

OAKLAND UNIFIED SCHOOL DISTRICT

Office of the Superintendent of Schools

December 12, 2018

Legislative File	
File ID Number:	18-2487
Introduction Date:	12/12/2018
Enactment Number:	18-1835
Enactment Date:	12/12/18
By:	os

TO: Board of Education

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

SUBJECT: Approval of Creation of Job Description – Coordinator, Innovative Programs

1. Coordinator, Innovative Programs.

ACTION REQUESTED

Adoption by the Board of Education of Resolution No. 1819-0078, approving the creation of the following job description: Coordinator, Innovative Programs.

DISCUSSION

The Talent Division recommends approval of these job descriptions as part of its ongoing work to revise and update the job classifications needed to implement the strategic plan, create greater clarity of roles, and have a written job description that reflects the scope and responsibilities for every position in the District.

Creation:

Job Description/Position/Title/FTE

Coordinator, Innovative Programs

(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range: 16: \$85,546 to \$109,189

12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT

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

RECOMMENDATION

Adoption by the Board of Education of Resolution No. 1819-0078, approving the creation of the following job description: Coordinator, Innovative Programs.

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1819-0078**

- Approval of Creation of Job Description – Coordinator, Innovative Programs -

WHEREAS, it is the goal of the Oakland Unified School District to ensure organizational effectiveness, efficiency and accountability to further student achievement; and

WHEREAS, it is the intent of the District to develop a structure which focuses on providing high standards of service and increasing accountability across the system; and

WHEREAS, the job description aligns with the District’s priority of a Full Service Community School District and to enhance service our students, schools and community, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby determines that the following positions are created as set forth in the attachments and shall be established on the respective salary schedule/range effective 12:01 a.m., December 12, 2018, as follows:

1. Coordinator, Innovative Programs

Creation:

Job Description/Position/Title/FTE

Coordinator, Innovative Programs
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range: 16: \$85,546 to \$109,189

12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT

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

BE IT FURTHER RESOLVED, that the Board authorizes the creation of job descriptions as so stated above.

Passed by the following vote:

PREFERENTIAL AYE: None

PREFERENTIAL NOE: None

PREFERENTIAL ABSTENTION: None

PREFERENTIAL RECUSE: None

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

NOES: None

ABSTAINED: None

RECUSE: None

ABSENT: Student Director Chavez, Student Director Omosowho

CERTIFICATION

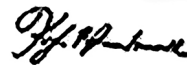
We hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held on December 12, 2018.

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OAKLAND UNIFIED SCHOOL DISTRICT



Aimee Eng
President, Board of Education



Kyla Johnson-Trammell
Superintendent and Secretary, Board of Education

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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Coordinator, Innovative Programs	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	As Assigned	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS:	261 Days / 7.5 Hours
ISSUED:	Created: August 2018	SALARY GRADE:	ADCL 16

BASIC FUNCTION: Under general direction, manage the overall operations of the District’s Blueprint for Quality Schools in support the District’s strategic plan. The Coordinator of Innovative Programs will have primary responsibility for coordinating site-level and central-office level work related to cohorts of schools in the Blueprint process, aligning it with existing and proposed systems of school performance including professional learning systems used for supporting classified and certificated professional development.

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:

Support with professional development, coaching and guidance of school teams as they participate in the design process to transform their instructional program.

Coordinate with role-alike peers in the central office in service of school improvement plans (i.e. work with coordinators or directors in Talent, Academics and Instructional Innovation, Facilities, Enrollment to troubleshoot issues and implement site-based changes via central-office systems and structures).

Support school teams with community engagement via coordination with the Family Engagement department, calendaring and scheduling events with the Communications department, and supporting site-based events with facilitation and ordering food and childcare.

Support engagement with potential cohort sites through site-based meetings, central office strategy meetings, and contribute to final recommendations to the Superintendent.

Support schools to redesign their programs by supporting the director to plan and implement professional development, coordinate site team visits to model schools, and lead/facilitate site-based meetings and engagements related to the design effort.

Support schools to research and vet school redesign options, support with costing-out proposed changes, and identifying the the facilities and programmatic needs for redesigns and required central office supports.

Provide project management support and technical assistance in the development and dissemination of communication collateral associated with the Blueprint for Quality Schools and relevant continuous school improvement activities related to work scope.

Collaborate with Research, Assessment, and Data, in the development of data reporting and data analyses related to the Blueprint and other data points as needed.

Oversee the data compilation or extraction, analysis, and reporting as needed; assist staff in clarifying the purpose of individual data requests related to school performance and in understanding the resulting analysis and reporting once completed.

Provide timely and responsive support to the District and external partners at the local level related to the Blueprint for Quality Schools.

Provide technical assistance in the development of centrally-provided professional development and training associated with essential school performance and data-driven cycles of inquiry.

Represent the department in central office leadership meetings, school-based engagements and community-based engagements associated with the Blueprint.

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate professional development opportunities for assigned staff.

Provide cross-training to department personnel.

Perform related duties as assigned.

QUALIFICATIONS:

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

KNOWLEDGE OF:

California Department of Education Resources and Frameworks governing work scope such as: Common Core Standards, Content Standards, Standards for the Teaching Profession, Continuum of Teaching Practice, Curriculum, Response to Intervention, Full Service Community Schools

California Education Codes as it pertains to certificated educators

Current District curriculum and school instructional programs in assigned area

Cognitive Coaching Curriculum

Adult learning theory

Strategic direction of the District

Utilization of various forms of assessment to guide and design instruction

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

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

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

Telephone techniques, systems and etiquette

Presentation, communication, and public speaking techniques

Principles and practices of supervision and evaluation

Computer software, hardware, and related technology (strong skills in Excel), online data platforms

ABILITY TO:

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

Interpret District collective bargaining contract language

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

Address the needs of identified English Learner communities

Work with diverse school sites and conditions

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 the performance of assigned staff

Operate personal computer, related software, and other office equipment

Cross-train department personnel

PREREQUISITES

Bachelor Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college). A combination of experience and education may be used to meet the Bachelor Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement.

Five (5) years of relevant professional experience

Master's or advanced degree in related field preferred

Experience in classroom teaching, evaluation, research, organizational structures and systems, strategic planning, change management, building the capacity of adults, leadership development, and coaching

Experience in educational counseling, developing school culture and climate, and developing social emotional skills

Administrative experience, experience supervising and securing professional development resources and/or business management experience preferred

Page 4 of 4 Coordinator, Innovative Programs

Experience working in an urban school district environment preferred

Experience developing and facilitating community partnerships preferred

Valid California Teaching Credential preferred

Valid California Driver's License

PRE-EMPLOYMENT PROCESS:

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

WORKING CONDITIONS

ENVIRONMENT:

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

PHYSICAL REQUIREMENTS:

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 30 pounds, occasionally 30+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.

NON-DISCRIMINATION POLICY:

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.