



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
April 2026

Agency: Teacher Standards and Practices Commission

Facility: 584

[] New [x] Revised

This position is:

- [] Classified
[x] Unclassified
[] Executive Service
[] Mgmt Svc - Supervisory
[] Mgmt Svc - Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Executive Support Specialist 2
b. Classification No: Z0119
c. Working Title: Executive Support Specialist
d. PPDB No/WD ID: 0000272/182090
e. Section Title:
f. Agency No: 584
g. Employee Name: Vacant
h. Budget Auth No: 1447154
i. Supervisor Name: Rachel Alpert
j. Repr. Code: MENN
k. Work Location (City-County): Salem-Marion

I. Position: [x] Permanent [] Seasonal [] Limited duration [] Academic Year
[x] Full Time [] Part Time [] Intermittent [] Job Share

m. FLSA: [] Exempt [x] Non-Exempt
If Exempt: [] Executive [] Professional [] Administrative [] Computer
n. Eligible for Overtime: [x] Yes [] No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Teacher Standards and Practices Commission (TSPC) is the state agency responsible for ensuring the quality, integrity, and professionalism of Oregon's licensed educators. Established in 1965, TSPC oversees the approval and evaluation of educator preparation programs, licenses teachers and other school personnel, and enforces professional standards through disciplinary actions when educators violate laws or ethical rules.

TSPC issues over 65,000 active licenses and ensures compliance with assignment and licensure requirements in Oregon public schools. The agency is also responsible for evaluating and approving educator preparation programs offered by Oregon institutions.

The agency is organized into four main program areas:

Licensure: Oversees the issuance of educator licenses, registration, and certifications; provides applicant support; and develops licensing policies and systems.

Educator Preparation & Pathways: Approves and monitors educator preparation programs and providers, and supports the development of a diverse, effective educator workforce.

Professional Practices: Manages educator discipline, conducts background checks, investigates misconduct, and enforces rules related to school district compliance.

Agency Operations: Coordinates internal operations, legislative activity, communications, policy alignment with state initiatives, and partnerships with stakeholders and other state agencies.

The mission of the Teachers Standards and Practices Commission is to ensure Oregon schools have access to well trained, effective and accountable education professionals so all students have the opportunity to reach their full potential.

SECTION 2. PROGRAM AND POSITION INFORMATION

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement: The primary purpose of this position is to:

The primary purpose of this position is to provide confidential administrative support to the Executive Director and coordinate certain agency activities. Provides direct support as assigned through records management, calendaring, processing travel expenses claims and monitoring emails as required. Complete work assignments received during agency management meetings.

Provide confidential, administrative support to the Executive Director and perform, coordinate and oversee technical and administrative duties, including the completion of varied and complex office duties.

This position assists the Executive Director in the administration of TSPC agency operations in the coordination of internal and external communication in representing the agency to the public, special interest groups, the Legislature and the media. This position serves to assist the Executive Director in the administration of operational and mission objectives and strategies in managing and coordinating special projects and operational issues.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

| % of time | N/ R/ NC | E/ NE | DUTIES |
|-----------|----------|-------|---|
| 40% | N | E | Executive Administrative Support Provide confidential administrative support to the Executive Director, handling sensitive and non-routine matters with discretion. Create and maintain filing systems in accordance with state retention schedules. Review and flag emails for the Executive Director and manage their Outlook calendar. Draft and edit written correspondence as needed. Respond to and schedule meeting requests received via email, phone, and in-person contacts, using judgment to manage the Executive Director’s calendar. Prepare meeting materials and develop systems that improve workflow. Maintain Outlook contact lists and monitor incoming email in the absence of Executive Director. Process documents for signature, including through electronic signature tools. |
| 40% | N | E | Meeting Logistics & Committee Support Maintain the Executive Director’s schedule, including appointments, meeting arrangements, and event coordination. Independently identify, gather, and organize materials needed for meetings. Arrange travel itineraries and accommodations; prepare and submit travel and expense claims. Coordinate appointments, meetings, conferences, and other events on behalf of the Executive Director. Serve on various committees in support of the agency’s mission. Actively participate in agency management team meetings and complete assigned tasks involving sensitive or complex issues. Provide meeting logistics support for agency meetings. Draft agendas for Labor Management and Safety Committee meetings. Serve as note taker for LMC and Safety meetings; prepare and distribute notes to staff. Cross-Agency & External Liaison Responsibilities Serve as a primary point of contact on behalf of the Executive Director with the Governor’s Office, other state agencies, and external organizations (COSA, OEA, OSBP, higher education institutions, DOJ, DAS Fiscal and HR). Coordinate information from DAS, CHRO, state agencies, and professional organizations and distribute to appropriate staff. Assist during Legislative Session by coordinating bill analyses, fiscal impact statements, and Bill Tracker records. Policy, Reporting and Project Support Collect data from the Executive Director and Cabinet to support drafting of agency policies. Develop outlines for documents, policies, and memos. Track agency projects, action items, schedules, and deadlines. Create meeting agendas as needed. Independently research issues; review and summarize reports and documents; prepare background materials. Monitor and track the Governor’s expectations for annual and biennial milestones. Update agency plans, including Affirmative Action, |

