


OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

September 27, 2017

| Legislative File | |
|-------------------------|------------|
| File ID Number: | 17-1904 |
| Introduction Date: | 09/27/2017 |
| Enactment Number: | 171364 |
| Enactment Date: | 9/27/17 |
| By: | JS |

TO: Board of Education

FROM: Kyla Johnson-Trammell, Superintendent
Tara Gard, Deputy Chief Talent Officer, Talent Division 

SUBJECT: Creation of Position – Executive Director, Early Learning

ACTION REQUESTED

Adoption by the Board of Education of Resolution No. 1718-0062 – creation of position – Department, As Assigned.

DISCUSSION

This position is a consolidation of two positions—Deputy Chief of Early Learning and Director of Early Childhood Education—into one position, which is needed to increase quality programming and rigorous instruction for early childhood education to ensure that students increase their early literacy skills and are kindergarten-ready (Item 2d of Superintendent Work Plan).

Creation:

Position Title/FTE

Executive Director, Early Learning
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFAD

Range 25: \$112,883.96 - \$144,080.24

12 months, 227 days, 7.5 hours (FT), or as assigned

FISCAL IMPACT

None.

RECOMMENDATION

Adoption by the Board of Education of Resolution No. 1718-0062 – creation of position – Department, As Assigned.

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1718-0062**

- Creation –Job Description/Position - Executive Director, Early Learning, Department, As Assigned

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 description aligns 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 determines that the following job description/position is created as set forth in the attachments and shall be established on the respective salary schedule/range effective 12:01 a.m., September 28, 2017, as follows:

Creation:

Job Description/Position Title/FTE

Executive Director, Early Learning

(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFAD

Range 25: \$112,883.96 - \$144,080.24

12 months, 227 days, 7.5 hours (FT), or as assigned,

and,

BE IT FURTHER RESOLVED, that the Board authorizes the new job classification as so stated above.

Passed by the following vote:

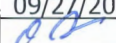
AYES: Aimee Eng, Roseann Torres, Shanthy Gonzales, Jumoke Hinton Hodge, Jody London, Vice President Nina Senn,
President James Harris

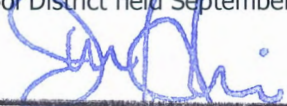
NOES: None

ABSTAINED: None


ABSENT: None

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 27, 2017.

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James Harris
President, Board of Education



Kyla R. Johnson-Trammell
Secretary, Board of Education

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



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

| | | | |
|--------------------|---|-------------------------|---|
| TITLE: | Executive Director, Early Learning | REPORTS TO: | Assigned Supervisor |
| DEPARTMENT: | As Assigned | CLASSIFICATION: | Certificated Management Confidential |
| FLSA: | Exempt | WORK YEAR/HOURS: | 227 days / 7.5 hours |
| ISSUED: | Created: July 2017 | SALARY GRADE: | CFAD 25 |

BASIC FUNCTION: Under direction of assigned supervisor, the Executive Director, Early Learning, performs a variety of leadership, supervisory, and administrative tasks in monitoring and leading the Early Childhood Education (ECE) programs in the District. The Executive Director supports, plans, organizes, controls, and directs ECE programs to: ensure that children are ready to enter kindergarten as measured by the state's readiness standards; provide efficient and effective child care and development systems; complement the elementary program academically in the school age Child Development Center program; and engage, educate and support parents in their role as advocates for their children in the District.

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:

Support the strategic directions for all early childhood programs within the District to ensure all services provided are consistent with the District's strategic plan and equitable for all students.

Collaborate with other District departments and programs to develop effective and strategic instructional programs and to plan high quality professional development for site staff to improve learning and teaching in classrooms and to eliminate the achievement gap.

Lead District efforts to work towards closing the achievement gap for students by kindergarten.

Lead and coordinate preschool initiatives and programs and collaborate with city, county and state agencies and officials to link early learning initiatives.

Develop partnerships and collaborative structures to support systems change and program improvement across Oakland's early learning community.

Track the progress of multiple programs within larger strategic context and intervene where necessary to resolve complex obstacles to success; interpret impact of changes in policy and regulation on department and District strategy.

Collaborate with appropriate staff to evaluate existing programs, services and practices and expand those that are most effective and reduce or eliminate those that are less effective; utilize resources to provide appropriate professional development and coaching for schools and site administrators.

Collaborate with Network Superintendents, Teaching and Learning, and other divisions and departments to ensure support to teachers and the effective delivery of instructional programs and services to all schools and programs.

