

OAKLAND UNIFIED SCHOOL DISTRICT

Office of the Superintendent of Schools

October 28, 2015

Legislative File	
File ID Number:	15-2069
Introduction Date:	10/28/2015
Enactment Number:	15-1689
Enactment Date:	10/28/15
By:	ad

TO: Board of Education

FROM: Antwan Wilson, Superintendent
Brigitte Marshall, Chief Talent Officer, Talent Division

SUBJECT: Approval/Revision of Job Descriptions – Multiple Departments

- Director, Project Management & Strategic Initiatives—Talent
- Director, Project Management & Strategic Initiatives—Operations
- Positive Behavioral Support Systems Coach
- Risk Management Officer

ACTION REQUESTED

Adoption by the Board of Education of Resolution No. 1516-0098, approving and/or revising the following job descriptions: Director, Project Management & Strategic Initiatives—Talent; Director, Project Management & Strategic Initiatives—Operations; Positive Behavioral Support Systems Coach; and Risk Management Officer for the Talent Division, Operations, Community Schools and Student Services, and the Risk Management Department.

BACKGROUND:

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.

BUDGET IMPACT

None.

RECOMMENDATION

Adoption by the Board of Education of Resolution No. 1516-0098, approving and/or revising the following job descriptions: Director, Project Management & Strategic Initiatives—Talent; Director, Project Management & Strategic Initiatives—Operations; Positive Behavioral Support Systems Coach; and Risk Management Officer for the Talent Division, Operations, Community Schools and Student Services, and the Risk Management Department.

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1516-0098**

- Talent Division, Operations, Community Schools and Student Services, and the Risk Management Department -

Approve/Revise Job Descriptions

- Director, Project Management & Strategic Initiatives—Talent; Director, Project Management & Strategic Initiatives—Operations; Positive Behavioral Support Systems Coach; and Risk Management Officer -

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 descriptions align 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 approves the attached job descriptions:

- Director, Project Management & Strategic Initiatives—Talent
- Director, Project Management & Strategic Initiatives—Operations
- Positive Behavioral Support Systems Coach
- Risk Management Officer

Passed by the following vote:


AYES: Nina Senn, Roseann Torres, Jumoke Hinton Hodge, Vice President Jody London, President James Harris

NOES: None

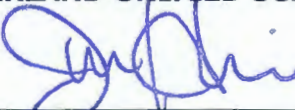
ABSTAINED: Shanthi Gonzales

ABSENT: Aimee Eng

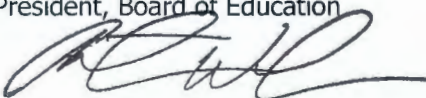
I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held October 28, 2015.

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OAKLAND UNIFIED SCHOOL DISTRICT



James Harris
President, Board of Education



Antwan Wilson
Superintendent and Secretary, Board of Education

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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Director, Project Management and Strategic Initiatives – Operations	REPORTS TO:	Chief Operations Officer
DEPARTMENT:	Operations	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS:	261 days/7.5 hours
ISSUED:	Created: October 2015	SALARY GRADE:	CFCA 22

BASIC FUNCTION: In support of the Chief Operations Officer, synchronize the Chief's Leadership Team; manage the Operation Division to ensure the quality and timeliness of information. Collaborate with the Chief Operations Officer in planning, organizing, and directing designated strategic activities as well as providing project management oversight in support of the mission and vision of the Division and the District to achieve the goals of the Chief Operations Officer. The Director provides operational assistance by managing special projects and leading key initiatives, resolving complex issues that require executive leadership and direction, supporting the deliverables of the Chief Operations Officer's Leadership Team, and ensuring expectations and deadlines are clearly communicated to staff. The Director serves as an advisor, decision-maker and problem solver for the Chief Operations Officer to ensure issues needing attention are addressed in a timely manner.

The Director must maintain confidentiality of all personnel matters; some duties will 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 reflect the principal job elements accurately.)

