

# Application Form

## Profile

Kim \_\_\_\_\_ Jones \_\_\_\_\_  
 First Name Middle Initial Last Name

\_\_\_\_\_ Suite or Apt \_\_\_\_\_  
 Home Address

\_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_  
 City

\_\_\_\_\_ Primary Phone

\_\_\_\_\_ Email Address

## District Locator Tool

### Resident of Supervisorial District:

District 1

Oakland Adult and Career Education (OUSD) \_\_\_\_\_ Director \_\_\_\_\_  
 Employer Job Title

### Length of Employment

8+ years

### Do you work in Contra Costa County?

Yes  No

### If Yes, in which District do you work?

### How long have you lived or worked in Contra Costa County?

61 years

### Are you a veteran of the U.S. Armed Forces?

Yes  No

## Board and Interest

### Which Boards would you like to apply for?

Racial Justice Oversight Body: Submitted

**Seat Name**

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Education

**Have you ever attended a meeting of the advisory board for which you are applying?**

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Yes  No

**If Yes, how many meetings have you attended?**

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**Education**

**Select the option that applies to your high school education \***

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G.E.D. Certificate

**College/ University A**

**Name of College Attended**

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Contra Costa College

**Degree Type / Course of Study / Major**

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AS Business Management

**Degree Awarded?**

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Yes  No

**College/ University B**

**Name of College Attended**

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Golden Gate University

**Degree Type / Course of Study / Major**

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BS Telecommunications Management

**Degree Awarded?**

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Yes  No

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**College/ University C**

**Name of College Attended**

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Golden Gate University

**Degree Type / Course of Study / Major**

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MA Psychology / Counseling

Kim Jones

**Degree Awarded?**

Yes  No

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**Other Trainings & Occupational Licenses**

**Other Training A**

Administrative Services Credential/ National University

**Certificate Awarded for Training?**

Yes  No

**Other Training B**

**Certificate Awarded for Training?**

Yes  No

**Occupational Licenses Completed:**

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**Qualifications and Volunteer Experience**

**Please explain why you would like to serve on this particular board, committee, or commission.**

As a formerly incarcerated homeless resident and son of Contra Costa County, I bring a unique perspective and expertise that can significantly benefit Contra Costa County’s AA Resource Hub Advisory Board. With a deep understanding of the vital role initiatives like the AA Resource Hub plays in creating opportunity, promoting economic freedom and improving social justice, I am committed to fostering community engagement and developing innovative programs. My ability to connect with diverse audiences and translate complex challenges into actionable solutions will help the board advance its mission to create a more sustainable future for County residents. By representing on this board, I can bridge the gap between policy and practice, inspiring the next generation of leaders while promoting meaningful, long-term change within the county.

**Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)**

My experience has afforded me opportunities to work with a very diverse group of people and in a variety of settings. I have been an educator in the K-12 system, adult education, corrections and community college. My network of leaders is vast throughout the county and the surrounding areas. My passion for the community and ability to face challenging situations with viable solutions gives me confidence to serve the people of CC county.

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Upload a Resume

**Would you like to be considered for appointment to other advisory bodies for which you may be qualified?**

Yes  No

**Do you have any obligations that might affect your attendance at scheduled meetings?**

Yes  No

**If Yes, please explain:**

**Are you currently or have you ever been appointed to a Contra Costa County advisory board?**

Yes  No

**If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:**

**If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:**

**List any volunteer or community experience, including any advisory boards on which you have served.**

Alternate CC County Sustainability Commission Member - Oakland Workforce Development Board Member- OUSD CTE Advisory Board Member -California Council Adult Education DEI Advisory Committee Member- Roots Community Clinic Community Relations Advisory Board CALPRO Leadership Institute for Administrators Maxwell Leadership Certified Team

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### **Conflict of Interest and Certification**

**Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)**

Yes  No

**If Yes, please identify the nature of the relationship:**

**Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?**

Yes  No

**If Yes, please identify the nature of the relationship:**

## Please Agree with the Following Statement

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**I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.**

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I Agree

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### Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
  - (1) Mother, father, son, and daughter;
  - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
  - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
  - (4) Registered domestic partner, pursuant to California Family Code section 297;
  - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
  - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



## **OBJECTIVE**

To join a team and engage stakeholders in a shared vision for student centered programming and distributed leadership. To use my experience and knowledge of adult education to build capacity in faculty & staff to fill the communities' need for equitable access to adult education programs and pathways to college and career success.

## **EXPERIENCE**

### **Oakland Unified School District**

*Oakland Adult and Career Education*

#### **Director (2020-present)**

Plan, organize, control and direct the overall functioning and management of the district's Adult Education programs. Oversee the planning process for class offerings and the curricular selection. Lead and manage the implementation of a comprehensive Professional Development program for instructional staff. Work cooperatively with Human Resources in the recruitment, development, interviewing, selection, assignment, transfer, and separation of Adult Education personnel. Act as liaison between district programs and the appropriate local, county, state and national agencies on Adult Education. Develop and maintain relationships with appropriate referral agencies and Workforce Development partners in the community.

