful internships and/or paying jobs? 4) How many more Oakland children have access to, and use, the health services they need? Provide details of program participation (Students will...) and measurable outcomes (Participants will be able to...). NOT THE GOALS OF THE SITE OR DEPARTMENT.

The Specific Outcomes of this contract include increased confidence, achievement and meaningful participation in learning by target students. Consultant will analyze cumulative student performance on annual benchmark assessments, with special attention to target student performance in transition grades. This information will be used to increase instructional specificity to meet the needs of target students by enhancing instruction and designing and implementing appropriate push in and pull out strategies. Consultant will also provide scaffolds to engage target students to effectively complete project based culminating activities that integrate the curriculum.

3. **Alignment with District Strategic Plan:** Indicate the goals and visions supported by the services of this contract:
(Check all that apply.)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Ensure a high quality instructional core | <input checked="" type="checkbox"/> Prepare students for success in college and careers |
| <input checked="" type="checkbox"/> Develop social, emotional and physical health | <input checked="" type="checkbox"/> Safe, healthy and supportive schools |
| <input checked="" type="checkbox"/> Create equitable opportunities for learning | <input checked="" type="checkbox"/> Accountable for quality |
| <input checked="" type="checkbox"/> High quality and effective instruction | <input checked="" type="checkbox"/> Full service community district |

4. **Alignment with Community School Strategic Site Plan – CSSSP (required if using State or Federal Funds):**

Please select:

Action Item included in Board Approved CSSSP: (no additional documentation required)

– Item Number(s): 145SQ1148

Action Item added as modification to Board Approved CSSSP – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.

1. Relevant page of CSSSP with action item highlighted. Page must include header with the word "Modified", modification date, school site name, both principal and school site council chair initials and date.
2. Meeting announcement for meeting in which the CSSSP modification was approved.
3. Minutes for meeting in which the CSSSP modification was approved indicating approval of the modification.
4. Sign-in sheet for meeting in which the CSSSP modification was approved.



ContractsOnline: Contract Waiver Summary

Site Number-Name: 145-PERALTA

Principal / Department Head: ROSETTE COSTELLO

Contractor Name: Sonia Kreit-Spindt

Business Name: Sonia Kreit-Spindt

Contract Type: Standard

Anticipated Start Date: 10/01/2013

Contract End Date: 02/18/2014

Rate Type: HOURLY

Contract Amount: \$12,000.00

Applicable Waivers

Approved by Risk Management

Insurance-Reduction Waiver Status: NA

Waiver-Reduction Type: \$1,000,000 Required

Other Reduction Amount: NA

Approval Date:

Approved by Deputy Superintendent

Billing Waiver Status: NA

Approval Date:

Fingerprint Waiver Status: NA

Approval Date:

TB Test Waiver Status: NA

Approval Date:

No. GT 31306

Reg. No. 558-58-2864

State of California
in accordance with provisions of the Education Code issues this
General Teaching Credential

to

SONIA SPINDT KREIT

This credential authorizes service as a teacher in the grade level(s) shown below, except in subjects or areas where specialized preparation and certification thereof has been established and required.

Title Elementary
Renewal
Grade Level(s) K - 8
Valid 2-27-74 for Life

Marcelle T. Johnson

CHAIRMAN, COMMISSION FOR TEACHER
PREPARATION AND LICENSING

Peter L. Lo Presti

EXECUTIVE SECRETARY, COMMISSION FOR
TEACHER PREPARATION AND LICENSING



SEE REVERSE FOR EXPLANATION OF CODED ITEMS

Newton Steward

PRESIDENT, STATE BOARD OF EDUCATION

Wilson Filer

SUPERINTENDENT OF PUBLIC INSTRUCTION
SECRETARY, STATE BOARD OF EDUCATION

PACIFIC INTERSTATE INS BROKERS
5072 HILLSDALE CIRCLE, STE 110
EL DORADO HILLS CA, 95762

Oakland Unified School District
1025 2ND AVE
OAKLAND, CA 94606



CERTIFICATE OF LIABILITY INSURANCE

BAW
R054DATE (MM/DD/YYYY)
08-29-2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER PACIFIC INTERSTATE INS BROKERS 150702 P: (916) 941-0518 F: (916) 941-0547 5072 HILLSDALE CIRCLE, STE 110 EL DORADO HILLS CA 95762	CONTACT NAME: PHONE (A/C, No, Ext): (916) 941-0518 FAX (A/C, No): (916) 941-0547 E-MAIL ADDRESS:
	INSURER(S) AFFORDING COVERAGE INSURER A: Sentinel Ins Co LTD INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED SONIA KREIT-SPINDT 335 63RD ST OAKLAND CA 94618	NAIC #

