



State of Oregon Position Description

Company: Oregon Department of Education
Organization: ORMS - Operation | Child Nutrition Program - ODE
Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Program Analyst 3	Job Profile ID:	0862
Business Title:	School Wellness Policy Coordinator (Unfilled)	Position ID:	000000134108
Employee Name:		Company ID:	58100
Representation:	OAS	Budget Auth No:	1385801
Location:	Salem ODE Public Service Building		
Supervisor:	Dustin Melton (Grants, Loans, and Programs Manager 3)		
Position:			
Time Type:	Full Time		
FLSA:	Non Exempt		
Exempt Reason:			
Overtime Eligible:	Yes		
Employee Type:	Permanent		

SECTION 2. JOB DESCRIPTION SUMMARY

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

The Oregon Department of Education (ODE) oversees the education of students in Oregon's public K-12 education system. ODE encompasses early learning, public preschool programs, the state School for the Deaf, regional programs for children with disabilities, and education programs in Oregon youth corrections facilities. While ODE isn't in the classroom directly providing services, the agency (along with the State Board) focuses on helping districts achieve both local and statewide goals and priorities through strategies such as: developing policies and standards, providing accurate and timely data to inform instruction, training teachers on how to use data effectively, effectively administering numerous state and federal grants; sharing and helping districts implement best practices. At the Oregon Department of Education, we are guided by the following values: integrity, accountability, excellence, and equity.

This position is located within the Child Nutrition Programs. The Child Nutrition Programs section supports the mission of the State Board of Education by providing leadership to child nutrition programs throughout the state, assisting programs to provide nutritious meals to children and qualifying adults making children ready to learn, and by supporting nutrition education for children enabling them to reach their full potential for lifelong learning, health and productivity.

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 the position is to lead the CDC Healthy Schools cooperative agreement efforts and manage the duties of the grant including procurement, contracts, budget, communications, data collection and evaluation, and statewide and local professional development and technical assistance. This position collects and reviews program data, analyzes existing policies and develops policy guidelines and priorities, develops and revises administrative procedures that support existing regulations, and assists with coordination of project management.

This position is responsible for managing the Centers for Disease Control and Prevention's (CDC) School-Based Interventions to Promote Equity and Improve Health, Academic Achievement, and Well-Being of Students (CDC-RFA-DP-23-0002) grant. This position is the lead for the core Oregon Healthy Schools (OHS) Team, the team involved with planning, implementation, data collection and evaluation efforts for the cooperative agreement. The position is also the lead for the OHS Advisory group; a committee comprised of school health partners who provide perspective, insight, and collaboration in developing strategies, activities and messaging on coordinated school health and represent components of the WSCC model.

SECTION 3. JOB DESCRIPTION

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.

45% - R E - Program Administration

- Provide technical assistance (TA), professional development (PD), specialized tools, and resources statewide and to priority local education agency(s).
- Establish and participate in regularly scheduled check-ins with CDC Project Officer, Priority Local Education Agency (PLEA) Coordinator Oregon Healthy School (OHS) Team members and OHS Advisory who include internal ODE staff and external partners.
- Track related legislative bills focused on student nutrition, physical activity, and health services; testify to committees on effects of proposed legislation; respond in writing and in person to legislative requests for information and report on program progress.
- Work with evaluators, internal OHS Team, and Advisory partners to identify opportunities to strengthen program collaboration and develop plans that increase program effectiveness.
- Manage budget, contracts and payments to PLEA, evaluation contractor, and funded partner organizations.

20% - R E - Program Development

- Support the development of comprehensive school health programs using the Whole School, Whole Community, Whole Child (WSCC) framework.
- Establish Oregon Healthy Schools (OHS) program guidelines to carry out the priorities and strategies of the CDC Healthy Schools Cooperative Agreement and establish and coordinate OHS activities to meet funding requirements, statewide and with the priority local education agency(s) (PLEA).
- Create statewide and local-level action plans to accomplish policy and practice goals related to nutrition, physical activity, and health services.
- Recommend legislative concepts to expand or revise program operations. Write administrative rules and policies based on new legislation that guide program operations.
- Establish and monitor CDC Healthy Schools cooperative agreement budget and contracts with funded partner organizations.
- Research and identify additional program-related grant funding.

15% - R E - Program Evaluation

- Oversee the assessment and evaluation for the CDC Healthy Schools cooperative agreement by working with evaluation contractors to ensure evaluation performance measures are met as listed in the CDC grant.
- Manage the CDC evaluation contract by meeting with evaluators at minimum once per month, manage invoices and budget.
- Work with ODE, Oregon Health Authority-Public Health Division (OHA-PHD), and PLEA to administer surveys that include measuring student health behaviors, and districts' health policies, practices, programs, and services.
- Coordinate development of OHS post-training assessments and manage PD/trainings and TA data collection through the specialized data collection platforms.

- Maintain capacity to rapidly analyze and synthesize collected data and monitor progress and impact of implemented OHS activities.
- Communicate success stories of OHS accomplishments through ODE and CDC, local education agencies, and partner communications.
- Recommend modifications to program operations to support new or changing program priorities based on administrative changes and funding opportunities.