#### **Notable Roles and Responsibilities**

- Improved relationships and deepened partnerships with home District, Workforce Development agencies and Community leaders resulting in greater exposure, increased funding and recognition of OACE in the community
- Revised Districts' Adult Education board policies to reflect the full vision of the district/OACE and meet compliance of the regional consortium, state and federal funding sources
- Lead team through successful Federal Program Monitor review, Continuous Improvement Plan and WASC Self Evaluation process resulting in 6 year WASC accreditation.
- Implemented systems resulting in increased distance learning and professional development outcomes, creative curriculum design and relevant instructional strategies for staff
- Developed systems based on equity and equal access improving digital literacy outcomes for students resulting in increased student persistence and engagement
- Implemented organizational and communication tools and strategies acquired at adult education professional development workshops, district and state lead leadership training and one on one coaching resulting in more effective communication, self-efficacy and capacity building in staff.
- Created CTE programs for opportunity youth and adults resulting in 17 different pathways into high wage careers including Healthcare, Banking and Construction, all with job placement assistance and employment opportunities..

#### **Principal - (2018-2020)**

Effectively engage with administrators, teachers, support staff, community colleges and consortium partners in creating a collaborative learning community to ensure that every student receives equitable access to adult education programs and an opportunity to transition into college or a career. Collaborate with the administrators and district finance department for budget analysis and oversight.

#### **Notable Roles and Responsibilities**

- Overseeing technology team to move OACE into the new age of distance learning by developing an online environment for all courses, a professional development plan specific to technology and online instruction and providing students enriched access to technology with a digital device loan program. Overseeing online curriculum and instruction through various digital platforms and managing online vendors.
- Coordinated implementation of Online HSD / Credit Recovery Program – Participants from OUSD Comprehensive High Schools and Alternative Education have earned diplomas

- Coordinated efforts to expand HSE Program into Laney College and include Bilingual instruction – resulting in 140 new students in year one or 40% of the current HSE enrollment
- Implemented online registration giving access through the OACE website- response to Covid / increased enrollment
- Procured funding to secure 250 new computers for GED classroom and certification of Person Vue & ETS testing centers
- Data Accountability Manager assuring data integrity to drive instructional strategies, outreach campaigns and state and federal funding compliance

**Assistant Principal – (2017-2018)**

Performed a variety of administrative duties to assist the Directors in managing the school; assumed the duties of the administrators as assigned. Assisted with supervision and evaluation of the performance of certificated and classified personnel; assigned duties to faculty and staff as appropriate to meet school objectives; assisted with recruiting, interviewing and selecting new faculty and staff.

**Data Analyst and Accountability Manager:** responsible for collecting and organizing data, analyzing for data integrity and creating reports for state and federal compliance and data driven instruction.

**Notable Roles and Responsibilities**

- Coordinated student assessment, orientation and registration processes
- Led technology group accomplished the goal of making technology more accessible to students and teachers by providing technology training and professional development for staff, upgrading classroom computers and internet access for students, redesigning websites, creating social media presence and adding more online instruction platforms for ELL, ABE and ASE students.
- Assisted in the development of ABE Math program for Trades Unions – resulting in 29 students entering apprenticeship programs since implementation
- WASC Leadership Coordinator-collaborated with three sub-committees to write mid-cycle report and revise schoolwide action plan on a continual basis to complete accreditation process resulting in full accreditation
- Coordinated training and certification of 80% of teachers for CASAS ETesting, implementing ETesting capabilities in 20 classrooms resulting in increased test validity, better test security and a streamlined assessment process.

**RELEVANT SKILLS and KNOWLEDGE**

● Data Analysis & Accountability Management	● School Board Policies & Procedures
● WIOA / CAEP Reporting Systems & Compliance	● Staff Coaching and Evaluation Protocols
● Union Contract Policies & Procedures	● Grant Writing & Asset Procurement
● Budget Analysis & Oversight	● State and Federal Program Monitoring Process
● College & Career Readiness Standards	● State and National Advocate Network

**EDUCATION**

National University San Diego, CA / *Educational Administration Credential*  
 UC Berkeley Extension Berkeley, CA/ *Designated Subjects Adult Education Credential*  
 Golden Gate University San Francisco, CA / *M.A. Psychology - Counseling*  
 Golden Gate University San Francisco, CA / *B.S. Telecommunications Management*

**PROFESSIONAL DEVELOPMENT AFFILIATIONS**

- Member - Oakland Workforce Development Board
- Member- OUSD CTE Advisory Board
- Member -California Council Adult Education DEI Advisory Committee

- Member- Roots Community Clinic Community Relations Advisory Board
- CALPRO Leadership Institute for Administrators
- Maxwell Leadership Certified Team