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liab	<input type="checkbox"/>	<input type="checkbox"/>	57 SBM VA0345	08/25/2013	08/25/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC						
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>	57 SBM VA0345	08/25/2013	08/25/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	<input type="checkbox"/>	<input type="checkbox"/>				EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	N/A				WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Those usual to the Insured's Operations.

CERTIFICATE HOLDER

CANCELLATION

Oakland Unified School District
 1025 2ND AVE
 OAKLAND, CA 94606

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Joe Taylor

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AMENDMENT ROUTING FORM

2013-2014

PROFESSIONAL SERVICES CONTRACT AMENDMENT No. 1

Directions

Services beyond the original contract cannot be provided until the amendment has been fully approved and the Purchase Order amount has been increased by Procurement.

- Contractor and OUSD contract originator reach agreement on modification to original Scope of Work.
- Insert the amendment number (i.e. if this is the first amendment enter "1," second enter "2," etc.) at the top of the amendment.
- If contract total amount has increased, the scope of work has changed. OUSD contract originator creates new requisition with the original PO number referenced in the item description.
- OUSD contract originator submits amendment packet to Procurement for approval within two weeks of creating the requisition.

When the contract amendment is approved Procurement will add additional funds to the original Purchase Order.

Attachment Checklist	<input type="checkbox"/> Contract amendment packet including Board Memo and Amendment Form
	<input type="checkbox"/> Amended Scope of work (Be specific as to what additional work is being done by this consultant.)
	<input type="checkbox"/> A Board Approved copy of the original contract and any prior Amendments.

OUSD Staff Contact Emails about this contract should be sent to: (Required)

Contractor Information

Contractor Name	Sonia Kreit-Spindt	Agency's Contact	
OUSD Vendor ID #	i002972	Title	
Street Address	335 63rd Street	City	Oakland State CA Zip 94618
Telephone	(510) 654-0377	Email	sspindt@yahoo.com

Compensation and Terms – Must be within the OUSD Billing Guidelines

Original Contract Amount	\$ 12,000.00	Original PO Number	P1405239
Amended Amount	\$ 1,000.00	New Requisition #	R0410963
New Total Contract Amount	\$ 13,000.00	Start Date	10/01/2013 End Date 05/22/2014
Pay Rate Per Hour (Required)	30.00	Number of Hours (Required)	33.00

Budget Information

If you are planning to multi-fund a contract using LEP funds, please contact the State and Federal Office before completing requisition.

Resource #	Resource Name	Org Key	Object Code	Amount
0000	GP	1451110202	5825	\$ 950.00
0000	GP	1451110201	5825	\$ 50.00
			5825	\$

Approval and Routing (in order of approval steps)

Additional services above original contract amount cannot be provided before the amendment is fully approved and the Purchase Order amount has been increased by Procurement.

OUSD Administrator verifies that this vendor does not appear on the Excluded Parties List (<https://www.epls.gov/epls/search.do>)

1.	Site Administrator or Manager	Name	Rosette Costello	Phone	5106547365	Fax	5106547452
	Site / Department	Peralta					
	Signature	<i>[Signature]</i>		Date Approved	4/25/14		
2.	Resource Manager, if using funds managed by:	State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Family, Schools, and Community Partnerships					
	Signature			Date Approved			
	Signature			Date Approved			
3.	Regional or Executive Officer						
	Signature	<i>[Signature]</i>		Date Approved	5/22/14		
4.	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations	Consultant Aggregate Under <input type="checkbox"/> , Over <input type="checkbox"/> \$50,000					
	Signature	<i>[Signature]</i>		Date Approved	5-30-14		
5.	Superintendent or Board of Education	Signature on the legal contract					
Legal	Required if not using standard contract	Approved		Denied - Reason		Date	
Procurement	Date Received			PO Number	P1405239		

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

June 25, 2014

Legislative File	
File ID Number:	14-1212
Introduction Date:	06/25/14
Enactment Number:	
Enactment Date:	
By:	

