

OAKLAND UNIFIED SCHOOL DISTRICT

Office of the Superintendent of Schools

January 13, 2021

Legislative File	
File ID Number:	20-2493
Introduction Date:	01/13/2021
Enactment Number:	21-0065
Enactment Date:	1/13/2021 er
By:	

TO: Board of Education

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

SUBJECT: Creation of Job Description – Director, Programs, The Center.

Creations:

1. Director, Programs, The Center

ACTION REQUESTED

Adoption by the Board of Education of Resolution No. 2021-0094 - Creation Job Description - Director, Programs, The Center.

DISCUSSION

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.

Creation:

Job Description/Position/Title/FTE

Director, Programs, The Center

(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL 18

Range: \$99,020.19 - \$126,403.41

12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT:

No fiscal impact. Funded by Grants and City/County Partnerships.

RECOMMENDATION

Adoption by the Board of Education of Resolution No. 2021-0094 - Creation Job Description - Director, Programs, The Center.

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 2021-0094**

- Approval of Creation of Job Description – Director, Programs, The Center -

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., January 14, 2021, as follows:

Creation:

Job Description/Position/Title/FTE

Director, Programs, The Center

(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL 18

Range: \$99,020.19 - \$126,403.41

12 months, 261 days, 7.5 hours (FT)

FISCAL IMPACT:

No fiscal impact. Funded by Grants and City/County Partnerships.

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

Passed by the following vote:

PREFERENTIAL AYE: Jessica Ramos

PREFERENTIAL NOE: None

PREFERENTIAL ABSTENTION: None

PREFERENTIAL RECUSE: None

AYES: Aimee Eng, VanCedric Williams, Gary Yee, Mike Hutchinson, Clifford Thompson, Vice President Benjamin "Sam" Davis, President Shanthi Gonzales

NOES: None

ABSTAINED: None

RECUSE: None

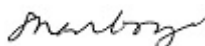
ABSENT: Smantha Pal (Student Director)

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 January 13, 2021.

Legislative File	
File ID Number:	20-2493
Introduction Date:	01/13/2021
Enactment Number:	21-0065
Enactment Date:	1/13/2021 er
By:	

OAKLAND UNIFIED SCHOOL DISTRICT



Shanthi Gonzales
President, Board of Education



Kyla Johnson-Trammell
Superintendent and Secretary, Board of Education

Legislative File	
File ID Number:	20-2493
Introduction Date:	01/13/2021
Enactment Number:	21-0065
Enactment Date:	1/13/2021er
By:	



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Director, Programs, The Center	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	As Assigned	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS:	261 days / 7.5 hours or duty days and hours as assigned
ISSUED:	Created: January 2021	SALARY GRADE:	ADCL 18

BASIC FUNCTION: Under direction of assigned supervisor, the responsibilities of The Director of Programs at new The Central Kitchen, Education Complex and Instructional Farm are to operationalize its vision: developing an integrated hub that connects environment, food, gardens, education, health, and sustainability while providing fresh, California sourced food for school meals for all schools and communities in OUSD.

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:

Develop, finalize, and implement The Center Program Assessment and Implementation Plan, in collaboration with key OUSD Nutrition Services, District staff, partners and stakeholders.

Supervise OUSD staff and oversee large-scale partnerships and contracts to implement District-wide student and community programming and teacher/adult training.

Lead efforts with OUSD Departments and Community Organizations around environment, food and garden programming and curriculum.

Develop and facilitate oversight of advisory and collaborative boards, workgroups, youth engagement structures and community engagement structures.

Develop and implement a large-scale collaborative budget and fundraising strategy for the joint elements of Center Education Program, Farm and Kitchen.

Develop and implement policies and strategies to enable the success of the Central Kitchen, Education Complex and Instructional Farm.

Oversee management of Education Complex, including 3 classrooms (training classroom, culinary arts classroom, garden and science classroom); outdoor classroom space; instructional garden and farm;

community garden; compost system; produce stand.

Lead efforts around food security partnerships to serve our students and families (i.e. school meals, food pantries, produce stands, etc...).

Serve as OUSD representative on related local, regional, state and national initiative and collaboratives to inform enhance and leverage all work linked to The Center and its implementation plan.

Report on progress of implementation plan at least annually to key stakeholders.

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:

The local, state and national landscape around school food, food insecurity, nutrition/garden/environmental curriculum strategies and agriculture

Strategic Direction of the District

Fund development, grant writing, grant reporting and fund management

Principles and practices of effective leadership

Various District bargaining unit contracts related to employee evaluation

Planning, organization and coordination needed for assigned program

Effective strategies, theories, techniques, and methods of professional development

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

Interpersonal skills using tact, patience, and courtesy

Serve as trusted resource to District administrators and community partners and facilitate communication throughout the District and region

Presentation, communication, and public speaking techniques

ABILITY TO:

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

Interpret District collective bargaining contract language

Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities

Address the needs of identified English Learner communities

Work with diverse school sites and conditions

Perform duties with awareness of all District requirements and policies

Communicate effectively in English orally and in writing

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

Analyze, interpret and communicate data

Motivate and support adults to transform their practices

Plan, organize, and complete work to meet established timelines and deadlines

Analyze situations accurately and adopt effective course of action

Manage multiple projects simultaneously

Implement plans and evaluate their outcomes

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

Participate in District approved professional development to maintain current knowledge of evolving needs of students and the District related to work scope

Meet District standards of professional conduct as outlined in Board Policy

Supervise, coach, and evaluate assigned personnel

Operate personal computer, related software, and other office equipment

PREREQUISITES

A Bachelor's degree from an accredited college or university

At least 8 years experience including content relevant program leadership or administrative experience

Master's degree preferred

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.



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 _____	Today's Date _____
Final Working Job Title (if different) _____	Draft _____ Final _____
Hiring Department/Sponsor _____	Time Type _____
Hiring Manager's Name _____	Full-time _____
Hiring Manager's Title _____	Part-time _____
	Temporary _____
	Student or Intern _____
Bargaining Unit _____	Default Hours _____/wk
Final Salary Range _____	Amounts _____ to _____
Final Date of Job Description _____	Exempt _____ Non-Exempt _____
Proposed Board Meeting Date _____	FLSA Exemption _____
Board Agenda Deadline _____	(Attach applicable Exemption Checklist)
	Classification _____
	If classification supervises others, indicate which type(s) of employees are supervised:
	Certificated _____ Classified _____
	Does not supervise others _____

Steps Completed

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

Other Comments:

Last Updated 10.26.18

SECTION 2: REQUEST TO CREATE OR MODIFY POSITION

Hiring Manager proposes to	Create Modify
----------------------------	------------------

Proposed Classification Title _____

*Eliminate this position to create new one, if applicable: _____ Job Class: _____

1) Briefly explain requested action (Hiring Manager):

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.

@ousd.org

Name of Requestor

Date _____

Email

Name of HR Approver
Deputy Chief
Manager
Compensation/Classification Associate

Date _____