

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

January 14, 2015

Legislative File	
File ID Number:	14-2472
Introduction Date:	01/14/2015
Enactment Number:	15-0040
Enactment Date:	1/14/15
By:	AW

TO: Board of Education

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

SUBJECT: Approval of Job Description – Police Services & Office of Post-Secondary Readiness

- Chief of Police Services
- Coordinator, Health Pathways

ACTION REQUESTED

Adoption by the Board of Education of Resolution No. 1415-0127, approving creation of the following job descriptions: Chief of Police Services, Police Services and Coordinator, Health Pathways, Office of Post-Secondary Readiness.

DISCUSSION

As part of its ongoing work to revise and update the job classifications needed to implement the strategic plan and to have a written job description that is an accurate reflection of the scope and responsibilities for every position in the District, Human Resources Services and Support is presenting a new job description for positions in Police Services and Office of Post-Secondary Readiness so the departments can complete their assigned work.

Police Services

Create

Classification Title

Chief of Police Services, Police Services

Salary Schedule/Range

Salary Grade: Contract

261 days

Office of Post-Secondary Readiness

Create

Classification Title

Coordinator, Health Pathways

Office of Post-Secondary Readiness

Salary Schedule/Range

Salary Schedule: ADCL

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

261 days / 7.5 hours or duty days and hours as assigned

BUDGET IMPACT

None.

RECOMMENDATION

Adoption by the Board of Education of Resolution No. 1415-0127, approving creation of the following job descriptions: Chief of Police Services, Police Services and Coordinator, Health Pathways, Office of Post-Secondary Readiness.

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**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1415-0127**

- Police Services and Office of Post-Secondary Readiness -

Approving Job Description

- Chief of Police Services and Coordinator, Health 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 job descriptions align 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 approves creation of the following job descriptions: Chief of Police Services-Police Services, and Coordinator, Health Pathways-Office of Post-Secondary Readiness, attached hereto, and confirms said job description's placement on the salary schedule/range or employment contract, as stated herein.

Police Services

Create

Classification Title

Chief of Police Services, Police Services

Salary Schedule/Range

Salary Grade: Contract

261 days

Office of Post-Secondary Readiness

Create

Classification Title

Coordinator, Health Pathways

Office of Post-Secondary Readiness

Salary Schedule/Range

Salary Schedule: ADCL

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

261 days / 7.5 hours or duty days and hours as assigned

Passed by the following vote:

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

NOES: None

ABSTAINED: None

ABSENT: None

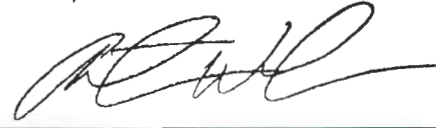
I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held January 14, 2015.

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OAKLAND UNIFIED SCHOOL DISTRICT



James Harris
President, Board of Education



Antwan Wilson
Superintendent and Secretary, Board of Education

Legislative File	
File ID Number:	14-2472
Introduction Date:	01/14/2015
Enactment Number:	15-2040
Enactment Date:	1/14/15
By:	D-12



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Chief of Police Services	REPORTS TO:	Chief of Operations
DEPARTMENT:	Police Services	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS:	261 days
ISSUED:	Created: January 2015	SALARY GRADE:	Contract

BASIC FUNCTION: Under minimal supervision, administer, direct and review the work of approximately 16 sworn and 90 non-sworn personnel (including non-sworn School Security Officers) performing law enforcement and support activities in the Police Services Department, which includes maintaining safety at over 90 elementary, middle and high schools and District administrative sites throughout the City of Oakland. Perform administrative duties involving 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

Oversee the development and implementation of department/section/unit policy and procedures and the attainment of department mission and goals.

Coordinate and monitor development of school site emergency preparedness and safety plans in accordance with the school community needs and state and federal regulations.

Coordinate and plan emergency preparedness drills at worksites, including fire drills, earthquake drills, and lockdowns.

Supervise emergency preparedness and crisis response protocol for the District including the development of worksite emergency preparedness and safety plans and the various components of the safety program and to determine the effectiveness, and implement improvements.

Respond to District-wide calls in emergency situations.

Establish and direct command post communication system during crisis and emergency situations.

Utilize personnel to meet normal and emergency conditions and coordinate staffing with other units, sections, or divisions.

Coordinate and oversee training and support of school security officers at school sites and work with administrators to address performance issues.

Conduct periodic inspections of officers during their tour of duty.

Administer, direct, and review the work of sworn and non-sworn personnel.

Prepare, contribute to, and approve annual performance evaluation reports of District police force, school security officers and non-sworn personnel.

