

Legislative File	
File ID Number:	13-1511
Introduction Date:	6/26/13
Enactment Number:	13-1367
Enactment Date:	6/26/13
By:	ca



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Strategic Fellow/Resident</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Assigned Department</b>	<b>CLASSIFICATION:</b>	<b>Classified Confidential</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS</b>	<b>One year assignment; Work year and hours per agreement</b>
<b>ISSUED:</b>	<b>Created: May 2012 Revised: June 2013</b>	<b>SALARY GRADE:</b>	<b>CFCA: Per Agreement</b>

**BASIC FUNCTION:** Work with District leaders for up to one year to perform specialized short-term technical projects relating to the implementation of the District’s Strategic Plan goals in a variety of departments, including, but not limited to, designing systems and processes to support data-based decision-making and increased student achievement.

Maintain confidentiality of all personnel matters; some duties may 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 accurately reflect the principal job elements).

### ESSENTIAL FUNCTIONS

- Define and analyze strengths and gaps in assigned project area.
- Research and analyze current curricula, programs, policies, processes and/or services related to assigned project area.
- Research and analyze best practices from other school Districts and/or industries related to assigned project area.
- Identify communication strategies that advance the work of the Strategic Plan.
- Develop strategic partnerships that advance the work of community schools.
- Research and develop community partnership agreements to develop and advance a Full Service Community District.
- Create a project implementation plan that includes an effective evaluation process.
- Create systems and infrastructure that will sustain the work after the project period ends.
- Create inter-disciplinary workgroups to review collected information and provide guidance to project.
- Identify opportunities for integration and alignment with core curriculum, after school, summer learning and other District initiatives.
- Identify optimal annual profession develop plans for teachers, staff and school partners.
- Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

**TRAINING, EDUCATION AND EXPERIENCE:** a Bachelor's degree from an accredited college or university and two years of full-time work experience.

A Master's degree or higher and/or more years of work experience maybe required for certain positions and projects.

**Preferred**

- Experience in finance, strategy, marketing, operations, human resources, curriculum design, professional development, policy analysis, urban education, and/or law.

**Ability to Demonstrate:**

Strong commitment to mission and core values of courage, optimism, collaboration and action

Track record of excellence and success in academic and professional settings

Exceptional interpersonal, written and verbal communication

Exceptional project management skills

High level of self-awareness and keen desire to work with and learn from others with diverse backgrounds and perspectives

Passion for K-12 education

Energetic self-starter who takes initiative to drive to results even in ambiguous situations

**LICENSES AND OTHER REQUIREMENTS:**

A Valid Government Issued Driver's License

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

**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.

## **Education Code 45103, Short-Term Employment**

45103. (a) The governing board of any school district shall employ persons for positions not requiring certification qualifications. The governing board shall, except where Article 6 (commencing with Section 45240) or Section 45318 applies, classify all of these employees and positions. The employees and positions shall be known as the classified service.

(b) (1) Substitute and short-term employees, employed and paid for less than 75 percent of a school year, shall not be a part of the classified service.

(2) Apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment, shall not be a part of the classified service.

(3) Full-time students employed part time, and part-time students employed part time in any college workstudy program, or in a work experience education program conducted by a community college district pursuant to Article 7 (commencing with Section 51760) of Chapter 5 of Part 28 and that is financed by state or federal funds, shall not be a part of the classified service.

(4) Part-time playground positions shall not be a part of the classified service, where the employee is not otherwise employed in a classified position. Part-time playground positions shall be considered a part of the classified service when the employee in the position also works in the same school district in a classified position.

(c) Unless otherwise permitted, a person whose position does not require certification qualifications shall not be employed by a governing board, except as authorized by this section.

(d) As used in this section:

(1) "Substitute employee" means any person employed to replace any classified employee who is temporarily absent from duty. In addition, if the district is then engaged in a procedure to hire a permanent employee to fill a vacancy in any classified position, the governing board may fill the vacancy through the employment, for not more than 60 calendar days, of one or more substitute employees, except to the extent that a collective bargaining agreement then in effect provides for a different period of time.

(2) "Short-term employee" means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. Before employing a short-term employee, the governing board, at a regularly scheduled board meeting, shall specify the service required to be performed by the employee pursuant to the definition of "classification" in subdivision (a) of Section 45101, and shall certify the ending date of the service. The ending date may be shortened or extended by the governing board, but shall not extend beyond 75 percent of a school year.

(3) "Seventy-five percent of a school year" means 195 working days, including holidays, sick leave, vacation and other leaves of absence, irrespective of number of hours worked per day.

(e) Employment of either full-time or part-time students in any college workstudy program, or in a work experience education program shall not result in the displacement of classified personnel or impair existing contracts for services.

(f) This section shall apply only to districts not incorporating the merit system as outlined in Article 6 (commencing with Section 45240).