ESSENTIAL FUNCTIONS:

Project Management

- Develop and monitor all projects within the Operations Division; advise the Chief Operations Officer on project progress, potential issues, obstacles, conflicts and/or challenges.
- Collaborate with project teams to review project success and areas of improvement for future projects and services.
- Lead and take overall responsibility for planning, organizing, and directing long- and short-term special projects which potentially span across Operations Division's functional areas and the District.
- Collaborate with Division leadership to determine which policies, practices and procedures impacting departmental success should be prioritized for engagement, review and updated/changed.
- Assist in the development of procedures, policies, record-keeping and duties related to overall management and administration of projects as required:
 - Develop critical path or project flow diagrams to evaluate progress on tasks.
 - Establish and communicate project schedules and milestones.
- Assist Division leadership and staff with root cause analysis and corrective action activities.
- Ensure designated projects produce required deliverables as proposed within specified constraints.

- Provide technical expertise, information and assistance to the Chief Operations Officer regarding assigned functions.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files.
- Provide direction, coordination and support of special projects related to the financial planning, budgeting process, and expenditure reporting as required for internal management of Operations for conformance to District financial policies and procedures.
- Coordinate special projects on behalf of the Chief Operations Officer, which will frequently involve members of the Superintendent's Leadership Team.

Communication

- Ensure ongoing monitoring of projects and provide updates on progress of projects to stakeholders – reports will include progress updates, problems, proposed solutions and whether the project is on schedule.
- Synthesize, translate and communicate complex topics and issues (including District policies and programs) to a wide range of audiences.
- Develop and continuously enhance an integrated communications network within and between units, other divisions in the District and the community to support an effective work environment; communicate Board policies, objectives and service innovations to District staff and the community; facilitate the dissemination of information about, and the utilization of services provided by the District.

Strategic Planning and Division Leadership

- Coordinate the development and implementation of strategic initiatives throughout the District for the Operations Division.
- Manage strategic planning processes, and the delivery of projects and outcomes as assigned.
- Collaborate with the Chief Operations Officer in strategic planning, policy development and problem resolution of complex issues and needs.
- Assist the Chief Operations Officer and Division leadership in identifying significant change opportunities via data collection, analysis and evaluation; and opportunities to support core business objectives by challenging conventional thinking and applying a customer-focused approach across processes.
- Convene, facilitate, and/or serve on committees, task forces and ad hoc groups as necessary to coordinate functions for assigned areas of responsibility.
- Develop collaborative service delivery methods, teams and organizational structure in the context of increased effectiveness; encourage effective new practices and methods; assure coordination of divisional activities with other units and designated priorities; provide status reports on progress of priorities; contribute to Operations Division improvement efforts.
- Manage the agenda for the management team and all Operations Division staff, including off-site retreats, and ensure communication and coordination between teams as efficient as possible.
- Actively engage Division staff in support of the Department and District's mission to improve student achievement.
- Ensure staff assigned to projects is competent for the role they are undertaking and provide management to staff as required; monitor the performance of project team members so optimum service and value is realized; develop project objectives for the team, monitor performance and provide guidance as required.

General Duties

- Operate strategically across the District to identify barriers that impede attainment of goals and objectives.
- Serve as a member and work closely with the Chief Operations Officer's Leadership Team to facilitate communication and ensure implementation of stated objectives in a timely and efficient manner.
- Plan and manage meetings as directed by the Chief Operations Officer to include tracking, monitoring and follow-up on progress of projects, actions items, and strategies that emanate from the Chief Operations Officer's Leadership Team and other executive teams; prepare agendas, develop memos, communication and correspondence; identify meeting participants; collect, prepare and distribute appropriate briefing materials; initiate subsequent follow-up meetings and communication for key stakeholders as directed; identify issues for discussion.
- Serve as strategic liaison between the Chief Operations Officer and department heads, school administrators, employee organizations, other school Districts, public agencies and the community as directed.
- Assume responsibility for the efficient and proper operation of the Operations Division.

- Understand Board policies and procedures necessary to ensure appropriate protocols are understood and followed; direct and oversee the preparation of drafts of needed policies and administrative procedures.
- Prepare, execute and/or edit written and oral correspondence, presentations and reports as directed by the Chief Operations Officer.
- Attend Board meetings and other meetings as directed by the Chief Operations Officer; prepare reports for the Board at the direction of the Chief Operations Officer.
- Develop and maintain positive working relationships with all stakeholders, including schools.

Perform other related duties as assigned by the Chief Operations Officer.