TO: Board of Education

FROM: Gary Yee, Ed.D., Acting Superintendent
Vernon Hal, Deputy Superintendent, Business and Operations
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support

SUBJECT: Creation/Revision of Positions—Leadership, Curriculum & Instruction and High School Office Departments

- Program Manager, High School Credit Recovery
- Director, LCI
- Coordinator, College & Career Pathways
- Coach, College & Career Pathways

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1314-1133—for the Creation of Program Manager, High School Credit Recovery; Coordinator, College & Career Pathways; and Coach, College & Career Pathways and revision of Director, LCI— Leadership, Curriculum & Instruction and High School Office Departments.

DISCUSSION

As part of its ongoing work to revise and update the job classifications needed to implement the strategic plan, Human Resources Services and Support is presenting three new job classifications and one revision needed by the Leadership, Curriculum & Instruction Department (including one to be shared with the High School Office).

Leadership, Curriculum & Instruction/High School Office

Create

Position Title/FTE

Program Manager, High School Credit Recovery,
LCI & High School Office (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 14: \$68,947.61- \$87,996.12

12 months, 261 days, 7.5 hours

Funding

General Purpose,

38% Resource 0000-937

62% Resource 0000-964

Leadership, Curriculum & Instruction

Revise

Position Title/FTE

Director, LCI,
(1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFAD

Range 22: \$91,904.09 - \$117,287.81

12 months, 227 days, 7.5 hours (FT) or as assigned

Funding

Title II,

4035-909

Create

Position Title/FTE

Coordinator, College & Career Pathways,
LCI (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 16: \$76,031.35 - \$97,044.79

12 months, 261 days, 7.5 hours or days and hours as assigned

Funding

Linked Learning,
9135-909

Create

Position Title/FTE

Coach, College & Career Pathways,
LCI (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 14: \$68,947.61- \$87,996.12

12 months, 261 days, 7.5 hours or days and hours as assigned

Funding

Linked Learning,
9135-909

BUDGET IMPACT

This position is funded by General Purpose, Title II, and Connect Ed monies.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1314-1133—for the Creation of Program Manager, High School Credit Recovery; Coordinator, College & Career Pathways; and Coach, College & Career Pathways and revision of Director, LCI— Leadership, Curriculum & Instruction and High School Office Departments.

Legislative File	
File ID Number:	14-1212
Introduction Date:	06/25/14
Enactment Number:	
Enactment Date:	
By:	

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1314-1133**

- Leadership, Curriculum & Instruction and High School Office Departments -

Create/Revise

- Program Manager, High School Credit Recovery; Director, LCI; Coordinator, College & Career Pathways, and Coach, College & Career Pathways -

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 position 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 Program Manager, High School Credit Recovery; Coordinator, College & Career Pathways, and Coach, College & Career Pathways and revises Director, LCI—LCI and High School Office, attached hereto, and confirms said position's placement on the salary schedule/ranges, as stated herein, effective 12:01 a.m., June 26, 2014, as follows:

Leadership, Curriculum & Instruction/High School Office

Create

Position Title/FTE

Program Manager, High School Credit Recovery,
LCI & High School Office (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 14: \$68,947.61- \$87,996.12

12 months, 261 days, 7.5 hours

Funding

General Purpose,

38% Resource 0000-937

62% Resource 0000-964

Leadership, Curriculum & Instruction

Revise

Position Title/FTE

Director, LCI,
(1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFAD

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Title II,

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Create

Position Title/FTE

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Salary Schedule/Range

Salary Schedule: ADCL

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Create

Position Title/FTE

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Salary Schedule/Range

Salary Schedule: ADCL

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BUDGET IMPACT

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RECOMMENDATION

Approval by the Board of Education of Resolution No. 1314-1133—for the Creation of Program Manager, High School Credit Recovery; Coordinator, College & Career Pathways; and Coach, College & Career Pathways and revision of Director, LCI— Leadership, Curriculum & Instruction and High School Office Departments, and,

BE IT FURTHER RESOLVED, that the Board authorizes 4.0 FTE for the position, as so stated above.

Passed by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

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 25, 2014.

