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File ID Number	23-2558
Introduction Date	11/16/2023
Enactment Number	23-1960
Enactment Date	11/16/2023 CJH



**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 November 16, 2023

Subject Revision of Job Description – Liaison, Regional Family Engagement - Enrollment Department

Action Requested Adoption by the Board of Education of Resolution No.2324-0103 - Revision of Job Description – Liaison, Regional Family Engagement - Enrollment Department.

Revision:

1. Liaison, Regional Family Engagement

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

Liaison, Regional Family Engagement

(As Assigned) (1.0 FTE additions)

Salary Schedule/Range

Salary Schedule: WTCL 261 Range 47

Range 47: \$61,954.88 - \$83,095.88

261 days, 7.5 hours (FT)

Fiscal Impact:

The salary range will increase from Range 46 to Range 47.

There are currently three positions funded. This increase would increase spending by \$3,733.94 (7 months, November 2023 through June 30, 2024). These positions are currently funded 2.0 FTE with 0040 and 1.0 FTE with 9283.

Details of Revision:

An evaluation of the Liaison, Regional Family Engagement position was conducted. This evaluation included a review of the position to determine which activities and responsibilities it includes, the qualifications necessary for the performance of the position and the conditions under which the work is performed.

The job description is revised by a salary grade increase and notation of related responsibilities. This position review was discussed and approved by the representing bargaining unit, SEIU.

Recommendation

Adoption by the Board of Education of Resolution No. 2324-0103 - Revision of Job Description – Liaison, Regional Family Engagement - Enrollment Department - Enrollment Department.

Revision:

1. Liaison, Regional Family Engagement

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 2324-0103**

- Revision of Job Description – Liaison, Regional Family Engagement -

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 position is revised as set forth in the attachments and shall be established on the respective salary schedule/range effective 12:01 a.m., November 29, 2023, as follows:

Revision:

Job Description/Position/Title/FTE

Liaison, Regional Family Engagement

(As Assigned) (1.0 FTE additions)

Salary Schedule/Range

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These positions are currently funded 2.0 FTE with 0040 and 1.0 FTE with 9283.

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

Passed by the following vote:

PREFERENTIAL AYE: None

PREFERENTIAL NOE: None

PREFERENTIAL ABSTENTION: Student Director Anevay Cruz, Student Director Vida Mendoza

PREFERENTIAL RECUSE: None

AYES: Benjamin "Sam" Davis, Jennifer Brouhard, Vice President Clifford Thompson, President Mike Hutchinson

NOES: None

ABSTAINED: None

RECUSE: None

ABSENT: VanCedric Williams, Valarie Bachelor

CERTIFICATION

We hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Special Meeting of the Board of Education of the Oakland Unified School District held on November 16, 2023.

OAKLAND UNIFIED SCHOOL DISTRICT

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11/17/2023

Mike Hutchinson
President, Board of Education



11/17/2023

Kyla Johnson Trammel
Superintendent and Secretary, Board of Education



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Job Description

<p>Position Title: Liaison, Regional Family Engagement Classification: Classified Fair Labor Standards Act (FLSA): Non-exempt Department: Enrollment Office Bargaining Unit: Service Employees International Union (SEIU) Work Year: 261 days Work Months: 12 months Work Hours: 7.5 hours per day Salary Grade: WTCL 46 47</p>	<p>Created: December 2011 Revised: October 2014 October 2023</p>
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Basic function:

Under direction of assigned supervisor perform a variety of highly difficult, technical, capacity-building duties requiring excellent communication skills and Social, Emotional Learning relationship building skills, involving frequent and responsible public contact to support school site administrators, staff, and parents in one of the three respective PreK-5 Networks, Middle School Network or the High School Network to support family engagement structures and practices aligned with the District's Meaningful Family Engagement Standards.