QUALIFICATIONS:

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

KNOWLEDGE OF:

- Project management principles and methodologies
- Organizational development & organizational change management principles and practices
- Applicable federal, state, and District codes, regulations, policies and procedures governing work scope
- Planning, organization and coordination needed for assigned program
- Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students and staff
- Interpersonal skills using tact, patience and courtesy
- Correct English usage, grammar, spelling, vocabulary and punctuation
- Computer software, hardware, and related technology

ABILITIES TO:

- Coordinate and supervise special projects, and consultant studies
- Accurately analyze situations and problems relating to projects, identify alternative solutions, project consequences of proposed actions, and implement an effective course of action in accordance with general policy and pertinent codes and regulations
- Explain complex problems and solutions in clear, concise and compelling ways
- Maintain confidentiality at all times
- Understand and interpret District policies and procedures; be able to incorporate them into practice and explain them to others
- Design, develop and implement broad strategic initiatives and work plans and evaluate their outcomes
- Facilitate discussion and learning activities towards a clear end
- Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities
- Motivate and support adults to transform their practices
- Serve as resource to District administrators and facilitate communication throughout the District
- Set goals, work independently and drive results
- Produce high quality work, including strong attention to detail
- Manage multiple assignments, priorities, and projects in a demanding environment
- Adapt to feedback and focused on continuous improvement
- Communicate effectively in English orally and in writing
- Finish work on timely basis
- Communicate effectively with other departments and school sites
- Learn new software applications and assist sites in using Operations Division tools
- Work as an integral member of a team
- Operate personal computer, related software, and other office equipment

PREREQUISITES

A Master's Degree in Business Administration, Operations or related field

Ten (10) years experience in project management or closely related field - Experience should include project management techniques and tools, group organization, communications, material preparation, task management, and cost and benefit financial analysis

Knowledge of both theoretical and practical aspects of project management preferred

Experience in organizing and supervising cross-functional teams to manage and deliver large-scale projects, to handle diverse needs of stakeholders, and to collect data/information and create necessary information to manage the workflow in the Operations Division

Possess leadership skills in facilitating group processes, including consensus building and conflict resolution

Advanced written, verbal and listening skills; excellent organization skills

Advanced skills in presentation development and delivery

Demonstrated operational and fiscal experience at an executive level of an organization

Experience and proficiency with Microsoft Office products (e.g. Excel, Word, and PowerPoint)

Valid California Driver's License, if applicable

PRE-EMPLOYMENT PROCESS:

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

WORKING CONDITIONS

ENVIRONMENT:

Office 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.

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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Director, Project Management and Strategic Initiatives – Talent Division	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Talent Division	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS:	261 days/7.5 hours
ISSUED:	Created: February 2015 Revised: October 2015	SALARY GRADE:	CFCA 22

BASIC FUNCTION: In support of the Chief Talent Officer, synchronize the Chief's Leadership Team; manage the Talent Division to ensure the quality and timeliness of information. Collaborate with the Chief Talent Officer in planning, organizing, and directing designated strategic activities as well as providing project management oversight in support of the mission and vision of the Division and the District to achieve the goals of the Chief Talent Officer. The Director provides operational assistance by managing special projects and leading key initiatives, resolving complex issues that require executive leadership and direction, supporting the deliverables of the Chief Talent Officer's Leadership Team, and ensuring expectations and deadlines are clearly communicated to staff. The Director serves as an advisor, decision-maker and problem solver for the Chief Talent Officer to ensure issues needing attention are addressed in a timely manner.

The Director must maintain confidentiality of all personnel matters; some duties will 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 reflect the principal job elements accurately.)

ESSENTIAL FUNCTIONS:

Project Management

- Develop and monitor all projects within the Talent Division; advise the Chief Talent Officer on project progress, potential issues, obstacles, conflicts and/or challenges.
- Collaborate with project teams to review project success and areas of improvement for future projects and services.
- Lead and take overall responsibility for planning, organizing, and directing long- and short-term special projects which potentially span across Talent Division's functional areas and the District.
- Collaborate with Division leadership to determine which policies, practices and procedures impacting departmental success should be prioritized for engagement, review and updated/changed.
- Assist in the development of procedures, policies, record-keeping and duties related to overall management and administration of projects as required:
 - Develop critical path or project flow diagrams to evaluate progress on tasks.
 - Establish and communicate project schedules and milestones.
- Assist Division leadership and staff with root cause analysis and corrective action activities.
- Ensure designated projects produce required deliverables as proposed within specified constraints.

