

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	21-0713
Introduction Date	04/14/2021
Enactment Number	21-0519
Enactment Date	4/14/2021 os



**OAKLAND UNIFIED  
SCHOOL DISTRICT**  
Community Schools, Thriving Students

## Board Cover Memorandum

**To** Board of Education

**From** Kyla Johnson-Trammell, Superintendent  
Tara Gard, Chief of Talent

**Meeting Date** April 14, 2021

**Subject** Revision of Job Description – Deputy Chief of Schools, Continuous School Improvement

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**Action Requested** Adoption by the Board of Education of Resolution No. 2021-0112 – Revision of Job Description – Deputy Chief of Schools, Continuous School Improvement.

**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.

### **Revision:**

Job Description/Position/Title/FTE

**Deputy Chief of Schools, Continuous School Improvement**  
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: Executive Unrepresented 9

Range: \$165,655.34 – 181,016.06

227 days, 7.5 hours (FT)

### **FISCAL IMPACT:**

No Fiscal Impact. This classification changed from a classified to certificated position.

**Recommendation**      Adoption by the Board of Education of Resolution No. 2021-0112 –  
Revision of Job Description – Deputy Chief of Schools, Continuous  
School Improvement.



**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 2021-0112**

- Revision of Job Description – Deputy Chief of Schools, Continuous School Improvement -

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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 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., April 15, 2021, as follows:

**Revision:**

Job Description/Position/Title/FTE

**Deputy Chief of Schools, Continuous School Improvement**  
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: Executive Unrepresented 9

Range: \$165,655.34 – 181,016.06

227 days, 7.5 hours (FT)

**FISCAL IMPACT:**

No Fiscal Impact. This classification changed from a classified to certificated position.

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

Passed by the following vote:

PREFERENTIAL AYE: None

PREFERENTIAL NOE: None

PREFERENTIAL ABSTENTION: None

PREFERENTIAL RECUSE: None

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

NOES: VanCedric Williams, Mike Hutchinson

ABSTAINED: None

RECUSE: None

ABSENT: Student Director Jessica Ramos, Student Director Samantha Pal

**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 April 14, 2021.

**OAKLAND UNIFIED SCHOOL DISTRICT**

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Shanthi Gonzales  
President, Board of Education



Kyla Johnson-Trammell  
Superintendent and Secretary, Board of Education

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# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Deputy Chief of Schools, Continuous School Improvement</b>	<b>REPORTS TO:</b>	<b>Chief Academic Officer</b>
<b>DEPARTMENT:</b>	<b>Office of Chief Academic Officer</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 or duty days and hours as assigned</b>
<b>ISSUED:</b>	<b>Created: August 2014 Revised: November 2014 Revised: April 2021</b>	<b>SALARY GRADE:</b>	<b>Executive Unrepresented 9</b>

**BASIC FUNCTION:** Under the direction of the Chief of Academic Officer, the Deputy Chief of Schools is responsible for the continuous school improvement process creating the vision, gathering data related to the vision, analyzing data, planning the work of schools to align with the vision and strategic plan, implementing the strategies and action steps outlined in the plan and gathering data to measure the impact. The Deputy Chief leads the work of school portfolio management which includes the development of quality options for all district students such as; new school development, school transformation and charter options.

Maintain confidentiality of all personnel matters; some duties will involve access to confidential information concerning employer-employee relations.

**REPRESENTATIVE DUTIES:** Incumbent 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 are intended to accurately reflect the principal job elements.

### ESSENTIAL FUNCTIONS:

Direct and oversee the roles and functions of the District's school quality review, school portfolio management, charter school authorizing, and quality diverse provider programs, projects, and initiatives.

Implement and design District-wide systems for the understanding and use of a variety of assessments, including screening tools, formative measures and summative measures to drive instructional planning and intervention.

Provide management and supervision of the Director of Continuous School Improvement; the Director of Quality Diverse Providers, as well as all key managers, staff and contract service providers associated with these departmental functions.

Ensure the continuous improvement of school and central office performance through established metrics of accountability to include, but not be limited to, the District's Balanced Scorecard, and quarterly reporting required of each of these instruments, aligned to the District's adopted Strategic Plan.

Ensure the continuous improvement of schools and central office performance through the generation, dissemination, and utilization of the annual School Scorecard, School Quality Review Process, and the effective use of data platforms designed to monitor the primary indicators for school and central office success, aligned to the District's adopted Strategic Plan.

Direct and oversee the coordinated, cross-departmental supports and services associated with the development and implementation of each school's Single Plan for Student Achievement (Community School Strategic Site Plan).