Legislative File	
File ID Number:	14-1212
Introduction Date:	06/25/14
Enactment Number:	
Enactment Date:	
By:	

OAKLAND UNIFIED SCHOOL DISTRICT

David Kakishiba
President, Board of Education

Dr. Gary Yee
Acting Superintendent and Secretary, Board of Education

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

June 25, 2014

Legislative File	
File ID Number:	14-1212
Introduction Date:	06/25/14
Enactment Number:	
Enactment Date:	
By:	

TO: Board of Education

FROM: Gary Yee, Ed.D., Acting Superintendent
Vernon Hal, Deputy Superintendent, Business and Operations *VEH*
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support *BM*

SUBJECT: Creation/Revision of Positions—Leadership, Curriculum & Instruction and High School Office Departments

- Program Manager, High School Credit Recovery
- Director, LCI
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DISCUSSION

As part of its ongoing work to revise and update the job classifications needed to implement the strategic plan, Human Resources Services and Support is presenting three new job classifications and one revision needed by the Leadership, Curriculum & Instruction Department (including one to be shared with the High School Office).

Leadership, Curriculum & Instruction/High School Office

Create

Position Title/FTE

Program Manager, High School Credit Recovery,
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Salary Schedule/Range

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12 months, 261 days, 7.5 hours

Funding

General Purpose,

38% Resource 0000-937

62% Resource 0000-964

Leadership, Curriculum & Instruction

Revise

Position Title/FTE

Director, LCI,
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Salary Schedule/Range

Salary Schedule: CFAD

Range 22: \$91,904.09 - \$117,287.81

Funding

Title II,

4035-909

12 months, 227 days, 7.5 hours (FT) or as assigned

Create

Position Title/FTE

Coordinator, College & Career Pathways,
LCI (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 16: \$76,031.35 - \$97,044.79

12 months, 261 days, 7.5 hours or days and hours as assigned

Funding

Connect Ed,
9135-909

Create

Position Title/FTE

Coach, College & Career Pathways,
LCI (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 14: \$68,947.61- \$87,996.12

12 months, 261 days, 7.5 hours or days and hours as assigned

Funding

Connect Ed,
9135-909

BUDGET IMPACT

This position is funded by General Purpose, Title II, and Connect Ed monies.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1314-1133—for the Creation of Program Manager, High School Credit Recovery; Coordinator, College & Career Pathways; and Coach, College & Career Pathways and revision of Director, LCI— Leadership, Curriculum & Instruction and High School Office Departments.

Legislative File	
File ID Number:	14-1212
Introduction Date:	06/25/14
Enactment Number:	
Enactment Date:	
By:	

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1314-1133**

- Leadership, Curriculum & Instruction and High School Office Departments -

Create/Revise

- Program Manager, High School Credit Recovery; Director, LCI; Coordinator, College & Career Pathways, and Coach, College & Career Pathways -

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

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Leadership, Curriculum & Instruction/High School Office

Create

Position Title/FTE

Program Manager, High School Credit Recovery,
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Salary Schedule/Range

Salary Schedule: ADCL

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Leadership, Curriculum & Instruction

Revise

Position Title/FTE

Director, LCI,
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9135-909

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BE IT FURTHER RESOLVED, that the Board authorizes 4.0 FTE for the position, as so stated above.

Passed by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

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 25, 2014.

Legislative File	
File ID Number:	14-1212
Introduction Date:	06/25/14
Enactment Number:	
Enactment Date:	
By:	

OAKLAND UNIFIED SCHOOL DISTRICT

David Kakishiba
President, Board of Education

Dr. Gary Yee
Acting Superintendent and Secretary, Board of Education

Legislative File	
File ID Number:	14-1212
Introduction Date:	06/25/2014
Enactment Number:	
Enactment Date:	
By:	



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Program Manager, High School Credit Recovery	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	As Assigned	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS	261 days / 7.5 days
ISSUED:	Created: June 2014	SALARY GRADE:	ADCL 14

BASIC FUNCTION: Under minimal supervision, the Program Manager manages the operational and program design needs of the OUSD Credit Recovery Program, including logistics and operations for summer learning academic recovery program and year-round school-based interventions.

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

Work collaboratively across departments to ensure the effective and efficient operation of the summer term academic recovery and high school intervention programs, including, but not limited to registration, student recruitment, staff hiring, etc...); manage logistics for program preparation and implementation.

Manage the online learning program implementation (student account creation, program development, communication with sites, etc...); coordinate and facilitate interactions between online learning vendors and high school sites/teachers.