- Provide technical expertise, information and assistance to the Chief Talent Officer regarding assigned functions.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files.
- Provide direction, coordination and support of special projects related to the financial planning, budgeting process, and expenditure reporting as required for internal management of Talent Development for conformance to District financial policies and procedures.
- Coordinate special projects on behalf of the Chief Talent Officer, which will frequently involve members of the Superintendent's Leadership Team.

Communication

- Ensure ongoing monitoring of projects and provide updates on progress of projects to stakeholders – reports will include progress updates, problems, proposed solutions and whether the project is on schedule.
- Synthesize, translate and communicate complex topics and issues (including District policies and programs) to a wide range of audiences.
- Develop and continuously enhance an integrated communications network within and between units, other divisions in the District and the community to support an effective work environment; communicate Board policies, objectives and service innovations to District staff and the community; facilitate the dissemination of information about, and the utilization of services provided by the District.

Strategic Planning and Division Leadership

- Coordinate the development and implementation of strategic initiatives throughout the District for the Talent Division.
- Manage strategic planning processes, and the delivery of projects and outcomes as assigned.
- Collaborate with the Chief Talent Officer in strategic planning, policy development and problem resolution of complex issues and needs.
- Assist the Chief Talent Officer and Division leadership in identifying significant change opportunities via data collection, analysis and evaluation; and opportunities to support core business objectives by challenging conventional thinking and applying a customer-focused approach across processes.
- Convene, facilitate, and/or serve on committees, task forces and ad hoc groups as necessary to coordinate functions for assigned areas of responsibility.
- Develop collaborative service delivery methods, teams and organizational structure in the context of increased effectiveness; encourage effective new practices and methods; assure coordination of divisional activities with other units and designated priorities; provide status reports on progress of priorities; contribute to Talent Division improvement efforts.
- Manage the agenda for the management team and all Talent Division staff, including off-site retreats, and ensure communication and coordination between teams as efficient as possible.
- Actively engage Division staff in support of the Department and District's mission to improve student achievement.
- Ensure staff assigned to projects is competent for the role they are undertaking and provide management to staff as required; monitor the performance of project team members so optimum service and value is realized; develop project objectives for the team, monitor performance and provide guidance as required.

General Duties

- Operate strategically across the District to identify barriers that impede attainment of goals and objectives.
- Serve as a member and work closely with the Chief Talent Officer's Leadership Team to facilitate communication and ensure implementation of stated objectives in a timely and efficient manner.
- Plan and manage meetings as directed by the Chief Talent Officer to include tracking, monitoring and follow-up on progress of projects, actions items, and strategies that emanate from the Chief Talent Officer's Leadership Team and other executive teams; prepare agendas, develop memos, communication and correspondence; identify meeting participants; collect, prepare and distribute appropriate briefing materials; initiate subsequent follow-up meetings and communication for key stakeholders as directed; identify issues for discussion.
- Serve as strategic liaison between the Chief Talent Officer and department heads, school administrators, employee organizations, other school Districts, public agencies and the community as directed.
- Assume responsibility for the efficient and proper operation of the Talent Division.

- Understand Board policies and procedures necessary to ensure appropriate protocols are understood and followed; direct and oversee the preparation of drafts of needed policies and administrative procedures.
- Prepare, execute and/or edit written and oral correspondence, presentations and reports as directed by the Chief Talent Officer.
- Attend Board meetings and other meetings as directed by the Chief Talent Officer; prepare reports for the Board at the direction of the Chief Talent Officer.
- Develop and maintain positive working relationships with all stakeholders, including schools.

Perform other related duties as assigned by the Chief Talent Officer.

