

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

October 26, 2016

<b>Legislative File</b>	
File ID Number:	16-2230
Introduction Date:	10/26/2016
Enactment Number:	16-1728
Enactment Date:	10/26/16
By:	ED

TO: Board of Education

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

SUBJECT: Revision of Job Descriptions – Risk Management and Department, As Assigned

1. Director, Strategic Partnerships—Learning Lab
2. Risk Management Officer

**ACTION REQUESTED**

Approval by the Board of Education of Resolution No. 1617-0066 for the revision of Director, Strategic Partnerships—Learning Lab and Risk Management Officer job descriptions for Department, as Assigned and Risk Management.

**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. 1617-0066 for the revision of Director, Strategic Partnerships—Learning Lab and Risk Management Officer job descriptions for Department, as Assigned and Risk Management.

**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 1617-0066**

- Risk Management and Department, As Assigned -

**Revision of Job Description**

- Director, Strategic Partnerships – Learning Lab and Risk Management Officer -

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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 descriptions:

1. Director, Strategic Partnerships—Learning Lab
2. Risk Management Officer

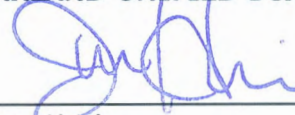
Passed by the following vote:

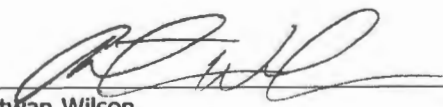
AYES: Jody London, Jumoke Hinton Hodge, Rosean Torres, President James Harris  
NOES: None  
ABSTAINED: None  
ABSENT: Aimee Eng, Shanthi Gonzales, Vice President Nina Senn

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 26, 2016.

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**OAKLAND UNIFIED SCHOOL DISTRICT**

  
\_\_\_\_\_  
James Harris  
President, Board of Education

  
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Antwan Wilson  
Superintendent and Secretary, Board of Education

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By:	<i>[Signature]</i>



# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Director, Strategic Partnerships – Learning Lab</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>As Assigned</b>	<b>CLASSIFICATION:</b>	<b>Certificated Management Confidential</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>227 days / 7.5 hours</b>
<b>ISSUED:</b>	<b>Created: June 2016 Revised: October 2016</b>	<b>SALARY GRADE:</b>	<b>CFAD 22</b>

**BASIC FUNCTION:** The Learning Lab Director of Strategic Partnerships shall provide leadership for the development and coordination of partnerships with the higher education community, foundations, funders, school leadership team, and district offices associated with the Learning Lab. The Director of Strategic Partnerships in conjunction with the Director of Continuous Education and the principal of Oakland International High School (OIHS) will evaluate all aspects of the Learning Lab. The Director of Strategic Partnerships will evaluate any clerical or classified staff associated the Learning Lab.

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:

Organize, manage, supervise, and evaluate effective and clear programmatic procedures for the operation and functioning of the Learning Lab, consistent with the philosophy, mission, values and goals of the Oakland International High School, the Internationals Network for Public Schools, and District; including but not limited to, establishing effective working relationships with other institutions in the Bay Area and California that may be of use to the Learning Lab, OIHS and the District.

Create relationships with all local teacher and administrative programs in an effort to collaboratively create powerful site-based learning experiences with pre-service teachers and leaders in order to prepare them to work with newcomers and English language learners by employing the pedagogical and design practices of the Internationals Approach and linked learning.

Develop budget for the Learning Lab and, in conjunction with the OIHS principal, plan funding for professional development and coaching within the school.

Fundraise within the district, higher education community, and foundations to support the staffing and work of the Learning Lab. Funding will including but may not be limited to: administrative salaries, coaching and staff salaries, fellowship stipends, teacher stipends, travel, event hosting, and conference costs.

Establish effective liaison with the various offices and agencies within the community that provide specialized or professional help to the Office of English Language Learner and Multilingual Achievement (ELLM), HR and the Linked Learning Office.