Direct and oversee the cross-departmental participation in the Continuous School Improvement process and the cross-departmental analysis and utilization of the results of the Continuous School Improvement process to incorporate promising practices, to address gaps in school and central office performance.

Manage and coordinate the development of central office Performance Management metrics and instruments for monitoring, reporting, and continuously improving central office supports and services aligned to Board adopted Quality Standards for Central Office performance.

Ensure alignment and coherence of District policies and practices to successfully implement quality review efforts District-wide; as well as the effective implementation of the District's Quality Schools Development policy, to include but not be limited to the alignment and coherence of this policy as it pertains to the District's charter school authorizing practices.

Provide coordination and support on behalf of requisite presentations and reporting to the Board of Education, Leadership Team, staff, community and partner organizations on the progress of the District against the standards and goals set forth in the District's Strategic Plan.

Ensure the development and implementation of a District-wide training program designed to increase the access of schools and communities to relevant data and information associated with student, school and central office progress toward meeting established goals and metrics; including the effective use of tools developed internally and/or contracted externally to support this effort.

Manage data through coordination of new technology to help facilitate the reporting and decision-making process; prepare and present staff reports and other necessary correspondence.

Develop and prepare budgets; analyze and review budgetary and financial data to ensure data accuracy; monitor and authorize expenditures in accordance with established guidelines to ensure the financial stability of the District.

Oversee the development and implementation of departmental operational policies, regulations, and procedures.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files; provide for appropriate research and compile accurate reports to ensure the integrity and credibility of the District.

Develop and conduct ongoing training sessions for assigned staff regarding changes in office policies and legal procedures; attend and participate in professional group meetings; stay abreast of new trends and innovations in support of District goals.

Supervise and evaluate the performance of assigned staff; interview and select employees, and recommend transfer, reassignment, termination, and/or disciplinary action.

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 workscope

Planning, organization and coordination needed for assigned program

Principles and practices of effective management

School design and evaluation of design

School management and operations

Quality instructional practices and professional development in these practices

Assessment design and analysis

District organization, operations, policies, objectives and goals

Planning, organization and coordination needed for assigned program

Principles and practices of effective leadership

Technical aspect in field of specialty

Interpersonal skills using tact, patience, and courtesy

Principles and practices of supervision and evaluation

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

Excellent English usage, grammar, spelling, and punctuation

Oral and written communication skills

Management information systems

Computer hardware systems, mainframes, software applications, and languages utilized by the District

**ABILITIES TO:**

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

Provide leadership, train and evaluate the performance of assigned staff

Negotiate skillfully in difficult situations and strongly promote compromise to satisfy all parties

Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports

Communicate effectively in English, oral and written directions

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

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

Communicate patience and courtesy in a manner that reflects positively on the organization

Demonstrate loyalty and high ethical standards

Analyze and resolve critical issues with significant organizational impact

Focus and appropriately allocate resources toward identified goals

Think outside the box and develop new methods or solutions inspiring others to reach a common goal

Apply integrity and trust in all situations

Plan, prioritize, and organize work to meet schedules and timelines

Manage multiple projects simultaneously

Work independently and effectively with minimum direction

Manage, change and design an effective system of reporting progress and monitoring results

Prepare and maintain statistical reports

Prepare and monitor department budget to ensure fiscal responsibility

Actively participate in meeting District goals and outcomes

Provide technical guidance and recommendations concerning existing computer programs and systems

Supervise, coach, and evaluate assigned staff

Operate personal computer, related software, and other office equipment

**PREREQUISITES:**

A Master's Degree in education and five (5) or more years of school or school district leadership experience; demonstrated success leading strategic innovative educational initiative.

A Doctorate degree preferred but not required

Valid California Teaching Credential

Valid California Administrative Services Credential

Knowledge of and experience in staff leadership, curriculum development, staff evaluation, successful instructional practices, school improvement strategies, academic and accountability testing, policy and procedures, and community relations

Demonstrated success in improving student achievement results

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

Successful experience in working well in diverse economic, multicultural and multi-lingual communities and environment

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.





## 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](mailto: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
<b>Final Salary Range</b> _____	<b>Amounts</b> _____ to _____
<b>Final Date of Job Description</b> _____	Exempt _____ Non-Exempt _____
<b>Proposed Board Meeting Date</b> _____	FLSA Exemption _____
<b>Board Agenda Deadline</b> _____	(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 _____		(Board Meeting Date)
	Not approved _____ No decision _____		
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
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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 \_\_\_\_\_