QUALIFICATIONS:

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

KNOWLEDGE OF:

- Project management principles and methodologies
- Organizational development & organizational change management principles and practices
- Applicable federal, state, and District codes, regulations, policies and procedures governing work scope
- Planning, organization and coordination needed for assigned program
- Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students and staff
- Interpersonal skills using tact, patience and courtesy
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- Computer software, hardware, and related technology

ABILITIES TO:

- Coordinate and supervise special projects, and consultant studies
- Accurately analyze situations and problems relating to projects, identify alternative solutions, project consequences of proposed actions, and implement an effective course of action in accordance with general policy and pertinent codes and regulations
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- Facilitate discussion and learning activities towards a clear end
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- Motivate and support adults to transform their practices
- Serve as resource to District administrators and facilitate communication throughout the District
- Set goals, work independently and drive results
- Produce high quality work, including strong attention to detail
- Manage multiple assignments, priorities, and projects in a demanding environment
- Adapt to feedback and focused on continuous improvement
- Communicate effectively in English orally and in writing
- Finish work on timely basis
- Communicate effectively with other departments and school sites
- Learn new software applications and assist sites in using Talent Division tools
- Work as an integral member of a team
- Operate personal computer, related software, and other office equipment

PREREQUISITES

A Master's Degree in Business Administration, Human Resources, Education, Educational Administration or related field

Ten (10) years experience in project management or closely related field - Experience should include project management techniques and tools, group organization, communications, material preparation, task management, and cost and benefit financial analysis

Knowledge of both theoretical and practical aspects of project management preferred

Experience in organizing and supervising cross-functional teams to manage and deliver large-scale projects, to handle diverse needs of stakeholders, and to collect data/information and create necessary information to manage the workflow in the Talent Division

Possess leadership skills in facilitating group processes, including consensus building and conflict resolution

Advanced written, verbal and listening skills; excellent organization skills

Demonstrated operational and fiscal experience at an executive level of an organization

Experience and proficiency with Microsoft Office products (e.g. Excel, Word, and PowerPoint)

Valid California Driver's License, if applicable

PRE-EMPLOYMENT PROCESS:

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

WORKING CONDITIONS

ENVIRONMENT:

Office 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.

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By:	EL



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Positive Behavioral Support Systems Coach	REPORTS TO:	Behavioral Health Coordinator
DEPARTMENT:	Community Schools and Student Services (CSSS)	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR/HOURS:	261 days / 7.5 hours
ISSUED:	Created: October 2015	SALARY GRADE:	WTCL 50

BASIC FUNCTION: Provide technical assistance and provide on-going district level support for Positive Behavioral Intervention and Support (PBIS) school teams. Assist in implementation of culturally responsive multi-tiered systems of support that create and enhance positive school-wide and classroom culture, remove environmental and behavioral barriers to learning, and promote equity for all students. Collaborate with leadership and providers at school sites to integrate PBIS school-wide in alignment with Response to Intervention (RTI), Restorative Justice, Trauma Informed Practices, and Full Service Community School frameworks.

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:

Facilitate the development and implementation of Positive Behavioral Intervention and Support (PBIS) framework, systems, data collection, evaluation, screening, and practices with participating school sites.

Collaborate with school site administrators, teams, staff and service providers to ensure PBIS multi-tiered systems and supports are trauma informed, culturally and linguistically responsive, and aligned with the community school framework.

Provide coaching and leadership to school site teams regarding development and implementation of universal, targeted, and intensive behavioral supports, data collection and monitoring, team data-based decision-making and procedures for continuous improvement.

Provide professional development and consultation to site principals and staff on implementation of the Universal Referral Form and pre-referral interventions for students experiencing emotional and/or behavioral barriers to learning to facilitate improved classroom management and equitable conditions for learning.

Develop and facilitate presentations and trainings related to PBIS and Response to Intervention.

Evaluate status of school-wide, classroom, targeted and individualized systems and supports utilizing multiple data sources and tools.

Assist school site teams to implement Universal Screening and referral protocols to ensure students' timely access to individualized services and supports.

Provide professional development and coaching to school sites teams to promote effective Student Success Teams and Coordination of Services Teams.

Connect teams to necessary resources for successful implementation of PBIS.

Support the implementation of Violence Prevention and Restorative Justice Initiatives in alignment with PBIS framework.

Collect data and assist in ongoing evaluation of PBIS implementation fidelity at participating school sites.

Work collaboratively to meet all grant deliverables related to PBIS funding, scaling and sustainability.

Participate in ongoing professional development to enhance skills and capacity as a coach, trainer, and technology expert related to PBIS systems and framework.

Complete all reporting, documentation, and data analysis in a timely manner in accordance with specified deadlines; present reports to District Administration and other staff on the ongoing successes and barriers to PBIS implementation.

Provide cross-training to district staff and leadership to increase knowledge of and expertise in delivering Response to Intervention and PBIS frameworks.

