

**OAKLAND UNIFIED SCHOOL DISTRICT**

Office of the Superintendent of Schools

September 28, 2016

<b>Legislative File</b>	
File ID Number:	16-2022
Introduction Date:	09/28/2016
Enactment Number:	16-1569
Enactment Date:	9/28/16
By:	SA

TO: Board of Education

FROM: Antwan Wilson, Superintendent  
Tara Gard, Interim Deputy Chief Talent Officer, Talent Division

SUBJECT: Revision of Position – Teaching & Learning

1. Executive Director, Community Schools

**ACTION REQUESTED**

Approval by the Board of Education of Resolution No. 1617-0054 for the revision of Executive Director, Community Schools from a certificated to a classified position for the Student Services Department.

**BACKGROUND:**

The Talent Division recommends approval of this job description 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**

Approval by the Board of Education of Resolution No. 1617-0054 for the revision of Executive Director, Community Schools from a certificated to a classified position for the Student Services Department.

**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 1617-0054**

- Student Services Department -

**Revision of Job Description**

- Executive Director, Community Schools -

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**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 revision of the attached job description:

1. Executive Director, Community Schools

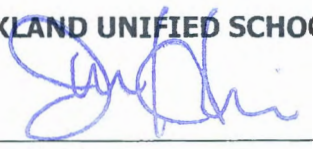
Passed by the following vote:

AYES:	Jody London, Aimee Eng, Shanthi Gonzales, Jumoke Hinton Hodge, Vice President Nina Senn, President James Harris
NOES:	None
ABSTAINED:	None
ABSENT:	Roseann Torres

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 September 28, 2016.

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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

<b>TITLE:</b>	<b>Executive Director, Community Schools</b>	<b>REPORTS TO:</b>	<b>Deputy Chief of Student Services</b>
<b>DEPARTMENT:</b>	<b>Student Services</b>	<b>CLASSIFICATION:</b>	<b>Classified Management Confidential</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 Days</b>
<b>ISSUED:</b>	<b>Created: June 2016 Revised: September 2016</b>	<b>SALARY GRADE:</b>	<b>Employment Contract</b>

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

**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:

Implement and Manage the District's Full-Service Community School functional areas such extended learning opportunities, family engagement programs, resource development, translation services, health and wellness programs and other related learning and family support programs.

Nurture and maintain 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.

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.

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.

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.

## **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:**

Applicable federal, state, and District codes, regulations, policies and procedures governing work scope

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

Employer-employee relations and bargaining unit agreements

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

Correct English usage, grammar, spelling, and punctuation

Telephone techniques, systems and etiquette

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 within 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

Manage and write grant proposals

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

Work independently

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

Operate a computer and related software to enter data, maintain records, and generate reports

#### **PREREQUISITES**

Master's degree Educational Leadership, Education Administration or related field required

Three (3) 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

Available for occasional evening and weekend work

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, 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.