Coordinate all Learning Lab activities taking place in the school with school leadership to ensure the successful integration of research and teacher training programs with the day to day running of the school.

Coordinate with District HR to create new positions and contract language to support Learning Lab staff.

Coordinate with District HR and the high school network to create a pipeline of teachers, leaders, and staff trained in supporting newcomers, English language learners, and implement linked learning practices.

Mentor Principals interning in the Learning Lab Schools.

Recruit, screen, train, supervise and evaluate instructional coaches in collaboration with school leadership and assume responsibility for their professional guidance.

Teach higher education classes to teacher and administrative credentialing programs.

Vet research related to school design and management and support researchers in the collection of data.

Serve as consultant to teacher training, recruitment, and hiring committees when requested.

Prepare grant and other applications applicable to the Learning Lab.

Collaborate with the Director of Continuing Education, create, regularly update, and disseminate a comprehensive description of the Learning Lab Program including policies, procedures and other components.

Assume responsibility for compiling, maintaining, and filing reports, records, and other documents required or administratively needed in the Lab School.

Assume responsibility for own professional development; for keeping current with the literature, new research findings and improved techniques in teaching newcomers, linked learning and high school design; and for attending appropriate professional conferences.

Attend required staff meetings and serve, as needed, on staff and District-wide committees.

Represent the Lab School and District at community, State, and professional meetings when requested.

Provide cross training to other staff members within the department.

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:**

Deep philosophical and pedagogical knowledge of the Internationals Approach to teaching and school design

Best practices in linked learning and school design principles

Current trends and best practices for allowing newcomers to be successful in language and content development in a socially-emotionally supportive environment

California Department of Education Frameworks governing works such as: Common Core Standards, Content Standards, Curriculum, Response to Intervention, Full Service Community Schools

Current District curriculum and school instructional programs

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

Leadership skills, management strategies, and community building techniques

Local policies, state and federal laws relating to minors

Microsoft Word, Excel and PowerPoint, Aeries and other programs necessary to succeed in an educational environment

**ABILITY TO:**

Provide effective instructional leadership

Create a nurturing and safe learning based on high expectations for all students and staff

Develop collaborative, professional learning communities

Analyze data and use it to make decisions

Provide professional development and coaching to teachers, TSA, school leaders

Effectively manage staffing, budget, facility, and other administrative responsibilities

Build and lead the Learning Lab community in attaining goals

Use relational databases, web-based tools, the internet and other technologies

Calmly and efficiently handle crises and solve problems

Effectively communicate orally and in writing

Manage competing priorities and time.

Provide leadership in the administrative and supervision of Learning Lab

Establish professional rapport with Professional staff that gains respect of students and staff members

Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school

Carry out supervisory responsibilities in accordance with District policy, applicable laws and collective bargaining agreements

Supervise and evaluate assigned staff

Effectively present to leadership team, members of the higher ed community, public groups and/or Board

Communicate courteously, efficiently and effectively with a variety of individuals, students, faculty, administrators, parents and representatives of outside organizations

Establish and maintain effective working relationships with district staff and administrators, students, parents or guardians, outside agencies, and the public, in a multicultural community

Apply principles of logical and scientific thinking to a wide range of intellectual and practical problems

Communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

Operate personal computer, related software, and other office equipment

**PREREQUISITES**

Masters' Degree

Minimum 3 years experience teaching, coaching, or working as an administrator in an Internationals School.

Minimum 6 years teaching experience.

Valid teaching credential

Valid administrative credential preferred

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

<b>TITLE:</b>	<b>Risk Management Officer</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Risk Management</b>	<b>CLASSIFICATION:</b>	<b>Classified Management Confidential</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 days / 7.5 hours</b>
<b>ISSUED:</b>	<b>Created: June 2007 Revised: October 2015 Revised: October 2016</b>	<b>SALARY GRADE:</b>	<b>CFCA 25</b>

**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.

Provide cross-training to department staff.

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.