

OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the Superintendent of Schools

June 27, 2012

Legislative File	
File ID Number:	12-1736
Introduction Date:	6/27/12
Enactment Number:	
Enactment Date:	
By:	

TO: Board of Education  
FROM: Anthony Smith, Ph.D., Superintendent  
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support  
SUBJECT: Creation and Elimination of Classified Management Positions

**ACTION REQUESTED**

Approval by the Board of Education of Resolution No. 1112-0746 – Creation and Elimination of classified management positions.

**DISCUSSION**

As outlined in the District's Strategic Plan, we are moving to an in-service model in central office. We need to focus on alignment of operational and instructional priorities, practices, systems, and structures. The internal training of central office staff to be in service of schools and training of school site personnel to understand the integral systems as a whole. The newly created position of Executive Officer, Instructional and Operational Alignment in the Operations Support Department will become the conduit to ensure alignment of strategic goals throughout the District.

Operations Support Department

**Create:**

Position Title/FTE

Executive Officer, Instructional and Operational Alignment (1.0 FTE)

Salary Schedule/Range

Salary Schedule, CFCA

Range 25: \$104,317 - \$133,146

12 months, 261 days, 7.5 hours

Additionally, the position, as stated below, will be eliminated and funds re-allocated to create the newly created position as indicated above:

Transformation Network

**Eliminate:**

Position Title/FTE

Executive Officer, School Transformation (1.0 FTE)

Salary Schedule/Range

Salary Schedule, CFAD

Range 25: \$104,317 - \$133,146

12 months, 227 days, 7.5 hours

**BUDGET IMPACT**

This position will be funded by 70% General Purpose and 30% Title II funds.

**RECOMMENDATION**

Approval by the Board of Education of Resolution No. 1112-0746 – Creation and Elimination of classified management positions.

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**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 1112-0746**

Operations Support Department

**Create**

- Executive Officer, Instructional and Operational Alignment -

Transformation Network

**Eliminate**

- Executive Officer, School Transformation -

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**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 generate a productive highly trained staff able to work cooperatively and efficiently to provide quality customer service; 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 in alignment with the District's Strategic Plan, and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education hereby approves the creation of the position of Executive Officer, Instructional and Operational Alignment, in the Operations Support Department attached hereto, and confirms said position's placement on the respective salary schedule/range, as stated herein, and further approves the elimination of the position of Executive Officer, School Transformation, which is incorporated herein by reference as though fully set forth, effective 12:01 a.m., July 1, 2012:

Operations Support Department

**Create:**

Position Title/FTE

Executive Officer, Instructional and  
Operational Alignment (1.0 FTE)

Salary Schedule/Range

Salary Schedule, CFCA

Range 25: \$104,317 - \$133,146

12 months, 261 days, 7.5 hours

Transformation Network

**Eliminate:**

Position Title/FTE

Executive Officer, School Transformation (1.0 FTE)

Salary Schedule/Range

Salary Schedule, CFAD

Range 25: \$104,317 - \$133,146

12 months, 227 days, 7.5 hours

and,

**BE, IT FURTHER RESOLVED,** that the Board authorizes 1.0 FTE for the created position; and

**BE, IT FURTHER RESOLVED,** that the Board authorizes the Superintendent of Schools to fill the newly created position pursuant to District employment procedures.

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 27, 2012.

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

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# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Executive Officer, Instructional and Operational Alignment</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>As Assigned</b>	<b>CLASSIFICATION:</b>	<b>Classified Management Confidential</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS</b>	<b>261 days/7.5 hours</b>
<b>ISSUED:</b>	<b>Created: June 2012</b>	<b>SALARY GRADE:</b>	<b>CFCA 25</b>

**BASIC FUNCTION:** The Executive Officer of Instructional and Operational Alignment will be responsible for central office and school site operational change in support of the Oakland Unified School District Strategic Plan. Maintain confidentiality of all personnel matters; some duties will 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:

Develop and manage a proposal process, proposal tracking system and document for Cabinet level recommendations that results in improved communication and decision-making throughout the District, and which aligns with the District Strategic goals and objectives; train department leaders in the utilization of the proposal process.

Create, manage and monitor a transparent and comprehensive weighted prioritization system for funding requests with tools and protocols that meet the instructional and fiscal goals of schools, departments and the District; coordinate and facilitate meetings among staff to create criteria for funding requests.

Develop and manage a common tri-annual reporting system for central office departments' reports to ensure all departments are demonstrating progress toward the District Strategic goals.

Support Department leaders and staff in the development of an internal auditing dashboard of school site operations with respect to attendance, instructional minutes, TSA instructional time accounting, and management and reporting of associated student body subsidiary accounts to reduce/eliminate the number of process workarounds and decrease the number of non-compliant audit findings.

Collaborate with Human Resources and District leaders to support high quality training and development of central office and school staff using existing District and industry best practices to improve the quality of work, morale, work relationships, and communications within and across departments; develop communication tools and protocols.

Implement and monitor the training for budget development sessions and master schedule cycle to meet the District's financial and instructional goals and objectives.

Create, manage and monitor processes and procedures for Regional and Network Officers to support effective preparation of professional service contracts at school sites which are aligned to the strategic goals and the student-based strategic outcomes for students.

Assist the Program for Exceptional Children Executive Officer in creating a strategic plan and auditing system to address and reduce legal fees, and improve staffing and budgeting practices.

Create an action plan to reduce the number of placements of students of color in Special Education and who face suspension/expulsion, and to increase the number of students of color in Advanced Placement classes, on the honor roll, and who are at grade-level proficiency in mathematics and reading.

Build strong and strategic partnerships with District leaders and departments to ensure commitment to achieving shared goals and successful implementation of recommended processes and procedures.

Prepare and present reports to the Board of Education, District and site administrators, District staff, and community partners.

Prepare and present key goals, programs, plans, and accomplishments to District and department leaders.

Ensure documentation of all developed process, systems and procedures.

Select, train and evaluate the performance of assigned personnel.

Attend regular meetings with departments, District administrators, and school personnel.

Articulate the District's strategic goals and objects to District staff.

Develop, plan, coordinate, and arrange training for District staff.

Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

**TRAINING, EDUCATION AND EXPERIENCE:** Any combination equivalent to a Master's degree and seven years of progressively responsible experience in educational administration, operations, process improvement, or project management.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Credential preferred

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 such as: Common Core Standards and Full Service Community Schools

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

Planning, organization and coordination needed for assigned program

Principles and practices of operational change and leadership to align services and supports to student outcomes

Project management

Instructional practices

Strategic direction of the District

Adult learning and training

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:**

Maintain current knowledge of applicable laws, codes, regulations, policies, procedures and District regulations related to work scope

Establish and maintain effective working relationships with multi-faceted District departments

Recognize, and foster a strong operational core upon which to align services

Plan, deliver and reflect on professional learning opportunities

Work successfully with diverse groups across race, ethnicity, religion, gender, class, and sexuality

Communicate effectively in English orally and in writing

Plan and organize work

Work confidentially and with discretion

Meet schedules and timelines

Manage multiple projects simultaneously

Complete work as directed despite frequent interruptions

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

Develop and implement training and evaluation programs

Develop training procedures and manuals

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.