Partner with Oakland Police Department, as necessary, to investigate crimes, including the collection, analysis, and preservation of evidence.

Develop and implement special projects.

Testify in court and at District hearings.

Supervise truancy reduction activities and collaborate with schools and departments on Attend and Achieve initiatives.

Participate in special programs with citizens groups, students, community organizations, and Board of Education.

Conduct oral presentations for internal and external groups.

Lead the community oriented policing and problem solving approach to service delivery for assigned personnel.

Market and develop team policing and team building strategies.

Prepare and administer division departmental budget and departmental rules.

Participate in the investigation of citizen complaints against department personnel and recommend and implement discipline.

Identify training needs and assist in the development and presentation of training programs according to needs.

Prepare and supervise administrative and operational reports for accuracy and conformance with policies, procedures, and laws.

Read, interpret, and disseminate information contained in rules and procedures, police bulletins, staff reports, budget documents and new laws.

Develop and revise department policies and procedures per federal, state and local laws; direct and coordinate the development of new procedures and policies to improve security and safety of schools and District facilities.

Represent the Superintendent and the District in an official capacity as required.

Maintain timely and accurate information and is accountable for the quality of information maintained by subordinates.

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.

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 in a related field with an Advanced P.O.S.T. Certificate
- Fifteen (15) years of sworn law enforcement work, at least five years of which must have been at the rank of police lieutenant or above
- Experience in obtaining and deploying resources necessary to execute priority initiatives
- Requires project and long-term planning skills, negotiation skills, analysis, and synthesis
- Seasoned decision making skills around developing strategy and decisions impacting procedures and programs District-wide. Errors in decision making could result in substantial embarrassment or cost to the District.
- Critical thinking and pragmatic problem-solving skills
- Strong interpersonal and communications skills and ability to work well with people at all levels across the District and key external organizations
- Proven leadership skills with demonstrated capability ability to manage a large organization and deliver results supporting the mission of the organization

- Strong quantitative and qualitative analytical skills, and demonstrated process and project management experience

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

Pass an extensive background check

Employment eligibility will include fingerprints, tuberculosis and other employment clearance (including, but not limited to, a reading and writing ability assessment; an oral interview; a medical evaluation; and a psychological evaluation)

Maybe required to work evenings and weekends, and within and out of District boundaries to attend meetings

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Federal, state, and local laws

Departmental policies and procedures

Theory and practice of community oriented policing

Techniques used in problem solving policing

Patrol, crime prevention, traffic enforcement, investigation, and identification

Policy development

Effective performance evaluation

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

Correct English usage, grammar, spelling, vocabulary and punctuation

Computer software, hardware, and related technology

ABILITY TO:

Use firearms and maintain firearm proficiency levels

Maintain physical conditioning appropriate to the performance of assigned duties

Operate police vehicles in a safe and appropriate manner

Work effectively in physically, psychologically, and emotionally stressful situations

Analyze situations accurately and adopt effective courses of action

Make sound, independent decisions within established guidelines

Manage effectively emergency or life threatening situations

Direct personnel and oversee problem-solving efforts

Develop effective team strategies with units/sections

Coach, motivate, and lead employees

Operate personal computer and related software

Work collaboratively and effectively

Work effectively with City employees, supervisors, elected officials, other law enforcement agencies, and the general public

Meet schedules and timelines

Complete work with many interruptions

Establish and maintain effective customer-focused working relationships with managers, customers, vendors, consultants, employees and others encountered in the course of work

Demonstrate excellent and effective written and spoken communication skills in English, including content, context, communication, conciseness, grammar and usage

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

Prepare and deliver oral presentations

Operate personal computer, related software, and other office equipment

WORKING CONDITIONS

ENVIRONMENT:

Office and diverse school site environments; exposure to dissatisfied or abusive individuals including possible confrontations, fights, and use of weapons; driving a vehicle to conduct work; fast-paced work; constant interruptions; potential contact with blood and other body fluids and communicable diseases

PHYSICAL REQUIREMENTS:

Emotional stability and physical condition necessary to perform the duties of the job class; hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents and perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to perform duties including driving a vehicle and using standard police equipment; lifting moderately heavy objects.

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.

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By:	D.S.



