

**OAKLAND UNIFIED SCHOOL DISTRICT**  
Office of the Superintendent of Schools

May 9, 2012

<b>Legislative File</b>	
File ID Number:	12-1034
Introduction Date:	4/25/12
Enactment Number:	12-1266
Enactment Date:	5/9/12
By:	Bj

TO: Board of Education

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

SUBJECT: Creation of a Classified Management Position in the Department of the Deputy Superintendent, Business and Operations

**ACTION REQUESTED**

Approval by the Board of Education of Resolution No. 1112-0211 – Creation of a Classified Management position in the Department of the Deputy Superintendent, Business and Operations.

**DISCUSSION**

The position of Commissioner, Oakland Athletic League (OAL) is being created to manage the OAL operations and support services to provide students with safe and effective high school athletic programs. The position aligns with the District's Strategic Plan in building a Full Service Community School District.

Department of the Deputy Superintendent, Business and Operations

**Create:**

Position Title/FTE

Commissioner, Oakland Athletic League (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 16: \$74,540 - \$95,141

12 months, 261days, 7.5 hours

**BUDGET IMPACT**

The position will be funded through General Purpose funds.

**RECOMMENDATION**

Approval by the Board of Education of Resolution No. 1112-0211 – Creation of a Classified Management position in the Department of the Deputy Superintendent, Business and Operations.

OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the Superintendent of Schools

May 9, 2012

Legislative File	
File ID Number:	12-1034
Introduction Date:	4/25/12
Enactment Number:	12-1260
Enactment Date:	5/9/12
By:	EG

**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 1112-0211**

Department of the Deputy Superintendent, Business and Operations  
**Create**  
- Commissioner, Oakland Athletic League -

**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 District is committed to a structure which focuses on promoting health and well-being, and student achievement and to support sites fully; and

**WHEREAS**, this position aligns with the District's Strategic Plan for a Full Service Community School District to enhance servicing our students, schools and community, and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Education hereby approves the creation of the position of Commissioner, Oakland Athletic League attached hereto, and confirms said position's placement on the respective salary schedule/range, as stated herein, effective 12:01 a.m., May 10, 2012:

Department of the Deputy Superintendent, Business and Operations

**Create:**

Position Title/FTE

Commissioner, Oakland Athletic League (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 16: \$74,540 - \$95,141

12 months, 261days, 7.5 hours

and,

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

Passed by the following vote:

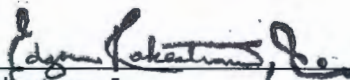
AYES: David Kakishiba, Gary Yee, Christopher Dobbins, Alice Spearman,  
Vice President Jumoke Hinton Hodge, President Jody London

NOES: Noel Gallo

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 May 9, 2012.



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

Legislative File	
File ID Number:	12-1034
Introduction Date:	4/25/12
Enactment Number:	12-1240
Enactment Date:	5/9/12
By:	BJ

Legislative File	
File ID Number:	12-1034
Introduction Date:	5/9/12
Enactment Number:	12-1266
Enactment Date:	5-9-12
By:	ES



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Commissioner, Oakland Athletic League</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>As Assigned</b>	<b>CLASSIFICATION:</b>	<b>Classified Management</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS</b>	<b>261 days/7.5 hours</b>
<b>ISSUED:</b>	<b>Created: May 2012</b>	<b>SALARY GRADE:</b>	<b>ADCL 16</b>

**BASIC FUNCTION:** Manage the Oakland Athletic League (OAL) operations and support services to provide students with safe and effective high school athletic programs.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

**E = Essential Functions**

Communicate and implement strategies for the California Department of Education (CDE) K-12 Physical Education standards and graduation requirements. **E**

Align K-12 Physical Education curriculum with OAL seasons of sport. **E**

Coordinate and build partnerships with appropriate staff and community partners to design a comprehensive physical education and health program which connects health and wellness to academic achievement. **E**

Serve as Commissioner of the Oakland Section of the California Interscholastic Federation (CIF) and represent OUSD and the Oakland Section of the California Interscholastic Federation at the local, state and national level at meetings and on high school athletic competition related matters. **E**

Plan and develop programs, goals, standards, and procedures for the athletic division and its departments. **E**

Develop, implement, and monitor the functions of athletic division support services. **E**

Facilitate meetings with high school administration to coordinate and implement student athletic programs. **E**

Coordinate athletic camps on school facilities and security at athletic events. **E**

Coordinate transportation of athletic teams according to District policy and administrative regulations. **E**

Develop policies and procedures regarding athletics and coaches handbook. **E**

Develop and distribute schedules of OAL events. **E**

Ensure program compliance with Title IX Educational Amendments and CIF rules and regulations. **E**

Ensure coaches meet District and CIF certification requirements. **E**

Ensure compliance of site reports, records, and files related to student eligibility, OAL programs, and personnel according to established procedures, laws and regulations. **E**

Ensure compliance of discipline procedures for coaches and students according to established procedures, laws and regulations. **E**

Prepare and manage the budget and grants for athletic programs including review of budget and financial data to ensure fiscal responsibility and compliance. **E**

Serve as District liaison to school staff and community members for the District's athletic programs, management, and operations. **E**

Coordinate the OAL Policy Committee, serving as the Board of Education liaison. **E**

Serve as OAL representative to CIF Federated Council. **E**

Plan and coordinate training for staff, including coaches. **E**

Supervise assigned staff. **E**

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

Attend job related meetings. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**TRAINING, EDUCATION AND EXPERIENCE:** Any combination of education, training and/or experience equivalent to: a Bachelor's degree from an accredited college or university with a major or minor in Physical and/or Health Education and five years experience in athletic program oversight and management.

Experience with school district high school athletic programs required.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Teacher Credential preferred

Valid California Administrative Services Credential preferred

Hold and maintain a valid CPR certification and first aid certification

Valid California Driver's License

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Oakland Athletic League District goals, programs, and objectives

Physical and health education programs

Applicable laws, codes, regulations, policies, and procedures of assigned area

Title IX requirements of assigned area

Budget preparation and management

Principles and practices of supervision and evaluations

First-aid and cardiopulmonary resuscitation techniques and universal precautions

**ABILITY TO:**

Maintain current knowledge of applicable laws, codes, regulations, policies, procedures and District regulations

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

Plan, organize, and coordinate programs

Analyze situations accurately and adopt an effective course of action

Maintain accurate records

Meet schedules and timelines

Communicate effectively in English, orally and in writing

Communicate effectively using tact, patience, and courtesy

Train, supervise, and evaluate coaches

Perform first-aid and cardiopulmonary resuscitation

Operate personal computer and related software

Cross-train department personnel

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office, community and sports locations; traveling to conduct District business; fast-paced work; constant interruptions

**PHYSICAL REQUIREMENTS:**

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling light to moderate weight objects; 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.