



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
July 2025

This position is:

- ☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

Agency: Teachers Standards & Practices Commission

Division: Professional Practices

☒ New ☐ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Investigator 2	b. Classification No:	C5232
c. Effective Date:		d. Position No:	
e. Working Title:	Investigator	f. Agency No:	58400
g. Section Title:	Professional Practices	h. Budget Auth No:	
i. Employee Name:	Vacant	j. Repr. Code:	OAS
k. Work Location (City – County):	Salem – Marion		
l. Supervisor Name: Jim Horton			
m. Position:	☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year ☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share		
n. FLSA:	☐ Exempt ☒ Non-Exempt	If Exempt: ☐ Executive ☐ Professional ☐ Administrative	o. Eligible for Overtime: ☒ 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.

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:

This position works for the Professional Practices Unit within TSPC. The Investigator is responsible for conducting objective, thorough, and timely investigations into allegations of misconduct by licensed educators and applicants, in accordance with Oregon statutes, administrative rules, and agency policies. This includes conducting background checks on educator applicants to assess fitness for licensure. The role involves gathering and analyzing evidence, interviewing witnesses and subjects, drafting investigative reports, and presenting findings to the Commission for potential disciplinary action. The Investigator ensures due process, maintains confidentiality, and upholds the agency’s mission to protect students and maintain the integrity of the education profession.

Clients served:

- Oregon public school students;
- Licensed educators;
- Oregon public school districts, education service districts, public schools, and public charter schools;
- Oregon educator preparation providers;
- Other entities who require TSPC licensure, such as private schools or early childhood providers; and
- Other state agencies such as the Department of Justice, the Oregon Department of Human Services and the Oregon Department of Education.

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
80%	N	E	Complaint Investigation Evaluate complaints to establish priority regarding urgency of investigation and risk to student safety.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.

			• In consultation with the Director of Professional Practices, determine scope and direction of investigation, as necessary. • Develop investigation plan, showing identity of educator; length of time licensed; preparation institution; previous complaints; complainants (district or patron); allegations; evidence needed to affirm or refute allegations. • Gather, preserve and compile evidence, including: observations; oral and written response to allegations; witness testimony and statements; final disposition records, correspondence; police reports as applicable; criminal record checks; department of human services reports as applicable; social media records; and other relevant documents, information and physical evidence. • Plan and conduct impartial and trauma informed interviews with educators, students, parents, school staff, and other relevant parties to obtain statements and evidence in support of disciplinary investigations. • Evaluate sufficiency of evidence to affirm or refute each allegation against each investigated educator. • Prepare clear, concise investigative reports with narrative analysis of evidence, aggravating factors, mitigating factors, disciplinary history and description of exhibits sufficient for Commission decision making. • Obtains additional information as requested. • Testifies at contested hearings, if necessary. • Review and screen cross reports from the Department of Human Services and make recommendations to the Director of Professional Practices on whether to pursue a full investigation or close the report at screening.
10%	N	E	Administrative • Regularly communicate with the Director of Professional Practices regarding the status of complaints, investigations, and other relevant matters. • Develop and/or modify compliance investigation forms, as necessary. • Under the direction of the Unit Director, periodically review and update agency processes to ensure best practice and compliance with state and federal law • Make appropriate mandatory reports to the Department of Human Services or Law Enforcement, where required.

			• Prepares correspondence necessary to carry out investigation and enforcement functions. • Prepares subpoenas, and other legal documents as necessary for actions by the commission. • Track and update case status in case management system and other related databases • Review and interpret agency statutes, rules, and policies to provide guidance to school districts, other education providers, and members of the public. • Maintain proper written and electronic records. • Attends professional conferences, meetings, and related events as a representative of the Commission when requested by the Director of Professional Practices or Executive Director.
5%	N	E	Advisory • Provide information and recommendations to Director of Professional Practices regarding findings from investigations.
5%	N	NE	Other duties as assigned.
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.

- Has access to and handles confidential information
- Requires managing multiple and competing priorities in short time frames
- Requires frequent and extended periods of desktop or laptop computer use
- Requires ability to work in an open office environment which may sometimes be noisy
- Requires ability to deal with interruptions while working on technical information
- Sometimes required to deal with conflict and other difficult situations.
- Works in a team environment requiring cooperative interactions among employees.
- Some instate travel may be required to attend commission meetings or trainings.
- Position deals with deadlines, high stress topics, and crucial situations.

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

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?
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
Licensed Educators	Phone/Email/Letters/In Person	Information related to investigation, and Compliance, Information, and Assistance	Often
School Districts	Phone/Email/Letters/In Person	Information related to investigation, and Compliance, Information, and Assistance	Often
Complainants	Phone/Email/Letters/In Person	Information related to investigation	Regularly
Opposing Attorneys	Phone/Email/Letters/In Person	Information related to investigation	Regularly
Department of Justice	Phone/Email/Letters/In Person	Information related to investigation, and assistance	Regularly
Law Enforcement	Phone/Email/Letters/In Person	Coordinate, obtain reports, collaborate	As Needed
Commissioners	Virtual and In-person	Disclose investigation reports	Quarterly or as needed
Witnesses	Phone/Email/Letters/In Person	Compliance, information and assistance	Regularly
Other state Agencies such as the Department of Education and DHS	Phone/Email/Letters/In Person	Information related to investigation, and Compliance, Information, and Assistance	Often

SECTION 7. POSITION RELATED DECISION MAKING

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

The incumbent in this position is responsible for making independent, time-sensitive decisions that directly impact the integrity and efficiency of TSPC's investigative processes and the protection of students. Key decisions include prioritizing assigned cases based on established agency criteria; developing and implementing investigative plans, including identifying necessary witnesses and determining the scope of each investigation; and assessing whether sufficient information and evidence has been gathered to support disciplinary action.

This position must also determine when to make mandatory child abuse reports in accordance with Oregon law, when to consult with agency legal counsel, and how to coordinate with the Director of Professional Practices on urgent or high-profile cases. Additional decisions include selecting appropriate methods and locations for conducting interviews to ensure effectiveness, safety, and compliance with best practices.

When responding to phone calls, emails, or written correspondence, the investigator must accurately determine what information can be lawfully disclosed and identify when and to whom inquiries should be redirected to ensure a timely and appropriate agency response.

The direct effect of these decisions includes ensuring investigations are completed thoroughly, efficiently, and in compliance with legal and ethical standards. The quality and timeliness of these decisions directly impact the agency's ability to take disciplinary action when appropriate, maintain public trust, and protect the safety and well-being of Oregon's students.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Business Operations Manager/Director of Professional Practices	Written / in person/Virtual	Daily as Needed	To keep the manager informed of progress and to discuss issues needing resolution
		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?
- b. Which of the following activities does this position do?
- | | |
|--|---|
| ☐ Plan work | ☐ Coordinates schedules |
| ☐ Assigns work | ☐ Hires and discharges |
| ☐ Approves work | ☐ Recommends hiring |
| ☐ Responds to grievances | ☐ Gives input for performance evaluations |
| ☐ Disciplines and rewards | ☐ 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 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.
- Valid Driver's license/satisfactory driving records and must be able to maintain such as condition of employment.
- Ability to organize work and make appropriate decisions regarding work methods is required
- Skills in Microsoft Word, Excel, Access, and/or other comparable software programs is required
- The ability to accurately relay information to unit employees, other agency personnel, and vendors
- Ability to communicate 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.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>		

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

Date

Supervisor Signature

Date



Appointing Authority Signature

Date

7/30/2025