

OAKLAND UNIFIED SCHOOL DISTRICT

Office of the Superintendent of Schools

March 11, 2020

Legislative File	
File ID Number:	20-0432
Introduction Date:	03/11/2020
Enactment Number:	20-0411
Enactment Date:	3/11/2020 If
By:	

TO: Board of Education

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

SUBJECT: Approval of Creation of Job Description – Executive Director, Equity

Creations:

1. Executive Director, Equity

ACTION REQUESTED

Adoption by the Board of Education of Resolution No. 1920-2018, Creation of Job Position/Description – Executive Director, Equity.

DISCUSSION

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.

Creation:

Job Description/Position/Title/FTE
Executive Director, Equity
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA 25
Range: \$ 112,883.96 – 144,080.24
12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT

There is no fiscal impact. The job description is being created to replace an existing position with the same compensation.

RECOMMENDATION

Adoption by the Board of Education of Resolution No. 1920-2018, Creation of Job Description – Executive Director, Equity.

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1920-2018**

- Creation of Job Position/Description – Executive Director, Equity -

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 positions are created or revised as set forth in the attachments and shall be established on the respective salary schedule/range effective 12:01 a.m., March 11, 2020, as follows:

Creation:

Job Description/Position/Title/FTE
Executive Director, Equity
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: CFCA 25
Range: \$ 112,883.96 – 144,080.24
12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT

There is no fiscal impact. The job description is being created to replace an existing position with the same compensation.

BE IT FURTHER RESOLVED, that the Board authorizes the creation of job descriptions as so stated above.

Passed by the following vote:

PREFERENTIAL AYE: Student Directors Mica Smith-Dahl and Denilson Garibo

PREFERENTIAL NOE: None

PREFERENTIAL ABSTENTION: None

PREFERENTIAL RECUSE: None

AYES: Aimee Eng, Jumoke Hinton Hodge, Gary Yee, Roseann Torres, James Harris and President Jody London

NOES: None

ABSTAINED: None

RECUSE: None

ABSENT: Vice President Shanthi Gonzales

CERTIFICATION

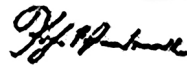
We hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held on March 11, 2020.

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OAKLAND UNIFIED SCHOOL DISTRICT



Jody London
President, Board of Education



Kyla Johnson-Trammell
Superintendent and Secretary, Board of Education

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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Executive Director, Equity	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Office of Equity	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS:	261 days/7.5 hours (FT) or as assigned
ISSUED:	Created: March 2020	SALARY GRADE:	CFCA 25

BASIC FUNCTION: Plan and direct PreK-12 student, family, and staff facing programs to accelerate targeted student achievement in academics. The Executive Director will develop strategies, structures and guidance for advancing equity mindset and competencies throughout OUSD. The position has the responsibility for guiding efforts to conceptualize, define, assess, nurture, and cultivate racial justice, equity, and healing as organizational cultural norms. The position holder develops and implements cross-departmental recommendations, models, best practices, and feedback loops to ensure that all parts of the organization are moving together to interrupt bias with asset based language and practices. Lead, supervise and support staff to lead targeted student achievement interventions, targeted family and student engagement, and youth, family, community voice with school-district governance. Maintain confidentiality of all personnel matters; some duties will involve access to confidential information concerning employer-employee relations.

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:

Lead the District's efforts to implement, socialize, evaluate and operationalize the Equity policy.

Plan, guide and advise OUSD leaders on matters related to equity for students, parents, communities and employees; collaborate with OUSD management to create, implement and monitor programs designed to ensure fair and equitable treatment of students, faculty and staff.

Supervise the targeted student achievement programs, including African American Male Achievement (AAMA), African American Female Excellence (AAFE), Asian Pacific Islander Student Achievement (APISA), and Latino Student Achievement (LSA) Programs, and work with the team to expand the programs' impact to increase achievement for all targeted student populations in OUSD.

