

**OAKLAND UNIFIED SCHOOL DISTRICT**

Office of the Superintendent of Schools

October 24, 2018

<b>Legislative File</b>	
File ID Number:	18-2141
Introduction Date:	10/24/2018
Enactment Number:	18-1636
Enactment Date:	10/24/18
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 Descriptions – Multiple Departments

1. Principal, Adult Education;
2. Specialist, Facilities Contracts and Bids.

**ACTION REQUESTED**

Adoption by the Board of Education of Resolution No. 1819-0074, approving the creation of the following job descriptions: Principal, Adult Education; Specialist, Facilities Contracts and Bids.

**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

Principal, Adult Education  
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: A227  
Range: 79: \$94,121 to 120,102  
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.

**Creation:**

Job Description/Position/Title/FTE

Specialist, Facilities Contracts and Bids  
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range: 12: \$70,380 to \$89,827

12 months, 261 days, 7.5 hours (FT)

**FISCAL IMPACT**

The funding for this role is 100% from the capital program funds and not from general funds.

**RECOMMENDATION**

Adoption by the Board of Education of Resolution No. 1819-0074, approving the creation of the following job descriptions: Principal, Adult Education; Specialist, Facilities Contracts and Bids.

**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 1819-0074**

- - Approval of Creation of Job Descriptions – Principal, Adult Education; Specialist, Facilities  
Contracts and Bids - Multiple Departments, As Assigned --

**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., October 25, 2018, as follows:

**Creations:**

1. Principal, Adult Education;
2. Specialist, Facilities Contracts and Bids.

**Creation:**

Job Description/Position/Title/FTE

Principal, Adult Education

(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: A227

Range: 79: \$94,121 to 120,102

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.

**Creation:**

Job Description/Position/Title/FTE  
Specialist, Facilities Contracts and Bids  
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL  
Range: 12: \$70,380 to \$89,827  
12 months, 261 days, 7.5 hours (FT)

**FISCAL IMPACT**

The funding for this role is 100% from the capital program funds and not from general funds.

**BE IT FURTHER RESOLVED**, that the Board hereby approves the job descriptions, attached hereto, for positions stated above.

Passed by the following vote:

- PREFERENTIAL AYE:                   None
- PREFERENTIAL NOE:               None
- PREFERENTIAL ABSTENTION:   None
- PREFERENTIAL RECUSE:         None
- AYES:                                 Jody London, Shanthy Gonzales, Nina Senn, James Harris, 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 October 24, 2018.

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Aimee Eng  
President, Board of Education



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Kyla Johnson-Trammell  
Superintendent and Secretary, Board of Education