

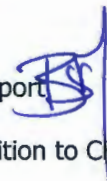


**OAKLAND UNIFIED SCHOOL DISTRICT**  
Office of the Superintendent of Schools

March 12, 2014

Legislative File	
File ID Number:	14-0334
Introduction Date:	3/12/2014
Enactment Number:	14-0424
Enactment Date:	3-12-14
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: Reclassification of Manager, College and Career Readiness from Certificated Position to Classified Position – Central Office Organization

**ACTION REQUESTED**

Approval by the Board of Education of Resolution No. 1314-1036 – Reclassification of Manager, College and Career Readiness from Certificated Position to Classified Position – Central Office Organization

**DISCUSSION**

As part of a long-term project to analyze the coherence of OUSD's job classification structure, the Human Resources Department is in the process of analyzing our credentialed, administrative positions to determine whether they are required to be certificated. In cases where we identify that positions do not supervise and evaluate certificated staff, we are seeking to reclassify them as classified administrative positions.

Leadership, Curriculum & Instruction Department

**Reclassification**

**From:**

Position Title/FTE

Manager, College & Career  
Readiness (1.0 FTE)

Salary Schedule/Range

Salary Schedule: A227

Range 18: \$ 83,816 - \$ 106,995

12 months, 227 days, 7.5 hours

**To:**

Position Title/FTE

Manager, College & Career  
Readiness (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 18: \$ 83,816 - \$ 106,995

12 months, 261 days, 7.5 hours

A Meet and Confer was conducted with the appropriate bargaining unit.

**BUDGET IMPACT**

There is no overall budget impact.

**RECOMMENDATION**

Approval by the Board of Education of Resolution No. 1314-1036 – Reclassification of Manager, College and Career Readiness from Certificated Position to Classified Position – Central Office Organization

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

March 12, 2014

Legislative File	
File ID Number:	14-0334
Introduction Date:	3/12/2014
Enactment Number:	14-0424
Enactment Date:	3-12-14
By:	lf

**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 1314-1036**

**Reclassification of Manager, College and Career Readiness from Certificated Position to  
Classified Position – Central Office Organization**

**WHEREAS**, it is the goal of the Oakland Unified School District to ensure organizational effectiveness, efficiency and accountability to further student achievement; and

**WHEREAS**, as part of a long-term project to analyze the coherence of the District's job classification structure, the Human Resources Department is in the process of analyzing credentialed, administrative positions to determine whether such are required to be certificated; and, in cases where it is identified that positions do not supervise and evaluate certificated staff, a recommendation may be made, as in the instant case, to reclassify a position as a classified position; and

**WHEREAS**, a Meet and Confer has been conducted with the appropriate bargaining unit; and

**WHEREAS**, the reclassification of this position also aligns with the District's Strategic Plan for a Full Service Community School District,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education hereby determines that the following position is reclassified from certificated to classified and shall be established on the respective salary schedule/range with the revised job description, work days included herein effective 12:01 a.m. March 13, 2014, as follows:

Leadership, Curriculum & Instruction Department

**Reclassification**

**From:**

Position Title/FTE

Manager, College & Career  
Readiness (1.0 FTE)

Salary Schedule/Range

Salary Schedule: A227

Range 18: \$ 83,816 - \$ 106,995  
12 months, 227 days, 7.5 hours

**To:**

Position Title/FTE

Manager, College & Career  
Readiness (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 18: \$ 83,816 - \$ 106,995  
12 months, 261 days, 7.5 hours

Passed by the following vote:

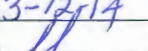
AYES: Jody London, Jumoke Hinton Hodge, Anne Washington, Roseann Torres, Christopher Dobbins,  
Vice President James Harris and President David Kakishiba

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 March 12, 2014.

