


OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the Superintendent of Schools

May 28, 2014

<b>Legislative File</b>	
File ID Number:	14-0857
Introduction Date:	05/28/14
Enactment Number:	14-0903
Enactment Date:	05/28/14
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 of Specialist, Instructional Materials Position – Learning, Curriculum & Instruction Department

**ACTION REQUESTED**

Approval by the Board of Education of Resolution No. 1314-1117–for the Creation of Specialist, Instructional Materials Position – Learning, Curriculum & Instruction Department.

**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 a new job classification needed by the Learning, Curriculum & Instruction Department. In an effort to ensure full implementation of the common core and next generation science standards, there is a need for a full time employee to monitor the curriculum/instructional materials to all school sites. In addition, this person will be supporting school sites with organizing the classroom libraries and the book rooms at each site.

**Learning, Curriculum & Instruction**

**Create**

Position Title/FTE

Specialist, Instructional Materials, Learning,  
Curriculum and Instruction (1.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL

Range 50: \$52,034.03 - \$69,666.53

12 months, 261 days, 7.5 hours


**Funding**

Tier III,

Resource 0520-909

**RECOMMENDATION**

Approval by the Board of Education of Resolution No. 1314-1117–for the Creation of Specialist, Instructional Materials Position – Learning, Curriculum & Instruction Department.

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**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 1314-1117**

- Learning, Curriculum & Instruction -

**Create**

- Specialist, Instructional Materials -

**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 Specialist, Instructional Materials Position- Learning, Curriculum & Instruction Department, attached hereto, and confirms said position's placement on the salary schedule/ranges, as stated herein, effective 12:01 a.m., May 29, 2014, as follows:

**Learning, Curriculum & Instruction**

**Create**

Position Title/FTE

Specialist, Instructional Materials, Learning,  
Curriculum and Instruction (1.0 FTE)

Salary Schedule/Range

Salary Schedule: WTCL

Range 50: \$52,034.03 - \$69,666.53

12 months, 261 days, 7.5 hours

**Funding**

Tier III,  
Resource 0520-909

**BUDGET IMPACT**

This position will be funded by Ongoing & Major Maintenance monies.

**RECOMMENDATION**

Approval by the Board of Education of Resolution No. 1314-1117-for the Creation of Specialist, Instructional Materials Position - Learning, Curriculum & Instruction Department, and,

**BE IT FURTHER RESOLVED**, that the Board authorizes 1.0 FTE for the position as so stated above.

Passed by the following vote:

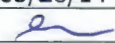
AYES: Jody London, Jumoke Hinton Hodge, Roseann Torres,  
Christopher Dobbins, Vice President James Harris and  
President David Kakishiba

NOES: None


ABSTAINED: None

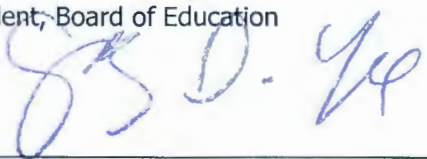
ABSENT: Anne Washington

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 28, 2014.

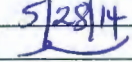
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**OAKLAND UNIFIED SCHOOL DISTRICT**

  
\_\_\_\_\_  
David Kakishiba  
President, Board of Education

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



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# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Specialist, Instructional Materials</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Learning, Curriculum and Instruction</b>	<b>CLASSIFICATION:</b>	<b>Classified</b>
<b>FLSA:</b>	<b>Non-Exempt</b>	<b>WORK YEAR/HOURS</b>	<b>261 days / 7.5 hours</b>
<b>ISSUED:</b>	<b>Created: May 2014</b>	<b>SALARY GRADE:</b>	<b>WTCL 50</b>

**BASIC FUNCTION:** Under minimal supervision, ensure all students and staff in the District have necessary instructional materials throughout the school year by working with the various textbook vendors, school based personnel assigned to handle textbooks, business and finance department and any others as needed; ensure District is compliance with all textbook components of the Williams Settlement Legislation.

**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 the overall Williams Audit strategy to ensure all school sites will pass the County Audit; coordinate the OUSD Williams Mock Audit Schedule to help schools prepare for the County Audit.

Assist schools in the implementation of any Williams Settlement legislation to ensure all students have access to sufficient instructional materials; take corrective action as needed.

Work with schools in developing the classroom "posting" requirement under the uniform complaint sections of the Williams legislation.

Prepare a noncompliance report and forward it to immediate supervisor.

Confirm that any instructional materials noncompliance issues are corrected no later than the required timeline.

Meet one-on-one with Principals to plan for the school's instructional materials needs.

Design and build the capacity of school site leaders and staff to create efficient book rooms.

Order and deliver instructional materials for school sites to ensure all students have the required materials.

Monitor the instructional materials/textbook budget to ensure accountability.

Assist teachers with the building of classroom libraries to ensure all students have access to literature.

Keep up-to-date inventory of all instructional materials at the textbook warehouse to ensure accountability.

Ensure all textbook compliance reports are submitted to the County for accountability purposes.

Plan, negotiate, and secure all instructional materials through vendor contacts to determine best costs for resources.

Develop a tracking database to track instructional materials ordered and delivered to ensure budget accountability.

Partner with the Alameda County Office of Education Williams Unit to ensure the District and District staff are informed of new laws or changes in the law.

Collaborate with Leadership, Curriculum, and Instruction Managers about the OUSD Textbook Adoption process to ensure timelines are met.

Develop and provide mandated Williams Settlement training to all site administrators to ensure all timelines are met and sites are in compliance.

Develop a system for returning outdated instructional materials to ensure resources are moved out of schools efficiently.

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/or at least six years experience working with Instructional Materials and the Williams Audit.

**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 and state mandated textbooks

Current District adopted core curriculum for grades PreK-12 and including Programs for Exceptional Children

Working with diverse stakeholders: Home and Hospital Staff, School Administrators, District Level Executives and other stakeholders

Basic record-keeping techniques

Applicable federal, state, and District codes, regulations, policies and procedures governing textbook distribution

Planning, organization and coordination needed for assigned position

Correct English usage, grammar, spelling, and punctuation

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

Telephone systems and etiquette

Computer software, hardware, and related technology

**ABILITY TO:**

Manage multiple projects simultaneously and complete work timely despite interruptions

Work independently and accurately

Maintain accurate records

Effectively organize, analyze and utilize information

Effectively present information to individuals and groups in both written and verbal formats

Apply laws, codes, regulations, policies, and procedures

Interpret, apply and explain rules, regulations, policies, and procedures in areas of responsibilities

Establish and maintain effective working relationship with District staff and the public

Communicate effectively with and to multiple stakeholders



Maintain professional standards at all times

Meet schedules and timelines

Plan and organize work

Create new tracking systems

Prepare and deliver clear and concise presentations and trainings

Analyze situations accurately and adopt effective courses of action

Communicate effectively in English both orally and in writing

Cross-train department 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.