Build and nurture strategic partnerships with organizations focused on uplifting achievement of targeted student groups e.g., Latino Men and Boys, Pacific Islander, Middle Eastern, Indigenous, Girls of Color, LGBTQ, etc....

Continue to engage community stakeholders in the development and implementation of programs and practices focused on improving the outcomes of girls of color

Collaborate with other academic leaders to integrate equity learning throughout core District processes related to foundational teacher and staff professional development, the hiring and induction of educators, and engaging with the community on district level initiatives and decision making,

Build relationships with other Districts, state organizations, and national efforts and agencies focused on racial justice, equity, and healing toward improving outcomes for students furthest away from opportunity.

Represent and serve as the OUSD content expert on equity-related matters.

Oversee and review the completion of reports to funders, community stakeholders, and other internal and external entities as it relates to Office of Equity deliverables.

Assist educators in creating culturally supportive learning environments that ensure high expectations for the academic achievement of all students.

Direct and support assigned staff to support school administrators and their teams on student and family engagement linked to student learning, and achievement of target student populations. Direct and evaluate assigned staff work cross-functionally with members of the network support teams.

Manage the department budget, including developing budget proposals, justifying expenses and monitoring accounts.

Supervise, coach, 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 training of assigned staff.

Perform related duties as directed by assigned supervisor.

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:

Current trends in community schools, public education, youth development, and family systems

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

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

District educational initiatives and programs

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

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

District policies related to standards, assessment, accountability, planning, promotion/retention, curriculum and instruction, data access, and confidentiality, and related areas

Planning, organization, and coordination needed for assigned program

Local and community organizational missions, resources, structures, and functions

Correct English usage, grammar, spelling, and punctuation

Telephone techniques, systems and etiquette

Presentation, communication, and public speaking techniques

Budget preparation and management to ensure fiscal responsibility

Interpersonal skills using tact, patience, and courtesy

Serve as trusted resource to District Administrators and facilitate communication throughout the District

Computer software, hardware, and related technology

Database and statistical software

Principles and practices of effective leadership

Principles and practices of supervision and evaluations

ABILITY TO:

Follow protocol where applicable but also to operate where there is no protocol and help develop policies and procedures

Manage thoughtfully the personal, political and organizational dynamics related to equity issues within OUSD

Effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job

Handle confidential matter with discretion, integrity, and ethics

Develop sensitive working relationships with students, potential employees, and faculty, staff, and members of the community

Function on an independent basis in a fast-paced environment with low to moderate supervision

Handle high volume of work and multi-task a variety of assignments, as well as recognize priorities and manage time effectively to meet deadlines

Communicate organizational goals with urgency to both internal and external stakeholders in a manner of confidence and credibility

Work with diverse populations within the District and the community

Develop, plan, and implement short- and long-range goals, establish priorities, and organize resources

Recognize and analyze management challenges; adopt appropriate plans of action

Work under pressure and maintain effective working relationships with coworkers and others

Inspire a shared vision by working collaboratively and inclusively

Be pliable with regards to organization change and priority shifts that bring others along and build trust

Operate personal computer, related software, and other office equipment

PREREQUISITES

Master's degree in teaching, education, research and evaluation, social science, or a related field

Eight plus (8+) years of professional, demonstrated track record of leading equity and diversity work for large organizations, including five or more years of progressively responsible experience in education, and three years of leadership or management experience.

Strong understanding of cultural competency and cross-cultural dynamics that include race, equity, class and perceptions around these topics

Personal interest and commitment to diversity, multiracial alliance building, and issues of equity

Experience working in an urban school district environment

Experience developing and facilitating community partnerships

Demonstrated success in program planning/management activities furthering school success, student achievement, and positive child, youth, and family development

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; fast-paced work, short timelines, frequently changing priorities and assignments; 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.



SECTION 1: JOB DESCRIPTION CHECKLIST for MANAGEMENT ROLE

The Job Description (JD) Checklist ensures all pertinent steps have been completed at the District for every JD. Send this checklist or any questions to Martin E. Mitchell, martin.mitchell@ousd.org or 510.879.8841.