Collaborate with other district departments to ensure alignment of PBIS with other initiatives, services, and supports.

Promote PBIS within the District through various modes (PD, school board meetings, newsletter, website, etc...).

Attend all department and other meetings as required.

Perform related duties as assigned.

QUALIFICATIONS:

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

KNOWLEDGE OF:

District policies, applicable sections of the State Education Code and other laws and regulations

Strategic direction of Oakland Unified School District

Social, emotional, health and economic issues faced by Oakland youth and their families

Local community-based organizations that provide mental health services

Research methods, report writing and record-keeping techniques

Principles and practices of effective coaching and leadership

Funding opportunities for assigned program

Community contacts for assigned program

Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students; the District's diverse community, partners, and agencies

Correct English usage, grammar, spelling, and punctuation

Telephone techniques and etiquette

Interpersonal skills using tact, patience and courtesy

The Community School philosophy of aligning resources in service of students

Computer software, hardware, and related technology

ABILITY TO:

Work with multi-faceted public and private agencies as well as district departments

Work successfully with diverse groups across race, ethnicity, religion, gender, class, and sexuality

Establish and maintain effective working relationships with school site and central office staff, students, parents and the community

Maintain confidentiality as appropriate

Design and deliver professional development

Evaluate trainings and professional development to ensure topics and information are being implemented

Communicate clearly both orally and in writing

Plan, prepare and deliver oral presentations

Work independently

Meet schedules and time lines

Complete work accurately and as directed with many interruptions

Organize, coordinate and prioritize a large volume of activities, programs and services

Identify and resolve school site health and safety issues in a timely manner

Operate personal computer, related software, and other office equipment

PREREQUISITES

Bachelor's degree in education, social work, psychology, counseling, or related field

Three (3) years direct experience teaching or counseling students who have behavior challenges and are at risk for academic failure within a school setting

Strong interpersonal skills with individuals, teams and groups (administrators, educators, specialists, support staff, parents and students)

Knowledge of Response to Intervention (RtI) framework

Prior training and coaching experience desired

Knowledge of behavioral management practices desired

Master's degree preferred

Available to work an occasional evening and weekend

Valid California Driver's License, if applicable

PRE-EMPLOYMENT PROCESS:

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

WORKING CONDITIONS

ENVIRONMENT:

Office and diverse school site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions; exposure to a variety of childhood and adult diseases and illnesses

PHYSICAL REQUIREMENTS:

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling light objects; 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:

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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Risk Management Officer	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Risk Management	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS:	261 days / 7.5 hours
ISSUED:	Created: June 2007 Revised: October 2015	SALARY GRADE:	CFCA 20

BASIC FUNCTION: The Risk Management Officer plans, organizes, administers and controls a comprehensive risk management program for the District covering liability and property self-insured programs, environmental health and safety programs, a self-insured workers' compensation program, capital assets and inventory management, fiscal management of health and welfare benefits, and other programs related to employee and pupil safety.

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

ESSENTIAL FUNCTIONS:

Property and Liability Insurance

Administer the property and liability self-insured programs.

Determine insured and self-insured coverages, place insurance and select third-party administrators.

Coordinate the verification and processing certificate of insurance request forms for day and overnight field trips.

Review and investigate accidents and claims.

Participate in litigation procedures and negotiate District settlements.

Monitor activities of third party administrators.

Maintain list of employees authorized to drive District-owned vehicles and conduct periodic reviews of driving records for said employees with the California Department of Motor Vehicles.

Workers' Compensation

Direct a self-insured workers' compensation program.

Establish and implement methods of proper reporting, investigating, litigating and paying claims and benefits.

Administer early return to work program; develop temporary transitional jobs and modified work assignments.

Employee Health and Welfare Benefits

Analyze insurance coverage needs, research insurance options and present alternatives to benefits negotiators.

Negotiate annual premiums with healthcare providers and monitor compliance with contracts.

Communicate with District administrators, bargaining units, vendors and employees to distribute a variety of information and to assist in cost containment of benefits and liability coverage.

Environmental Health and Safety

Serve as District Safety officer and assure documentation and record-keeping of regulated programs and materials, injuries and illnesses.

Chair the District Safety Committee.

Coordinate training of employees in the proper use, control, disposal and documentation of hazardous materials.