Drive the gathering and analysis of data for internal and external reporting; evaluate, on quantitative and qualitative basis, effectiveness of programs and special projects towards meeting established goals and objectives.

Stay closely aware of projects, high-level initiatives, and emerging issues across the District and proactively collaborate with staff and others to adjust department approach based on changes in direction, priorities, and resources.

Build senior-level relationships across internal departments and offices to drive collaboration and project success; interact with and respond effectively to urgent requests from multiple internal and external District stakeholders.

Serve as an advocate for the importance of early education and early childhood special education within the District and beyond.

Represent or delegate representation to local, county, state and federal agencies, and community organizations involved with serving families with young children to gather and disseminate information.

Oversee the implementation, maintenance and use of a web-based standalone student information system.

Oversee a centralized enrollment center.

Develop, prepare and manage annual budgets for the California General Child Care (CCTR) and the California State Preschool (CPRE) programs; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines; utilize computer spreadsheet software programs.

Consult with staff, parents and outside agencies regarding early childhood education students and programs/services offered; work collaboratively with Special Education to serve special education students in a three-hour program.

Work cooperatively with Talent Division in the recruitment, development, interviewing, selection, assignment, transfer, and separation of early childhood education personnel.

Support and direct all site administrators and principals in the day-to-day operational aspects of the early childhood programs.

Manage contracts with vendors and with the District.

Manage funding streams and grants that are all external to the District.

Develop and prepare all State and Federal reports including enrollment and attendance, assessment and confirmation of family eligibility, desired results profiles, program self-evaluations, California Community Care Licensing, etc.

Lead state ECE self-reviews and other compliance reviews; ensure submission of required reports at the District, state and federal levels.

Responsible for licensing of individual sites and ensure full compliance with applicable guidelines and regulations.

Make decisions and present recommendations concerning and affecting critical educational and administrative operations.

Respond to Superintendent, District Leadership Team, administrators, staff, parents and representatives from outside agencies regarding ECE-related issues.

Implement human resources procedures not provided by the District such as permit monitoring, staffing, labor related issues, development of Board resolutions and development of staff handbooks.

Supervise and evaluate the performance of program staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff.

Serve as a confidential administrator in the collective bargaining process with all applicable bargaining units representing the early childhood programs.

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:

California Department of Education Frameworks governing work scope such as California Preschool Learning Foundations, Common Core Standards, Full Service Community Schools

Curriculum and academic programs for transitional kindergarten and early education programs and special education integrated preschool programs

Federal, state and local agencies that provide services related to work scope

Local, state and federal policies, procedures, and standards governing early childhood education and early childhood development programs

School district operations and procedures

Current literature, trends, methods and developments in the area of early childhood education

Principles of supervision, organization and administration

Utilization of various forms of assessment to guide and design instruction

Effective pedagogy for ethnic populations, English, and Standard English Learners

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

Budget and grant preparation and management to ensure fiscal responsibility

Funding opportunities and community contacts for assigned program

Correct English usage, grammar, spelling, and punctuation

Principles and practices of administration, supervision, and training

Computer software, hardware, and related technology

ABILITY TO:

Plan, organize and administer a large, multi-site early childhood education program

Apply early childhood education knowledge to the administration and management of ECE programs and services within established policy guidelines, research and evaluation concepts and solutions

Assess the needs of students

Plan, develop, implement and evaluate large programs

Develop and implement policies, procedures and standards for services offered

Evaluate the effectiveness of existing programs and make recommendations for improvements

Maintain complete and accurate records and statistics and to develop meaningful reports from that information

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

Implement best practices for language acquisition for English Language Learners

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

Make oral presentations before large groups of people

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

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

Analyze situations accurately and adopt an effective course of action

Meet schedules and timelines

Work independently with little direction

Plan and organize work

Prepare comprehensive narrative and statistical reports

Supervise and evaluate the performance of assigned staff

Remain current on trends and development in the early childhood field

Operate personal computer, related software, and other office equipment

PREREQUISITES

Master's degree in Public Administration, Education Administration, or Early Childhood Education required

Doctorate degree in a related field preferred

Seven (7) years of professional experience in leading early learning and elementary education programs

Demonstrated understanding of the regulations regarding the operation of early childhood education programs

Experience in both early education (birth to five years old) and early childhood special education

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

Valid California Administrative Services Credential

Valid California Teaching Credential with English Learner Authorization

Valid California Driver's License

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.