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| % of time | N/ R/ NC | E/ NE | DUTIES |
|-----------|----------|-------|--|
| | | | DEI, COOP, Strategic Plan, IT Strategic Plan, and Safety Plan. Create progress reports for agency plans according to required reporting timelines. |
| 15% | N | E | <p>Procurement, Records Management Initiate purchase orders, make SPOTS Visa purchases, order office supplies, and process invoices for approval. Assist with outside contractors and work with management and DAS Procurement to establish agency contracts. Maintain organized and accessible files of correspondence, reports, instructions, guidelines, and other materials. Receive, log, and route public records requests to program areas. Coordinate or complete preliminary data pull and prepare finalized data for release. Prepare cost estimates for public records requests and process payments in line with statewide policy.</p> <p>Website & Communications Management Update agency web pages with timely and relevant information. Ensure links are functional and content meets accessibility requirements. Create, maintain, and update website including adding and removing content. Recommend and implement improvements to the website.</p> <p>HR & Onboarding Support Serve as the Workday Workforce Liaison, including processing I-9s and completing assigned tasks in Workday. Coordinate new employee equipment pickup. Support new employee onboarding: develop onboarding plans with managers, schedule orientation, and set up introductions with key staff.</p> |
| 5% | N | NE | <p>Statewide Initiatives & Special Projects Serve as the agency representative for statewide initiatives (food drive, charitable fund drive, etc.).</p> <p>Other Duties as assigned.</p> |
| 100% | | | |

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

This position requires handling highly confidential agency information, managing multiple competing priorities under tight deadlines, and working frequently on a desktop or laptop computer. The work occurs primarily in an open-office environment that may be noisy and involve frequent interruptions, as well as occasional conflict or difficult situations where discretion in maintaining confidentiality is expected at all times. The role involves significant interaction with executives, management, and staff both inside and outside the organization, requiring diplomacy, professionalism, and the ability to work cooperatively in a team setting. Travel within the state may be required for meetings and training.

This is an in-office position with hybrid or as-needed remote options; however, full-time onsite presence may be required for business needs such as training, performance, accommodations, or resource availability. Remote work requires a secure, safe home workspace and reliable broadband, and staff must meet all performance expectations, follow agency policies, maintain professional conduct, and be available during established work hours.

The position may require non-traditional hours, including evenings or weekends, to meet customer and agency deadlines. Duties must be performed safely and with regular, punctual attendance. TSPC is committed to a diverse, respectful, and harassment-free workplace, and all employees are expected to foster positive working relationships, support collaboration and teamwork, and contribute to a productive work environment.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Federal laws and Oregon revised statutes and administrative rules related to educator standards and practices, including but not limited to:

- ORS 342, ORS 339, ORS 419B
- OAR 584
- Senate Bill 155
- Attorney General opinions
- Statewide and agency policies & procedures
- Oregon Accounting Manual & Public Records Laws
- Oregon Attorney General's Administrative Law Manual

b. How are these guidelines used?

To provide both general and specific guidance for administration of the duties of the position; to use as a framework in which to advise the unit director and staff; to respond to technical and procedural questions.