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

June 26, 2013

<b>Legislative File</b>	
File ID Number:	13-1511
Introduction Date:	6/26/13
Enactment Number:	13-1367
Enactment Date:	3/26/13
By:	AS

TO: Board of Education

FROM: Anthony Smith, Ph.D., Superintendent *AS*  
Vernon Hal, Deputy Superintendent, Business and Operations  
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support *BM*

SUBJECT: Creation of Short-Term, Temporary Fellowship/Residency Position Not Requiring Certification

**ACTION REQUESTED**

Approval by the Board of Education of Resolution No. 1213-0188 – Creation of a Short-term, Temporary Fellowship/Residency position not requiring certification.

**DISCUSSION**

It has been beneficial to the District to continue its partnerships with outside educational agencies, foundations, and institutions of higher education who recruit, screen, and provide professional development to highly qualified candidates who possess strong technical and/or analytical skills, or who are prepared to begin a residency experience to complete their graduate studies requirements and are interested in serving in a short-term fellowship/residency position. To that effort, Human Resources is proposing the development of a classified job classification of short-term, temporary fellowship/residency position not requiring certification.

The fellow/resident will be paired with a District administrator who can provide mentoring and training. The fellow/resident will be assigned to special projects relating to the goals of implementing the District's Strategic Plan, and will be given the opportunity to lead one or two major projects on behalf of the District.

While the products of the fellow's/resident's work will be utilized in subsequent years, the particular projects to which he/she are assigned is short-term and not expected to continue, and the fellow's/resident's employment will end no later than April 30, 2014. In light of the specialized, short-term nature of the position, it is not part of the regular, classified service (Education Code section 45103(b)).

**Creation:**

Position Title/FTE

Strategic Fellow/Resident  
(Short Term/Temporary Position Not  
Requiring Certification (1.0 FTE)

Salary

\$65,000 (plus health benefits)  
10 months (including holidays), 7.5 hours  
Work Year and Hours Per Agreement

**BUDGET IMPACT**

The position will be funded through Kellogg Grant funds.

**RECOMMENDATION**

Approval by the Board of Education of Resolution No. 1213-0188 – Creation of a Short-term, Temporary Fellowship/Residency position not requiring certification.

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

June 26, 2013

<b>Legislative File</b>	
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Enactment Date:	6/26/13
By:	OR

**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 1213-0188**

- Creation of Short-Term, Temporary Fellowship/Residency Position Not Requiring Certification -

**WHEREAS**, to build the District's capacity for implementation of the goals of the Strategic Plan, it is beneficial to the District to partner with outside agencies, foundations, and educational institutions who recruit, screen, and provide professional development to highly qualified candidates who possess strong technical and/or analytical skills who are committed to serving in a short-term fellowship/residency position; and

**WHEREAS**, the fellow/resident will be assigned to special projects relating to the implementation of the Strategic Plan goals, including without limitation, designing systems and processes to support data-based decisions and increased student achievement (see also attached job description). While the products of the fellow's/resident's work will be utilized in subsequent years, the particular projects to which he/she are assigned is short-term and not expected to continue, and the Fellow's/Resident's employment will end no later than April 30, 2014; and

**WHEREAS**, the partner organization and the District have used a highly-competitive selection process to ensure the fellow/resident is aligned with the District's vision, is results-oriented, and is paired with a District manager who can provide mentoring and training; and

**WHEREAS**, the partner organization shall continue to support the Fellow/Resident through professional development and network opportunities to foster success in the assignment; and

**WHEREAS**, Education Code section 45103 provides that apprentices, professional experts, and short-term employees employed for less than 195 working days shall not be part of the classified service; and

**WHEREAS**, Education Code section 45103 further provides that before employing a short-term employee, the Governing Board shall specify the title, hours, days, months, and duties to be performed by the position, and



**NOW, THEREFORE, BE IT RESOLVED**, that pursuant to Education Code section 45103(b) and (d)(2) the Board of Education hereby approves the creation of a Short-term, Temporary Fellowship/Resident position not requiring certification effective 12:01 a.m., June 27, 2013:

**Creation:**

Position Title/FTE

Strategic Fellow/Resident

(Short Term/Temporary Position Not Requiring Certification (1.0 FTE)

Salary

\$65,000 (plus health benefits)

10 months (including holidays), 7.5 hours

Work Year and Hours Per Agreement

and,

**Duties:** Specialized, short-term technical projects relating to the implementation of the goals of the Strategic Plan; lead major projects such as the creation, implementation and/or evaluation of current initiatives; designing systems and processes to support data-based decisions as relevant to the ongoing goals and mission of the District toward increased student achievement,

and,

**BE, IT FURTHER RESOLVED**, that the Board authorizes the Superintendent, or his designee, to hire individual Fellow/Resident for up to 1.0 FTE for the newly created position. The employment of such Fellow/Resident shall end no later than April 30, 2014.

Passed by the following vote:

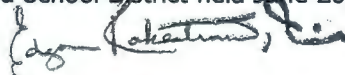
AYES: Jody London, Anne Campbell-Washington, James Harris, Roseann Torres, Christopher Dobbins, Vice President Jumoke Hinton Hodge  
President David Kakishiba

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 June 26, 2013.



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

Attachment: Job Description for Strategic Fellow/Resident  
Education Code section 45103

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By:	OJ