Work closely with teachers and site Administrators to create and implement year-round credit recovery program design (i.e. online learning, Saturday school credit recovery boot camps, and other options) to ensure all students successfully complete high school.

Support site principals to meet operational deadlines set to provide systematic and equitable program offerings for all students.

Lead broad initiatives from which to build more community resources and school-based program options for the credit recovery and intervention needs of students.

Partnering with Leadership Curriculum and Instruction (LCI) to make sure standards, curriculum, professional development, assessments and coaching are implemented for High School interventions and credit recovery.

Establish and maintain communications with community agencies and Family, Schools and Community Partnerships department that serve Homeless, Foster and Refugee youth to ensure students, parents and guardians are informed and engaged.

Collaborate with all operations departments (Tech Services, Facilities, Fiscal, Payroll, Human Resources) to develop

efficient systems between central office and school sites to support effective program implementation.

Year-round analysis of grade and course completion records for students served by credit recovery/intervention programs and ongoing communication to sites regarding students' credit status and any outstanding credit needs.

Prepare agendas, solicit input from members, manage communications, conduct meetings, and perform necessary follow-up work with Summer Learning and High School Office.

Lead cycles of inquiry with central and site-based staff to ensure continuous program improvement.

Oversee the ordering, receiving, planning and IFAS management for credit recovery & interventions program.

Develop resources, write grants and develop training for high school-level credit recovery and academic interventions.

Provide training to site staff and site administrators to build and strengthen structures that support struggling students.

Research, evaluate and present best practices in credit recovery strategies.

Monitor fiscal compliance of programs.

Provide cross-training to other staff in the department.

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 and three years of project management experience.

Master's degree preferred.

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:

Successful strategies for working with diverse students, especially African American, Latino, English Learners and other underserved populations

Strategies, funding opportunities and community contacts for assigned program

Federal and state regulations in areas of responsibility

District policies, applicable sections of the State Education Code and other laws and regulations

Correct English usage, grammar, spelling and punctuation

Telephone techniques, systems and etiquette

Student Information Systems (ex: Aeries/Eagle Software)

High School transcripts and processes for applying and translating credits toward graduation

Master Scheduling for small and large high schools

Presentation, communication and public speaking techniques

Principles and practices of effective leadership

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

ABILITY TO:

Create master schedules for high schools and programs of varying size

Analyze student records in aggregate to understand credit recovery needs

Write grant proposals and seek further funding

Work with multiple departments, city offices, and business leaders of organizations and agencies and District departments to get additional resources for programs/students and to align with existing programs

Identify professional development activities for staff and for appropriate district employees on topics related to effective interventions and post-secondary transitions

Demonstrate cultural competence with diverse groups across race, ethnicity, religion, gender, class and sexuality

Demonstrate leadership and effectiveness in bridging to members and organizations of all communities

Work successfully with all identifiable community groups

Recommend and assist in the formulation and implementation of operating procedures and policies

Plan, prepare and deliver oral presentations

Communicate clearly, understand and interpret District and other rules, policies and procedures

Understand and follow oral and written directions; work independently

Work with computer software, hardware, and related technology

Meet schedules and deadlines

Complete work accurately and as directed despite many interruptions

Work independently and manage multiple projects with limited oversight from manager

Maintain records, analyze situations accurately and take appropriate action

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

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; flexible schedule; 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:	14-1212
Introduction Date:	06/25/2014
Enactment Number:	
Enactment Date:	
By:	



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Director, Leadership, Curriculum and Instruction	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Leadership, Curriculum and Instruction (LCI)	CLASSIFICATION:	Certificated Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS	227 days/7.5 hours (FT) or as assigned
ISSUED:	Created: June 2011 Revised: June 2014	SALARY GRADE:	CFAD 22

BASIC FUNCTION: Plan and direct the work of the department team to promote and support the District's strategic plan to ensure all students are college and career ready. Duties may 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

Recruit, support, develop, and supervise unit managers and specialists.

Manage and evaluate the duties of assigned staff in accordance with collective bargaining agreements.

Build the capacity of unit members by developing professional development sessions that focus on the strategic plan and the department's focus areas.

Coordinate the development, planning, and implementation of high quality professional development.

Create opportunities for teacher leaders and leaders District-wide to collaborate about District and department focus areas.