Legislative File	
File ID Number:	14-0334
Introduction Date:	3/12/2014
Enactment Number:	14-0334
Enactment Date:	3-12-14
By:	

**OAKLAND UNIFIED SCHOOL DISTRICT**

  
David Kakishiba

3-13-14

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

3-13-14



Legislative File	
File ID Number:	14-0334
Introduction Date:	3/12/14
Enactment Number:	14-0424
Enactment Date:	3-12-14
By:	



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Manager, College and Career Readiness</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Leadership, Curriculum and Instruction (LCI)</b>	<b>CLASSIFICATION:</b>	<b>Classified Management</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS</b>	<b>261 days / 7.5 hours or as assigned</b>
<b>ISSUED:</b>	<b>Created: October 2013 Revised: March 2014</b>	<b>SALARY GRADE:</b>	<b>ADCL 18</b>

**BASIC FUNCTION:** Under minimal supervision, support the District's strategic plan to ensure all students are college, career, and community ready. The College and Career Readiness unit, within the Leadership, Curriculum and Instruction (LCI) department, promotes the District's mission of graduating students who are college, career and community ready by leveraging relationships within the local and national communities to ensure that all secondary school students, including those with alternative educational needs, have the means, opportunity and preparation to attend college and to function effectively in the work place. This includes development, coordination and management of the College and Career Readiness and other initiatives aimed at helping more students succeed academically. It also includes a comprehensive program of business and community internships and work experiences that bring community partners and the District together to achieve this goal.

**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, implement, and continuously improve the District's Career Readiness program to increase high school graduation rates and college and career readiness for all students

Ensure instructional supports are aligned with the District's strategic plan to ensure high quality linked learning programs of study within OUSD College and Career Readiness goal.

Plan, manage, and implement the District-wide Career Technical Education program for school sites to offer a linked learning experience that prepares all students for College, Career, and Community.

Develop aligned systems and structures for on-going leadership and professional development opportunities for teachers and other District staff.

Collaborate with department coaches and District teacher leaders to develop and implement curriculum and a professional development plan; manage and support coaches and leaders to coordinate and facilitate leadership professional development in assigned focus areas.

Support site administrators to develop and evaluate the implementation of College, Career, and Community Readiness differentiated programs and services in accordance with the school community needs and current employment trends.

Collaborate with District leadership to scope project goals, and timelines.



Prepare and manage budgets in accordance with federal, state and District mandates to ensure fiscal responsibility and compliance.

Coordinate the efforts of College, Career, and Community Readiness personnel to improve, enhance, and expand programs, services, partnerships and joint initiatives.

Coordinate Central Office support team site visits to targeted schools to ensure high quality linked learning programs of study within OUSD College, Career, and Community Readiness goal.

Collaborate with District staff to improve operational processes to support linked learning projects.

Develop, monitor, evaluate and coordinate operational systems and processes among programs to improve student achievement and to ensure District objectives are achieved and resources are effectively utilized.

Work collaboratively with site administrators and across central office departments to assure coordination, alignment and articulation of instructional support.

Collaborate with District staff to align teacher support to linked learning best practices.

Evaluate sites for proper equipment and facilities to identify best practice programs.

Evaluate service providers and components of the Career Technical Education program to determine the effectiveness, and implement or recommend improvements.

Ensure the District is compliant with federal and state mandates.

Develop and manage the implementation of community partnerships, including coordination between partners and the District and school sites.

Collaborate with the District's Technology Services department to build/enhance technology to support College, Career, and Community preparation.

Prepare materials, literature, and related information to create and maintain an active interest College, Career, and Community preparation.

Coordinate professional development for District staff such as current employment trends and support for career technical education exploration and post-secondary education.

Plan, lead and attend department meetings; represent CTE/ College, Career, and Community and LCI at District/community meetings.

Support, mentor and assist teachers in preparing students for College, Career, and Community and the transferable skills for success in both areas.

Identify funding opportunities that align with the needs of students and schools; write and submit grant proposals, and administer grant funds to programs.

Manage grant funds for the district California Partnership Academies.

Recruit, hire, develop, support, supervise and evaluate staff.

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:** a Bachelor's degree in education or a related field and five years of experience in school administration or project management.

Masters degree and experience in career services preferred.

#### **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 governing work scope such as: Common Core Standards, Content Standards, Curriculum, Response to Intervention, Full Service Community Schools

Current District curriculum and school instructional programs in assigned area

Experience and knowledge of Linked Learning preferred

Strategic direction of the District

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

Various District bargaining unit contracts related to employee evaluation

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

Serve as trusted resource to District administrators and facilitate communication throughout the District

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

Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities

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 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.