




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

May 14, 2014

Legislative File	
File ID Number:	14-0771
Introduction Date:	05/14/14
Enactment Number:	14-0768
Enactment Date:	5-14-14
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 Program Manager, Health Services, Family, Schools & Community Partnerships, Health Services

**ACTION REQUESTED**

Approval by the Board of Education of Resolution No. 1314-1105-- Creation of Program Manager, Health Services, Family, Schools & Community Partnerships, Health Services.

**DISCUSSION**

The Program Manager Health Services' work duties have changed in response to urgent and emerging health needs of OUSD students and the varying levels of support required by site administrators to accommodate students with health disabilities/conditions. In compliance with Section 504 and Child Find requirements, the Program Manager must conduct trainings and consultation to site administrators and manage the web-based 504 system. The Program Manager coordinates with school nurses and the staff of Programs for Exceptional Children to ensure appropriate support and staffing for students with specialized health care needs and who require medical intervention.

Family, Schools & Community Partnerships Department

**Create**

Position Title/FTE

Program Manager, Health Services  
FSCP Department (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 15: \$72,401.87 - \$92,414.07

12 months, 261 days, 7.5 hours

**Funding**

Tier 3-TIIG-Health Services,  
Resource, 0522-922

A Meet and Confer has been conducted with the appropriate bargaining unit.

**BUDGET IMPACT**

This position will be funded by Tier 3-TIIG-Health Services funds.

**RECOMMENDATION**

Approval by the Board of Education of Resolution No. 1314-1105-- Creation of Program Manager, Health Services, Family, Schools & Community Partnerships, Health Services.

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**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 1314-1105**

- Family, Schools and Community Partnerships Department -

**Create**

- Program Manager, Health Services -

**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 the position of Program Manager, Health Services - Family, Schools and Community Partnerships, attached hereto, and confirms said positions' placement on the salary schedule/ranges, as stated herein, effective 12:01 a.m., May 15, 2014, as follows:

Family, Schools & Community Partnerships Department

**Create**

Position Title/FTE

Program Manager, Health Services  
FSCP Department (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL  
Range 15: \$72,401.87 - \$92,414.07  
12 months, 261 days, 7.5 hours

and,

**Funding**

Tier 3-TIIG-Health Services,  
Resource, 0522-922

**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, Anne Washington, Roseann Torres,  
Christopher Dobbins, and Vice President James Harris

NOES: None

ABSTAINED: None

ABSENT: President David Kakishiba

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 14, 2014.

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**OAKLAND UNIFIED SCHOOL DISTRICT**

  
\_\_\_\_\_  
David Kakishiba

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



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# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Program Manager, Health Services</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Family, Schools and Community Partnerships, Health Services</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: September 2011 Revised: May 2014</b>	<b>SALARY GRADE:</b>	<b>ADCL 15</b>

**BASIC FUNCTION:** Assist in the coordination and implementation of the District-wide Health Services Program to ensure equitable health services and to foster safe and supportive physical health for all students.

**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

Coordinate and provide leadership in the review and implementation of 504 policies, procedures, protocols and systems; assure such policies and procedures adhere to legal and regulatory requirements.

Supervise and oversee the management of the Districtwide web504 data-system and the 504 webinar in compliance with the Office of Civil Rights.

Assist school sites and Programs for Exceptional Children staff regarding the support of students with special health needs and the implementation of health-related supports and services to ensure optimal health outcomes/services for the students.

Manage the assigned program to provide appropriate services for targeted students, families and District staff.

Assist in the development of standards, policies, and procedures; identify and determine goals for assigned program.

Collaborate with other District departments to align health-related services and supports.

Prepare and present key goals, programs, plans, and accomplishments to interested bodies including District leaders, agencies, and service providers.

Respond to inquiries and provide information on District health services programs.

Facilitate collaborative partnerships with service providers and other agencies to align program goals and resources for health services.

Prepare and manage budget for the department to ensure fiscal responsibility.

Manage and monitor grants for the assigned program.

Prepare contracts and memorandum of understandings between District health services and agencies or organizations for Board approval.

Identify unusual trends or problems and recommend appropriate corrective actions.

Coordinate, complete, and submit a variety of reports as required ensuring the District's compliance with federal, state, and District health mandates.

Provide training and coaching to site-based nurses and clerical staff utilizing District systems for reporting.

Attend trainings and collaborative sessions to coordinate activities and programs, resolve issues and conflicts, share best practices and disseminate knowledge.

Attend job related meetings and activities specified by assigned supervisor.

Coordinate, supervise, and evaluate the performance and duties of assigned staff, including Health Assistants and Health Services Aides who also support students with 504 plans.

Participate in professional development opportunities around development of Full Service Community Schools provided by the Family, Schools, and Community Partnerships Department and other partners.

Provide cross-training to other staff members within the department.

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 five years experience working with and training staff in health mandates with at least two years of leadership or management experience.

One year of project management experience required

Experience working with students in a diverse urban public school setting preferred

Experience in grant management, multi-agency collaboration and working in or with schools or school district preferred

Administrative experience and/or business management experience 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:**

Applicable laws, codes, regulations, policies, and procedures governing work scope

Methods to interpret, apply and explain rules, regulations, policies, and procedures related to work scope

Funding sources and requirements

District curriculum and school instructional programs

Principles and techniques of data collection, analysis and report writing

Diverse groups across race, ethnicity, religion, gender, class, and sexuality

Principles and practices of effective leadership, supervision and evaluation

Budget preparation and management to ensure fiscal responsibility

Community contacts for assigned program

Correct English usage, grammar, spelling, and punctuation

Data entry, report writing and record-keeping techniques

Telephone techniques, systems and etiquette



Interpersonal skills using tact, patience, courtesy and respect

Presentation, communication, and public speaking techniques

Computer software, hardware, and related technology

**ABILITY TO:**

Interpret, implement, and maintain current knowledge of applicable laws, codes, policies, procedures, and District regulations governing work scope

Maintain current knowledge of new developments related to work scope

Recommend and assist in the formulation and implementation of operating procedures and policies

Supervise, coach and evaluate assigned personnel

Demonstrate cultural competence with diverse groups across race, ethnicity, religion, gender, class, and sexuality

Establish and maintain effective working relationships among diverse groups of students, parents, District staff, and the community across race, ethnicity, religion, gender, class, and sexuality

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

Analyze situations accurately and adopt effective courses of action

Communicate effectively in English orally and in writing

Model effective communication skills using tact, patience, and courtesy to understand and respond to the needs and expectations of team members and customers

Understand and follow oral and written directions

Work independently

Maintain accurate and confidential records

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

Complete work as directed despite frequent interruptions

Prepare and monitor the program's budget to ensure fiscal responsibility

Operate personal computer, related software, and other office equipment

Meet District standards of professional conduct as outlined in Board Policy

Cross-train department personnel

**WORKING CONDITIONS**

**ENVIRONMENT:**

Office and off-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.