Classification Title		Executive Director, Equity	Today's Date 02/11/2020	
Final Working Job Title (if different)			Draft <input type="checkbox"/>	Final <input checked="" type="checkbox"/>
Hiring Department/Sponsor	Office of Equity		Time Type	
Hiring Manager's Name	Sondra Aguilera		Full-time	<input checked="" type="checkbox"/>
Hiring Manager's Title	Chief Academic Officer		Part-time	<input type="checkbox"/>
			Temporary	<input type="checkbox"/>
			Student or Intern	<input type="checkbox"/>
Bargaining Unit	Confidential		Default Hours _____/wk	
Final Salary Range	CFCA 25	Amounts	\$112,883.96	to \$144,080.24
Final Date of Job Description	02/06/2020		Exempt <input checked="" type="checkbox"/>	Non-Exempt <input type="checkbox"/>
Proposed Board Meeting Date	03/11/2020		FLSA Exemption Select from List	
Board Agenda Deadline	02/14/2020		(Attach applicable Exemption Checklist)	
			Classification _____	
			If classification supervises others, indicate which type(s) of employees are supervised:	
			Certificated <input type="checkbox"/>	Classified <input checked="" type="checkbox"/>
			Does not supervise others <input type="checkbox"/>	

Steps Completed

Item	Description	Check if Completed	Indicate Date Completed
1.	Draft JD received from Hiring Manager		12/16/2019
2.	Justification for JD received from Hiring Manager – see Section 2		
3.	Meet and Confer session Union feedback: Approved <input type="checkbox"/> Not approved <input type="checkbox"/>		N/A (Meet and Confer Date)
4.	Submitted final JD to Talent Business Manager		
5.	Board of Education decision Approved <input type="checkbox"/> Resolution ID _____ Not approved <input type="checkbox"/> No decision <input type="checkbox"/>		(Board Meeting Date)
6.	Funding source Unrestricted - 0000 - 929 (Incl. Funding Source Name - Resource No. - Site No.)		
7.	Escape Job Class _____		
8.	Date that last step is completed: Classification Staff Initials _____ New <input type="checkbox"/> Revision <input type="checkbox"/> Reclassification <input type="checkbox"/> No change <input type="checkbox"/>		

Other Comments:

Last Updated 10.26.18

SECTION 2: REQUEST TO CREATE OR MODIFY POSITION

Hiring Manager proposes to Create ☒
Modify ☐

Proposed Classification Title	Executive Director, Equity
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*Eliminate this position to create new one, if applicable:

Job Class:

1) Briefly explain requested action (Hiring Manager):

Re-organization of the Office of Equity, as part of central office re-organization due to reductions 2019-20, and re-alignment of department function under the Academics Division, included elimination of Deputy Chief of Equity, Directors of Targeted Initiatives, and Director of Student and Family Engagement. Executive Director of Equity position created to lead and manage targeted initiatives, student and family engagement, school governance, LCAP engagement, and overall implementation of equity pr

2) Above recommended action based on the following:

- ☐ The needs of the District require that **additional duties and/or new responsibilities** be added to an existing position in the District. These duties and/or new responsibilities must be significant and must be deemed adding value to the organization goals and Strategic Plan.
- ☐ Department is requesting to add a **new function** to the department based on the District's Strategic Plan or operational need, e.g., emergency management, internal audit, etc.
- ☒ Department is requesting to **re-organize functions** that requires a combination of revision or deletion of existing job descriptions and the addition of new job descriptions. Departmental re-organizations should be rare, must be approved in advance by the appropriate Deputy Superintendent and should align with the Strategic Plan and budgeting process.

Other, please specify:

Attach current or revised organization chart indicating line of reporting, if available.

Raquel Jimenez	02/11/2020	Raquel.jimenez	@ousd.org
Name of Requestor	Date	Email	

Martin Mitchell

02/11/2020

☐ Name of HR Approver
☐ Deputy Chief
☒ Manager
☐ Compensation/Classification Associate

Date _____