

Roles and Responsibilities for School VIP Program MOU

Roles

Department of Violence Prevention (DVP)

- ***Chief of Violence Prevention**: The chief will provide high-level oversight of the School VIP Program and have final decision-making authority on behalf of the DVP. The chief will also leverage partnerships with city departments and funders to support development and expansion of the program.
- ***Deputy Chief of Grants, Programs and Evaluation**: The deputy chief will provide high-level oversight of School VIP Program activities and grants with CBOs. The deputy chief will lead conversations with OUSD district staff and other City of Oakland departments regarding program implementation and expansion, and she will supervise the DVP's program planners who perform work related to the School VIP Program. The deputy chief will also submit and manage grants submitted to sustain or expand the program.
- ***Program Planner, School VIP Program**: The program planner will convene and develop content for the bimonthly School VIP Program meetings, develop protocols and operations manuals to guide implementation of the program, oversee grant agreements with CBOs, and communicate regularly with OUSD and CBO staff to reinforce program expectations and identify solutions to challenges that arise. The program planner will also supervise the program officer.
- ***Program Officer, School VIP Program**: The program officer will provide operational support to school VIP teams, schedule and develop content for meetings and trainings, and perform all grant management functions related to CBO grants, including tracking deliverables, reviewing and processing invoices, and meeting with CBO staff at least monthly to review progress and troubleshoot challenges that arise.
- **Program Planner, Data and Evaluation**: The program planner will review data entered by CBOs into the DVP's data management system to ensure completeness and accuracy. When needed, the program planner will add additional fields to the system to capture information about new elements of the School VIP Program. The program planner will also extract and summarize data entered for reporting purposes.
- **Program Planner, Gender-Based Violence (GBV)**: The program planner will provide subject matter expertise regarding activities of the GBV specialists and help facilitate collaboration between GBV specialists across teams. The program planner will develop and deliver trainings to school VIP teams related to GBV and will facilitate collaboration and referrals between school VIP teams and agencies funded by the DVP to deliver GBV services.
- **Triangle Response Coordinator**: The coordinator will communicate with school VIP teams regarding escalating or potential community conflicts that may impact students or school sites. The coordinator will work with violence interrupters on school VIP teams to mediate conflicts involving students and other members of the community, and the coordinator will develop and deliver trainings to school VIP teams related to violence interruption.

Oakland Unified School District (OUSD)

- *High School Network Superintendent: The superintendent will supervise all OUSD high school principals and serve as the primary point of contact for communication between DVP staff and high school administrators.
- *Chief of Staff, Office of the Superintendent: The chief of staff will represent the School VIP Program to the superintendent and the OUSD School Board, facilitating discussions with these groups about program implementation and expansion. The chief of staff will also support convenings between the DVP, OUSD, and CBOs, through coordination of and communication to OUSD staff.
- *Director, Student Support and Safety: The director will serve as the main point of contact for the DVP regarding School VIP Program implementation. The director will participate in the development of operations manuals and processes for school VIP teams to ensure they are in alignment with OUSD protocols.
- *Executive Director, Community Schools and Student Services: The executive director will review any curricula used by school VIP teams to facilitate groups with students.
- *High School Behavior Health Program Manager: The program manager will support school VIP teams by delivering trainings and connecting them to school-based behavioral health service providers for student referrals.

Community-Based Organizations (CBOs)

- *Executive Director or designee: The executive director will provide general oversight of the organization's staff who participate in the School VIP Program and the organization's grant with the DVP. This will involve ensuring that all grant reporting and invoicing is completed on time and that school VIP team staff are performing work in accordance with their job descriptions and grant deliverables.
- *Supervisor(s): The supervisor role(s) will provide direct supervision to school VIP team staff employed by the organization. The supervisor(s) will regularly communicate with school VIP team staff to review their work, troubleshoot challenges that arise, and facilitate opportunities for professional development and mental health care.
- *Violence interrupters: Violence interrupters will conduct safety assessments, facilitate mediation conversations, and proactively build relationships with students to foresee and prevent conflicts. They will coordinate with school staff, school VIP team members, and external agencies in the DVP network to connect students to helpful services, and they will work with the DVP's Triangle Response Coordinator to address community conflicts that are impacting students.
- *Life coaches: Life coaches will develop and cultivate intensive one-to-one mentor relationship (6-9 months) with those who have created or been victims of violence (caseload of 12-15 students). They will use coaching strategies that help students set and achieve goals that reduce high-risk behaviors, improve family dynamics, increase motivation, and address limiting or unhealthy beliefs.
- *GBV specialists: GBV specialists will deliver workshops to students on dating violence, stalking, sexual harassment, sexual assault, and commercial sexual exploitation. They will also provide service referrals and short-term care management to students impacted by GBV.

RESPONSIBILITIES

Under this Agreement, the DVP agrees to:

- Develop and maintain a current manual of operating procedures for the School VIP Program that incorporates feedback from OUSD, CBOs, and other stakeholders.
- Convene bi-monthly meetings of school VIP teams, CBO supervisors, and OUSD key personnel to coordinate program activities and deliver training.
- Oversee the activities of school VIP team staff to ensure fidelity to established models and consistency across school sites.
- Execute and manage grants with CBOs, including reviewing quarterly deliverables and processing invoices.
- Collect, collate, and submit timely performance data, semi-annual progress reports, and quarterly financial reports to funders.
- Work collaboratively with OUSD to ensure that the School VIP Program aligns with OUSD's safety priorities.
- Facilitate ongoing communication and decision-making between the DVP, OUSD, and CBOs related to the School VIP Program.
- Oversee and approve any changes or modifications to the School VIP Program following consultation with OUSD and CBOs.
- Leverage contracts with other community organizations for violence prevention and intervention services related to group violence, GBV, and community healing, to support the School VIP Program.
- Facilitate communication and partnership with other City of Oakland departments and the Mayor's Office to operate and expand the School VIP Program.

Under this Agreement, OUSD agrees to:

- Work collaboratively with the DVP to ensure that the School VIP Program aligns with OUSD's safety priorities.
- Ensure that school and district staff have all necessary information about the School VIP Program and are available to attend necessary trainings and meetings.
- Provide feedback to inform the development of protocols and procedures for the School VIP Program, as well as ongoing program implementation.
- Provide data to the DVP or a third-party evaluation to support evaluation of the School VIP Program (terms to be identified in separate data-sharing agreements, as needed).
- Designate key personnel to participate in bi-monthly program meetings and all other meetings related to the School VIP Program.
- Leverage relationships with other community organizations to provide needed services to students impacted by violence.

Under this Agreement, CBOs agree to:

- Perform all activities related to implementation of the School VIP Program that are outlined in DVP grant agreements and job descriptions for school VIP team staff.
- Provide quarterly progress and financial reports to the DVP and communicate regularly with DVP staff in accordance with their grant agreements.
- Provide feedback to inform the development of protocols and procedures for the School VIP Program, as well as ongoing program implementation.
 - Designate key personnel to participate in bi-monthly program meetings and all other meetings related to the School VIP Program.
 - Leverage relationships with other community organizations to provide needed services to students impacted by violence.