15% - R E - Building Collaborative Partnerships

- Develop and maintain relationships with school health and student-centered partners including members from local agencies and various program stakeholders such as OHA, Public Health Division Oregon State University Extension; Oregon Society for Health and Physical Education; Oregon School Nurses Association; Oregon School Nutrition Association; OregonASK, Oregon PTA, and local school districts, to promote and implement grant activities using the WSCC model.
- Design communication plans to promote evidence-based strategies that help students eat well, get more physical activity, and manage their chronic conditions.
- Create and promote opportunities to participate in professional development (PD) and receive Technical Assistance (TA) statewide and with priority local education agency(s) (PLEA).
- Maintain positive relationships, partner agencies, program stakeholders, local education agencies, the public, and within ODE.
- Develop strategies for leveraging funding and minimizing financial risk to state and partner program agencies. Solve problems and issues by coordinating actions with partners across organizational lines.
- Represent the state during CDC grantee meetings and local and national work groups related to the program.

5% - N NE - Other Duties as Assigned

At All Times - NC E - Commitment to Equity

In addition to the cultivation of equitable practices across all aspects, also:

- Learns and applies knowledge and skills to interrupt systemic oppression
- Consistently treats sponsors, stakeholders, partners, vendors, the public and co-workers with dignity and respect. Creates and maintains a work environment that is welcoming and respectful of diversity.
- Sets clear guidelines and models expected professional behaviors.

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 a flexible work schedule which involves some evening and/or weekend work. Occasional in-state travel may be necessary and require sitting/driving for extended periods of time. Work will include short timelines and will require effective project management.

This position relies upon collaborative, productive, professional and respectful engagement with staff, colleagues, leadership, and subject matter experts within the Agency, across other state agencies, representatives of local government and/or governor's office, with key investment members, partners, and providers within Oregon communities, and others. This position will need to communicate effectively with policy makers, agency heads, elected officials, other high-level officials; department, agency or institution staff; representatives of professional organizations, citizens and citizen groups and other State, Federal and municipal agencies. This position frequently consults with other experts in order to access information from a variety of sources.

SECTION 5. GUIDELINES

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

- Federal Regulations 7 CFR 210, 225, 226 and 250
- USDA FCS Instructions, Bulletins and directives
- Public Laws P.L. 103-448, P.L.104-149, and P.L. 104-193
- ORS 326.051 (2)(b), ORS 326.520, ORS 327.525, OAR 581-51-100, OAR 581-51-200, OAR 581-51-400 and OAR 581-22-720
- Knowledge of Oregon statutes and rules relevant to operation of OHA Public Health Division and administrative laws governing a public agency.
- Knowledge of federal legislation and guidelines governing grants with federal agencies.
- Awareness of and adherence to patient confidentiality standards and rules.

How are these guidelines used?

These rules dictate state and federal program compliance requirements, as well as federal purchasing requirements, of USDA Child Nutrition Programs. Must be familiar with the laws, rules and regulations to stay within the legal requirements of state and federal government. This position is responsible for using existing statutes, identifying and developing internal guidelines, procedures and protocols which are consistent with federal and state laws relating to the programs already in place and any future program expansion.

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	How	Purpose	How Often?
Local Education Agency representatives, Educational Service District representatives, Community-based Organizations, Professional Groups, University Staff advisory groups	In Person, by mail, email or telephone	Relevant health, education and/or program issues	Daily
OHA and ODE Administration	In Person, by mail, email or telephone	Relevant health, education and/or program issues	Monthly
Other Administrators (federal, state, local)	In Person, by mail, email or telephone	Relevant health, education and/or program issues	Weekly

SECTION 7. POSITION RELATED DECISION MAKING

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

This position will need to interpret state and federal regulations and apply the interpretation to problems presented by Local Education Agencies (LEAs). Decisions of this position will impact education equity in school districts and non-profit organizations serving students and staff. This position will be responsible for analyzing state and district, school health policies and practices and student health data and will determine potential areas of concern. They will need to plan and coordinate appropriate workshops & trainings as they relate to culturally responsive pedagogy, closing achievement and opportunity gaps for diverse populations of students, Title III, and EL teaching and learning and continuous improvement planning.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Grants, Loans and Programs Manager 1	0000181	In Person, by mail, email or telephone	As Needed	Performance evaluation and employee development plan
Grants, Loans, and Programs Manager 1	0000181	In Person, by mail, email or telephone	Monthly	To provide consultation and guidance related to evolving program goals and objectives, providing general guidance
Grants, Loans, and Programs Manager 3	0000095	In Person, by mail, email or telephone	As Needed	To provide consultation and guidance related to evolving program goals and objectives, providing general guidance

SECTION 9. OVERSIGHT

What are the oversight activities for this position?

SECTION 10. ADDITIONAL POSITION RELATED INFORMATION

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

Position requires excellent verbal and written communication and listening skills; excellent research and analytical skills; skills in performing technical and support functions; skills in planning and managing projects; and skills in coordinating diverse activities to ensure completion of projects, tasks, and assignments. This position also requires knowledge of public and community health, school nutrition, local school wellness policies, comprehensive school physical activity programs, and school health services. Knowledge of relational databases, and skills in writing queries and constructing data reports. Demonstrated skills in MS Word, and skills in data analysis and developing pivot tables and graphs in Excel. An understanding of culturally responsive pedagogy, closing achievement and opportunity gaps for students of color, curriculum development for diverse populations of students, and multicultural education.

A current valid driver's license and satisfactory driving record is required.

This position requires successfully passing a pre-employment background check. The pre-employment check may include a review of the following records: criminal background, DMV, licensure, and sexual misconduct. Adverse background data may be grounds for immediate disqualification, withdrawal of a conditional job offer, or termination of employment.

SECTION 11. BUDGET AUTHORITY

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

Operating Area	Biennial Amount	Fund Type
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SECTION 12. ORGANIZATIONAL CHART

See Organizational Chart (attach copy or view within Workday).

SECTION 13. SIGNATURES

Employee

Date

Manager

Date

Appointing Authority

Date