Develop safety programs to comply with federal, state and local safety laws and regulations.

Inspect district facilities and property for safety issues and to assure compliance with safety laws and regulations.

Maintain required illness, accident and safety records.

Capital Asset and Inventory Management

Coordinate the periodic appraisal of all real and personal property for insurance purposes.

Coordinate the identification and valuation of district property losses (land, land improvements, buildings, building improvements, machinery and equipment) at all school sites and offices for internal property claims.

Maintain real time records of the district's capital assets in accordance with the provisions of the California School Accounting Manual (CSAM) and the Government Accounting Standards Board (GASB) Statement 34.

Maintain policies and procedures for inventory control; analyze existing Fixed Assets practices, develop and implement process improvements.

Coordinate physical inventory counting and observation of fixed assets in accordance with the requirements of California Education Code (State), the Office of Management and Budget (Federal), and OUSD Board Policy (District).

Coordinate with the Division of Facilities Planning and Management to periodically reconcile the District's portfolio of land, land improvements, buildings, building improvements, machinery and equipment, and works in progress.

Coordinate with the Office of the Controller to periodically report the book value of the District's full portfolio of capital assets and reconcile to accounting records.

Maintain a real time inventory of the District's fleet of licensed vehicles in accordance with board policy, state and federal regulations.

General Risk Management Operations

Plan, organize, administer and control a comprehensive risk management program for the District.

Perform research in the areas of risk management to determine means to contain the incidence and cost of losses, insurance and other expenditures.

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate professional development opportunities for assigned staff.

Provide technical expertise regarding risk management and loss prevention programs and procedures.

Coordinate all programs related to general employee and pupil safety District-wide.

Perform related duties as assigned.

QUALIFICATIONS:

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities.

Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

KNOWLEDGE OF:

Federal laws, State laws, and other regulations affecting school District risk management programs

Risk administration, risk financing, insurance and self insurance plans, Cal OSHA regulations, principles of loss control, computer software and hardware supervision

Legal, medical, or scientific terminology

Americans with Disabilities Act law and requirements

Diversity, sensitivity, and competence with regard to issues of race, learning or other ability, ethnicity, culture, religion, gender, socio-economic group, sexuality or other orientations or cultural markers

Correct English usage, grammar, spelling, punctuation and vocabulary

Budget development and administration

Computer software, hardware, and related technology

ABILITIES TO:

Delegate tasks, identify trends, research information, communicate in group and individual settings, and understand insurance terminology

Read, analyze, interpret and write reports, understand the principles of budgeting, and quickly learn relevant issues in risk management administration

Maintain a positive and cooperative working relationship with staff, administrators and contractors

Represent the district at public and legal hearings

Focus sharply on quality services

Plan, organize and administer a wide variety of major organizational units involving business, finance, accounting, payroll, and risk management.

Communicate effectively both orally and in writing

Interpret, apply and explain rules, regulations, policies and procedures

Calculate discounts, interest, commissions, proportions, percentages, area, circumference, and volume

Apply concepts of basic algebra and geometry

Define problems, collect data, establish facts, and draw valid conclusions

Interpret technical instructions in mathematical or diagram form and deal with abstract and concrete variables

Work with computer software

PREREQUISITES

Bachelor Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) in Business, Finance or related field. A combination of experience and education may be used to meet the Bachelor Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement.

Five (5) years of increasingly responsible risk management and benefit experience involving Workers' Compensation, benefits plans, liability claims, loss analysis, safety analysis and accident investigation.

Four (4) years of supervisory experience.

Certificates of Risk Management (CRM) preferred and/or Safety and an Associate Risk Manager (ARM) preferred.

May require work to be performed evenings and weekends

Valid California Driver's License, if applicable

PRE-EMPLOYMENT PROCESS:

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

WORKING CONDITIONS

ENVIRONMENT:

Office environment; driving a vehicle to conduct work; occasionally working in outside weather conditions and is occasionally exposed to toxic or caustic chemicals. The noise level is usually quiet.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to finger, handle, or feel objects, tools, or controls and reach with hands and arms; seeing to monitor various activities and read documents, and view computer monitors; sitting or standing for extended periods of time; kneeling, crouching, crawling, bending at the waist, and reaching overhead, above the shoulders, and horizontally; occasional lifting of objects up to 25 pounds. Seeing that includes close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

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.