

Board Office Use: Legislative File Info.	
File ID Number	16-1038
Introduction Date	5/11/16
Enactment Number	16-0657
Enactment Date	5/11/16 OR



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

To Board of Education

From Vernon Hal, Senior Business Officer
Tara Gard, Interim Deputy Chief Talent

Board Meeting Date May 11, 2016

Subject **Adoption of Resolution 1516-0123 - Create/Revise Job Descriptions for Executive Director, Community Schools and Student Services**

Action **Adoption of Resolution 1516-0123 - Create/Revise Job Descriptions for Executive Director, Community Schools and Student Services**

Background and Discussion The District is creating the new position of Executive Director, Community Schools and Student Services reporting to the Deputy Chief, Student Services

Fiscal Impact N/A

Attachment **Adoption of Resolution 1516-0123 - Create/Revise Job Descriptions for Executive Director, Community Schools and Student Services**

Legislative File	16-1028
File ID Number:	
Introduction Date:	5/11/2016
Enactment Number:	16-0657
Enactment Date:	5/11/16
By:	SD

**RESOLUTION OF THE BOARD OF EDUCATION OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
RESOLUTION 1516-0123**

Create/Revise Job Descriptions for

Executive Director, Community Schools and Student 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 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 creation/revision of the attached job descriptions:

- Executive Director, Community Schools and Student Services

PASSED AND ADOPTED by the Board of Education of the Oakland Unified School District this 11th day of May, 2016 by the following vote:

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

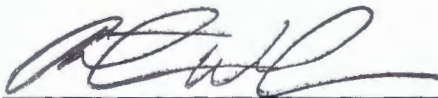
NOES: None

ABSTAINED: None


ABSENT: None

CERTIFICATION

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 11, 2016.



Antwan Wilson
Superintendent and Secretary, Board of
Education

File ID Number: 16-1028
Introduction Date: 5/11/16
Enactment Number: 16-0657
Enactment Date: 5/11/16
Bv: 

Legislative File

File ID Number:	16-1028
Introduction Date:	5/11/16
Enactment Number:	16-0657
Enactment Date:	5/11/16
By:	Er



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Executive Director, Community Schools and Student Services	REPORTS TO:	Deputy Chief Student Services
DEPARTMENT:	Community Schools and Student Services	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS	261 days
ISSUED:	May 2016	SALARY GRADE:	Contract

BASIC FUNCTION: Under the direction of the Deputy Chief Student Services, the Executive Director of Community Schools and Student Services provides leadership to plan, organize, and administer the District's Community Schools and Student Services Department.

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

Provide leadership in the development, implementation and management of the District's Full-Service Community School functional areas such expanded learning, family engagement, , , health and wellness, behavioral health, social and emotional learning, attendance, and other related learning and family support programs.

Establish and nurture partnerships and engagement within the District and Community Based Organizations (CBO), governmental entities, foundations, universities, families, and school sites in support of student, family, and community success.

Facilitate cross-boundary relationships between school sites, regions, and District departments to support the integration, effectiveness, and efficiency of academic and learning support, services, and resources to school sites and community partners.

Link student support services with academic goals and school reform; increase the capacity of each school to provide opportunities, services, and support to promote positive development of students, resulting in increased academic success.

Provide leadership to develop and secure new resources; align and organize resources with department priorities; and create sustainable and equitable fiscal strategies and models that ensure the financial health of the department and its programs and services.

Develop and maintain data-driven standards to qualitatively and quantitatively measure and assess the programs, services, and community resources in the department.

Provide leadership and management of department grants.

Participate, manage, and lead community-school collaborative work, teams, task forces, and other projects.

Direct the preparation and maintenance of a variety of narrative and statistical reports, grant reports, records, and files to ensure accuracy and compliance with federal, state, and District mandates.

Develop and prepare the department budget to ensure fiscal responsibility; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines.

Develop and provide professional development for administrators, principals, and site staff to effectively integrate academic, health, wellness and social service supports and align extended learning curriculum and instruction with the school day to reinforce and complement classroom-based learning.

Attend and/or participate in required District, Board, and committee meetings, and other activities as specified by assigned supervisor.

Plan, coordinate, and arrange appropriate training for assigned staff to ensure professional development opportunities.

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: Any combination of education, training and/or experience equivalent to: a Master's degree in Educational Leadership, Education Administration or related field required.

Seven (7) years' experience in administration and directing and supervising the work of others.

Experience working with a variety of agencies and community resources involved with students and families

Experience in working with a diverse population of students and families within an urban school setting

Successful experience in working well in diverse economic, multicultural and multi-lingual communities and environment

Demonstrated success in executing significant budgetary and operational responsibilities at an executive level

Experience in management and development of large grants

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

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

Available for occasional evening and weekend work

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Applicable federal, state, and District codes, regulations, policies and procedures governing works cope

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

Funding opportunities and community contacts for assigned program

Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students

Budget and grant preparation and management to ensure fiscal responsibility

Presentation, communication, and public speaking techniques

Research and assessment methods and report and grant writing techniques

Principles and practices of effective leadership

Principles and practices of supervision and evaluation

Computer software, hardware, and related technology

ABILITY TO:

Provide leadership for all facets of Community Schools (?) established guidelines

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

Maintain current knowledge of new developments and research related to work scope

Develop and nurture the growth of resources related to work scope

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

Establish and maintain effective working relationships with multi-faceted public and private agencies and District departments, community, and others of diverse backgrounds, experience, and personalities

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

Establish credibility with numerous constituents, effectively handle sensitive personnel issues, and be comfortable and effective working with all levels of an organization

Build and maintain strong relationships

Demonstrate excellent and effective written and spoken communication skills in English, including content, context, communication, conciseness, grammar and usage

Plan and organize work to meet established timelines and deadlines

Prepare comprehensive, narrative, and statistical reports

Analyze situations accurately and adopt effective course of action

Meet District standards of professional conduct as outlined in Board Policy

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

Coach, coordinate and lead teams

Develop and implement training/professional development

Direct, supervise and evaluate the performance of assigned staff

**WORKING CONDITIONS
ENVIRONMENT:**

Office, off-site and school 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.