Develop and monitor budgets in accordance with federal, state, and District policies.

Develop and maintain partnerships with external organizations.

Develop, monitor, and review the operational systems and processes of the department.

Coordinate, monitor, and project manage initiatives that are assigned on a regular basis.

Communicate the Department's mission, programs, and support services to ensure messaging is presented in a strong, positive image to relevant stakeholders.

Provide leadership in developing programs, and organizational and budget plans with Department staff.

Create District-wide Professional Learning Calendar for all teachers.

Develop and monitor department's communication plan.

Develop and monitor the Instructional Materials/Williams accountability process.

Collaborate with all staff in the department to provide for aligned support for teachers and leaders.

Collaborate with site leadership and District administrators about coordinating and aligning teacher and leadership supports.

Design, create, implement, and manage the infrastructure aligned to priority areas for the department.

Identify, implement, support, and monitor high leverage strategies to retain the best and brightest talent.

Develop, maintain, and coordinate partnerships with organizations around teacher and leadership development.

Identify resources that contribute to the sustainability of a culturally competent organization.

Develop new methodologies to interrupt and address historic and institutional imbedded racist policies, practices, and beliefs.

Support the collaborative development of transparent and effective systems of communication among stakeholders.

Provide facilitation and planning support for department professional learning.

Develop courses of study for each leader that are aligned to themes of practice.

Create and implement evaluations for department's program goals and objectives.

Coordinate data and develop data reporting system about department's professional learning.

Create and monitor a Professional Learning On-line Registration System.

Provide in-depth leadership analysis through cycles of inquiry and development.

Facilitate and coach department personnel to lead and measure the change of practices, beliefs and policies.

Provide leadership to develop and sustain leadership teams across the system.

Support teacher leaders and leadership teams who embrace a mission of social justice and equity for all students to change the policies, practices, and structures in schools and the school system that perpetuate inequities.

Maintain professional growth in knowledge and skills necessary to implement the District's strategic plan and department focus areas.

Develop and update department's policies, procedures, and guidelines.

Support department staff by providing advice, counsel, and decision-making; mentor department staff as needed.

Travel to sites when needed.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: Any combination of education, training and/or experience equivalent to: a Master's degree and five years experience in administrative leadership.

Experience in classroom teaching, evaluation, research, organizational structures and systems, change management, leadership development, and coaching.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential

Valid California Driver's License

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

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

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

Methods to interpret, apply, and explain rules, regulations, policies and procedures related to work scope

Cognitive Coaching Curriculum

Strategic direction of the District

Various District bargaining unit contracts related to employee evaluation

Planning, organization and coordination needed for assigned program

Effective strategies, theories, techniques, and methods of professional development

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

Interpersonal skills using tact, patience, and courtesy

Correct English usage, grammar, spelling, and punctuation

Implement plans and evaluate their outcomes

Principles and practices of effective leadership

Serve as trusted resource to District administrators and facilitate communication throughout the District

Budget preparation and management to ensure fiscal responsibility

Telephone techniques, systems and etiquette

Presentation, communication, and public speaking techniques

Principles and practices of supervision and evaluation

Computer software, hardware, and related technology

ABILITY TO:

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

Interpret District collective bargaining contract language

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

Perform duties with awareness of all District requirements and policies

Communicate effectively in English orally and in writing

Model effective communication skills using tact, patience, and courtesy to understand and respond to the needs and expectations of team members and others

Analyze, interpret and communicate data

Motivate and support adults to transform their practices

Plan, organize, and complete work to meet established timelines and deadlines

Analyze situations accurately and adopt effective course of action

Manage multiple projects simultaneously

Implement plans and evaluate their outcomes

Prepare and deliver clear and concise presentations to a variety of audiences

Participate in District approved professional development to maintain current knowledge of evolving needs of students and the District related to work scope

Meet District standards of professional conduct as outlined in Board Policy

Supervise, coach, and evaluate assigned personnel

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, 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:	14-1212
Introduction Date:	06/25/2014
Enactment Number:	
Enactment Date:	
By:	



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Coordinator, College and Career Pathways	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Leadership, Curriculum and Instruction (LCI)	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS	261 days / 7.5 hours or days and hours as assigned
ISSUED:	Created: June 2014	SALARY GRADE:	ADCL 16

BASIC FUNCTION: Under minimal supervision, support the District’s strategic plan to ensure all students are college, career and community ready. Promote the District’s mission of graduating students who are college, career, and community ready by leveraging relationships within the local and national communities to ensure all secondary school students, including those with alternative educational needs, have the means, opportunity, and preparation to attend college and to function effectively in the work place. Develop, coordinate and manage the College and Career Pathways and other initiatives aimed at helping more students succeed academically, including a comprehensive program of business and community internships and work experiences that bring community partners and the District together to achieve this goal.