Respond to questions from the public and other clients served by the agency.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

| Who contacted | How | Purpose | How Often? |
|-----------------------------------|---------------------------------------|---|------------------------|
| Licensed or Prospective Educators | Phone/email/letters/in-person/virtual | Information and complaint resolution. | Often |
| School Districts | Phone/email/letters/in-person/virtual | Information and complaint resolution. | Often |
| Complainants (public) | Phone/email/letters/in-person/virtual | Information and complaint resolution. | Regularly |
| Department of Justice (DOJ) | Phone/email/letters/in-person/virtual | Coordination and scheduling. | Regularly |
| Commissioners | In-person/virtual | Information sharing and scheduling. | Quarterly or As Needed |
| Governor's office | Phone/email/letters/in-person/virtual | Information related to agency business. | Often |
| Other State Agencies | Phone/email/letters/in-person/virtual | Information sharing and scheduling. | As Needed |

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Determines most appropriate/effective resolution of administrative issues. Makes policy and procedure recommendations. Determines appropriate information and/or referral of individuals to division, department or state agency personnel. Determines research methodology and information provided.

Inaccurate determinations could result in mismanagement of the division, incorrect information/referrals provided to agency staff or the public and incorrect policy decisions made as a result for incorrect research.

Decisions relate to highly sensitive and/or confidential matters requiring the utmost discretion in addressing all matters. Represents the agency when making decisions about information provided to the public, the media, other agencies, the Legislature, and county commissioners. Assists with problem resolution and creating and implementing of goals and objectives.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

| Classification Title | Position # | How | How Often | Purpose of Review |
|----------------------|--------------|----------------------------|-----------------|---|
| Agency Head 7 | 000000052397 | Written/ In-Person/Virtual | Daily as Needed | To keep the manager informed of progress and to discuss issues needing resolution |
| | | Written/ In-Person/Virtual | Quarterly | Performance Evaluation |

SECTION 9. OVERSIGHT FUNCTIONS (THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY)

a. How many employees are directly supervised by this position? 0
How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

- This position meets the unclassified service criteria in ORS 240.205 (4) as a private secretary, and serves at the pleasure of the agency appointing authority. This appointment may be terminated at any time (DAS CHRO Policy 40.035.01).
- This position is subject to a criminal records check, which will require fingerprints. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check (FBI). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer of employment. Position also required to successfully obtain Criminal Justice Information System (CJIS) Security Training and Awareness certification within 60 days of employment start date.
- Obtain LEDS (law enforcement data systems) level 1 certification within 60 days of employment start date.
- Make Mandatory Child Abuse Reports per ORS 419B.005 and 419B.010
- Ability to organize work and make appropriate decisions regarding work methods is required
- Ability to accurately communicate and relay detailed information to a diverse audience. Communication must be at a professional level with attention to grammar, spelling, and punctuation.
- Must be highly organized and demonstrate the ability to manage conflicting priorities while meeting numerous firm deadlines with frequent interruptions in their daily work schedules
- You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. Working in a team-oriented environment requires participative decision making and cooperative interactions among staff and management. You are to be aware of Affirmative Action and the department's Diversity strategies and goals.

Desired Skills:

Communicate effectively—verbally and in writing—with individuals at all levels of government.
Contribute to a collaborative, positive team environment by engaging respectfully and supporting shared goals.
Exercise sound judgment in decision-making and day-to-day responsibilities.
Anticipate needs and proactively address tasks and issues before they arise.
Take initiative as a self-starter, independently moving work forward with minimal oversight.
Maintain strong organization and attention to detail in all work products and processes.
Prepare clear, accurate meeting minutes in public forums.
Manage executive calendars and coordinate executive-level travel efficiently and professionally.
Protect sensitive information by maintaining strict confidentiality.
Use Microsoft Office applications (Outlook, Word, Excel, PowerPoint) with intermediate proficiency.
Facilitate virtual meetings using platforms such as Microsoft Teams and Zoom.
Adapt quickly to shifting priorities and manage change effectively.
Consistently meet project and daily workload deadlines by prioritizing tasks efficiently.
Provide independent leadership by identifying problems, proposing solutions, and implementing creative improvements to operations and organization.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

| Operating Area | Biennial amount (\$00000.00) | Fund type |
|----------------|------------------------------|-----------|
|----------------|------------------------------|-----------|

N/A

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature
Rachel Alpert

Appointing Authority Signature

Date
4/01/2026

Date

Supervisor Signature

Date