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Coordinator, Health Pathways	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Office of Post Secondary Readiness	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS:	261 days / 7.5 hours or duty days and hours as assigned
ISSUED:	Created: January 2015	SALARY GRADE:	ADCL 16

BASIC FUNCTION: Under minimal supervision, the Coordinator of Health Pathways will develop, coordinate, and manage the Health Pathways Initiative; align budgets for multiple revenue streams to maximize effectiveness; convene and manage community partners and the District to meet grant objectives for Health Pathways associated with each revenue stream (Atlantic, California Pathways Trust, Measure N, etc...); coordinate collaboration between the two lead agencies, Oakland Unified School District and Alameda County Health Care Services Agency (HCSA); support the Health Industry Sector Advisory Board, to inform health curriculum, teacher externships, student work-based learning experiences, concurrent enrollment and health career ladders; and liaison to the industry partners and other external entities.

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

Project Management

- Collaborate with the Linked Learning Leadership Team and the Alameda County Health Care Services Agency (HCSA) to set the scope and monitor Health Pathways goals, timelines, and budget.
- Collaborate with HCSA Director of Development in developing and implementing the fundraising plan for implementation and sustainability of Health Pathways; support Linked Learning Team to adapt the funding model to other industry sectors.
- Prepare and manage budgets in accordance with federal, state and District mandates to ensure fiscal responsibility and compliance.
- Coordinate Central Office operational support in areas of HR and fiscal to ensure effective and timely implementation of all Health Pathways.
- Coordinate and support purchasing of up-to-date and relevant equipment for school site facilities to support the Health Pathways.
- Collaborate with the District's Technology Services department to build/enhance technology to support Health Pathways.

Communications/Recruitment

- Prepare materials, literature, and related information to create and maintain an active interest Health Pathways.

Student Curriculum and Professional Development

- Align curriculum and instruction with Common Core State Standards, Next Generation Science Standards and Social Emotional Learning Standards

- Develop, implement, and continuously improve Health Pathways to increase the number of students served and to improve rigor and quality of pathways.
- Develop and manage the implementation of health related community partnerships, including coordination between partners and the District and school sites.
- Build employment pipelines; post secondary and employment during and after high school for Health Pathways students.
- Convene teachers, industry and postsecondary teams (OUSD, HCSA, and PERALTA) to make agreements on content of courses, dual enrollment, and certification to align curriculum and instruction with Common Core State Standards, Next Generation Science Standards and Social Emotional Learning Standards
- Coordinate OUSD counselors and Peralta counselors to create transition teams and activities between high school and college.
- Coordinate with industry partners to collect and communicate the standards and curriculum that are essential and relevant to the programs of study offered in the Health Pathways.
- Plan, coordinate, and collaborate to implement programs and professional development to support school sites to offer a linked learning experience that prepares all students for college, career, and community in Health.
- Coordinate with the Linked Learning Leadership Team to support teachers in updating curriculum in the Health Pathways to better prepare students for current industry practices.
- Develop aligned systems and structures for on-going leadership and professional development opportunities for Health Pathways teachers and other District staff that is aligned to Social Emotional Learning standards.
- Collaborate with high school network to ensure alignment and communication of priorities to Principals.
- Work collaboratively with site administrators and across central office departments to assure coordination, alignment and articulation of instructional support and industry partnerships.

Student Supports

- Identify extended learning opportunities (after school, summer) that support the Health Pathways Initiative
- Develop a system for supporting student transitions into Pathways that includes a process for identifying and addressing skills gaps as well as ensuring every student has a College and Career Plan
- Develop a plan for expanding student access to learning and other supports (e.g. mental health)

Replication and Scaling

- Develop theory of action and templates for replication.
- Coordinate the development of a model for scaling pathways in OUSD, using Health Pathways expansion as a pilot, in anticipation of Measure N rollout.
- Ongoing documentation of key strands of work in order to support replication of the model.
- Support Deputy Chief of Post Secondary Readiness and Director of Linked Learning in their work on Measure N.

Evaluation

- Provide support for the SRI Grant Evaluation: including scheduling of observations, data collection, feedback on reports, and other elements of evaluation reporting as needed.
- Lead and document the utilization of the information captured in the formative evaluation reports to write recommendations, secure budget, and implement continuous program improvement.

Other Duties:

- Identify funding opportunities that align with the needs of students and schools; coordinate grant proposals, and administer grant funds to programs.
- Provide cross-training to other staff members within the department.
- Travel to sites as needed.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: 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 experience in project management

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:

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

Principles and practices of supervision and evaluations

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

Communicate effectively, both orally and in writing

Establish and maintain effective working relationships with district staff and administrators, students, parents or guardians, outside agencies, and the public, in a multicultural community

Address the needs of identified English Learner communities

Maintain accurate records

Supervise 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

Supervise, coach, and evaluate assigned personnel

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:

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.