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

Develop aligned systems and structures of support for on-going leadership and professional development for pathway coaches focused on supporting pathway teams in meeting the essential elements for College and Career Pathway quality.

Lead/facilitate monthly community of practice meetings with District College and Career Pathway Coaches.

Ensure instructional and coaching supports are aligned to the District Strategic Plan, District instructional goals, and the essential elements of high quality College and Career Pathways.

Coordinate and support OUSD College and Career Pathway Coaches in the development and implementation of pathway coaching plans that are aligned to each of the essential elements of high quality college and career pathways.

Collaborate with CTE and College and Career Pathways Manager to connect high school and post-secondary educators in the development and creation of dual enrollment and articulation agreements.

Coordinate and support the collection, analysis and monthly dissemination of District and pathway level student achievement data to ensure a cycle of continuous improvement focused on student outcomes-driven practices.

Coordinate and promote the Linked Learning Essential Elements of College and Career Pathways, including documentation that demonstrates a cycle of continuous improvement for the purpose of achieving “Certified” status in the Linked Learning Pathway Quality Review.

Support, mentor and assist College and Career Pathway Coaches in their work with pathway teams of teachers to develop the essential elements of a high quality college and career pathways including student outcomes-driven practice, equity and access, program of study, learning and teaching, work based learning, personalized student support and pathway leadership.

Collaborate with the OUSD Workforce Development Coordinator and support College and Career Pathway Coaches to increase the numbers of community partners to build greater integrity in the pathway program of study and build capacity for industry involvement and create.

Coordinate and facilitate pathway teams use of ConnectEd Studios for the collection of evidence and pathway level data

Collaborate with CTE and College and Career Pathways Manager in the development of UC "a-g" approved courses and curriculum, including planning and coordinating UC Curriculum Integration Institutes (UCCI).

Develop and lead the process for the establishment of emerging pathways and/or the elimination of pathways that do not meet labor market projections or adhere to the Linked Learning model of college and career pathways.

Collaborate with District staff to align pathway teacher support.

Recruit, hire, develop, support, supervise and evaluate staff.

Plan, lead and attend department meetings; represent Linked Learning College and Career Pathways and LCI at District/community meetings.

Provide cross-training to other staff managers with the department.

Travel to school sites as needed.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: A Bachelor's degree from an accredited college or university and 5 years of College and Career Pathways or Small Learning Community teaching experience in any subject.

Experience as a classroom teacher and school-site administrator required

Master's degree preferred

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:

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

Curriculum development, implementation and improvement including project-based performance-based learning, integrated cross-disciplinary curriculum and CTE Model Curriculum Standards.

Current District curriculum and school instructional programs in assigned area

Linked Learning high school reform initiative

Strategic direction of the District

Federal, state, and District policies and mandates related to work scope

Methods to interpret apply and explain rules, regulations, policies, and procedures

Effective project management

Local and national career preparedness trends

Interpersonal skills using tact, patience, and courtesy

Various District bargaining unit contracts related to employee evaluation

Planning, organization and coordination needed for assigned program

Effective strategies, theories, techniques, and methods of professional development

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

Correct English usage, grammar, spelling, and punctuation

Principles and practices of effective leadership, supervision and evaluation

Budget preparation and management to ensure fiscal responsibility

Presentation, communication, and public speaking techniques

Computer software, hardware, and related technology

ABILITY TO:

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

Communicate effectively in English both orally and in writing

Understand and follow oral and written directions

Implement plans and evaluate their outcomes

Interpret District collective bargaining contract language

Analyze situations accurately and adopt effective courses of action

Prioritize responsibilities and meet established schedules and timelines

Manage multiple projects simultaneously

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

Address the needs of identified English Learner communities

Maintain accurate records

Supervise, coach and evaluate assigned personnel

Cross-train department personnel

Work with diverse school sites and conditions

Perform duties with awareness of all District requirements and policies

Analyze, interpret and communicate data

Motivate and support adults to transform their practices

Plan, organize, and complete work to meet established timelines and deadlines

Prepare and deliver clear and concise presentations to a variety of audiences

Participate in District approved professional development to maintain current knowledge of evolving needs of students and the District related to work scope