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 and facilitate capacity building efforts at target school sites to implement family engagement structures and practices aligned with District Meaningful Family Engagement Standards.
- Organize and facilitate regional and District-wide parent education to build parent knowledge, skills, and confidence ~~in navigating the District's open enrollment system, to support their child's goals toward high school graduation and college and career planning.~~
- Support assigned school sites to develop effective and consistent practices for home-to-school communication about instructional programs, student progress, school improvement and site-based parent education programs.
- ~~Promote positive achievements and events at assigned school sites through a variety of communication tools and platforms.~~
- ~~Support schools in creating and gathering content of interest to the larger parent community, including pictures, video, and other artifacts of positive school culture and academic achievement.~~
- ~~Participate in the direct recruitment and development of parent leaders to perform outreach to other parents to increase parent voice and involvement in the Local Control Accountability Plan (LCAP) and OUSD target student groups (African Americans, English Learners, Latinos, Students with Disabilities) with school site continuous improvement process; ensure there is shared decision making in the development of the site strategic plans for full-service community schools.~~
- Organize and facilitate parent leadership development to increase parent knowledge, skills and confidence to impact their child's attendance, behavior, and reading ~~and to access the District's enrollment system.~~
- Model family engagement mission, vision and values in daily interactions with parents, community, co-workers, sites and District staff.

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- ~~Support site staff to increase knowledge about meaningful family engagement and involvement of parents as volunteers to impact attendance, behavior/school culture and reading.~~
- Assist site-based family engagement liaisons, community assistants, outreach coordinators and/or volunteers to involve families with their children in activities linked to learning and enrollment practices.
- ~~Develop elected parent leaders in conducting outreach to a broad population of parents in formulating, pursuing and providing solutions that are responsive to their articulated needs and concerns; assist parent leaders in developing listening skills to ensure understanding of needs, problems and concerns.~~
- Attend site-based, district- and city-wide events to connect the community to initiatives and opportunities with the District or individual school.
- Assist supervisor and regional staff to conduct regional assessment of family engagement.
- Attend job related meetings and events as assigned.
- Perform related duties as assigned.

Job Requirements: Minimum Qualifications

Knowledge of:

- Education system, root causes of educational inequity, research based practices for effective family engagement linked to learning
- History of education of people of color in the United States, history of family engagement and organizing in Oakland
- Highly difficult, technical educational, cultural, social, and recreational programs
- ~~Community outreach and nontraditional grass roots communication, as well as strategies used in community organizing~~
- ~~Strategies used in community organizing~~
- Parent advocacy, parent organizing, parent empowerment, and community engagement.
- ~~Advanced training techniques~~
- Correct English usage, grammar, spelling, and punctuation
- Telephone techniques, systems and etiquette
- District policies, including OUSD Strategic Plan for Full Service Community Schools, applicable sections of the State Education Code and the enrollment policies~~other laws and regulations~~
- 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
- Collection and organization of information including electronic data
- Methods to interpret, apply and explain rules, regulations, policies, and procedures
- Computer software, hardware, and related technology
- Facilitating parent leadership training and parent leadership development
- Facilitation practices and skills

Ability to:

- Perform a variety of highly difficult, technical duties involving specialized knowledge and independent judgment
- Organize and facilitate multiracial parent leadership development
- Train parents to become effective partners in their child's education, and with their school sites for continuous school improvement
- Be an effective leader with diverse groups across race, ethnicity, religion, gender, class and sexuality
- Build relationships across race and culture with parents, community, and district staff
- Approach parents in a variety of situations
- Use non-traditional communications, including grassroots, word of mouth, etc.
- Communicate effectively orally and in writing
- Prioritize responsibilities to provide timely support to schools in using a broad range of tools and activities
- Communicate clearly; understand and interpret District and other rules, policies and procedures
- Understand and follow oral and written directions; work independently
- Work with computer software, hardware, and related technology
- Manage time and develop work plans to meet schedules and timelines
- Maintain records; analyze situations accurately and take appropriate action
- Work cooperatively with others
- Complete work accurately and as directed with many interruptions
- Organize, coordinate and prioritize a large volume of activities, programs and services
- Identify and resolve school site and other issues in a timely manner
- Prepare presentations and use expert facilitation skills

- Operate personal computer, related software, and other office equipment
- Cross-train department personnel

Experience: Six (6) years of field experience with parent/community organizing, as well as demonstrated experience working with parents in education justice field, working with school-based programs, community organizing, and grassroots, non-traditional communication, including one-to-one outreach.

Education (minimum): Associate of Arts degree. Second language ability desired

Work Environment: Office environment and diverse urban 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.

Required Testing: n/a

Certificates and Licenses:

Clearances: Valid California driver's license. Employment eligibility includes fingerprints, TB and/or other employment clearance.

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.