Meet District standards of professional conduct as outlined in Board Policy

Operate personal computer, related software, and other office equipment

WORKING CONDITIONS

ENVIRONMENT:

Office and diverse school site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions

PHYSICAL REQUIREMENTS:

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Legislative File	
File ID Number:	14-1212
Introduction Date:	06/25/2014
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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Coach, College and Career Pathways	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Leadership, Curriculum and Instruction (LCI)	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS	261 days / 7.5 hours or days and hours as assigned
ISSUED:	Created: June 2014	SALARY GRADE:	ADCL 14

BASIC FUNCTION: Under minimal supervision, support the District’s strategic plan to ensure all students are college, career and community ready. Promote the District’s mission of graduating students who are college, career, and community ready by leveraging relationships within the local and national communities to ensure all secondary school students, including those with alternative educational needs, have the means, opportunity, and preparation to attend college and to function effectively in the work place. Develop, coordinate and manage the College and Career Pathways and other initiatives aimed at helping more students succeed academically, including a comprehensive program of business and community internships and work experiences that bring community partners and the District together to achieve this goal.

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

Facilitate, promote and participate in the establishment and practice of pathway Communities of Practice that support student achievement of pathway student learning outcomes, the OUSD Graduate Profile and College, Career and Community Readiness.

Develop and implement pathway coaching plans that support a cycle of continuous improvement that are aligned to the Linked Learning model of high quality college and career pathways improvement for the purpose of achieving “Certified” status in the Linked Learning Pathway Quality Review.

Serve as the pathway contact person for business, community, and post-secondary partners for instructional and advisory supports aligned to pathway student learning outcomes and work-based learning goals.

Facilitate assessment of Behaviors of Learning and Teaching (BLT) and create and lead appropriate pathway staff development BLTs including, Inquiry and/or Project Based Learning, Analysis of Student Work, Communities of Practice, Curriculum Mapping, and Development of Cross Discipline Integrated lessons and projects.

Serve as the liaison among faculty and leadership in the school in developing and sustaining college and career pathways.

Partner with the school site principal, community school managers and instructional leadership team to implement and advocate for the college and career pathway improvement plans for his/her high school.

Serve on school leadership team and school site council to align College and Career Pathway District initiatives with the school improvement plan.

Serve on the master scheduling school site team which develops and updates scheduling of students for proper placement and purity in pathways and common planning time for pathway teachers.

Coordinate a 9th grade Academy recruitment program including student application, selection, and acceptance to ensure academies reflect the demographics of the school site.

Coordinate academy outreach and awareness at local middle school feeder schools.

Serve as the liaison between school sites, academy directors and the District Linked Learning office.

Attend regular academy collaboration meetings to support academy functions.

Advise site level administrators and teachers on the 9th grade advisory curriculum pertaining to academies.

Support the development of and ensure the completion of pathway action plans, calendar of events and budget for pathways.

Coordinate and implement pathway advisory boards with support from the OUSD Workforce Development Coordinator, school site community school manager, and CTE Specialist.

Develop and coordinate job shadowing, student internships, teacher externships, guest speakers, field trips, and other experiential learning experiences.

Support the development of dual enrollment/articulation agreements between high school and post-secondary partners.

Collect, analyze and disseminate community partner data for business, community, and post-secondary partners.

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: A Bachelor's degree from an accredited college or university and 3 years of College and Career Pathways or Small Learning Community teaching experience in any subject.

Experience as a classroom teacher required

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:

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

Current District curriculum and school instructional programs in assigned area

Linked Learning preferred

Strategic direction of the District

Federal, state, and District policies and mandates related to work scope

Methods to interpret apply and explain rules, regulations, policies, and procedures

Effective project management

Local and national career preparedness trends

Interpersonal skills using tact, patience, and courtesy

Planning, organization and coordination needed for assigned program

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

Correct English usage, grammar, spelling, and punctuation

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Serve as trusted resource to District administrators and facilitate communication throughout the District

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