



State of Oregon Position Description

Company: Oregon Department of Education
Organization: Civil Rights Unit - ODE
Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Program Analyst 4	Job Profile ID:	0863
Business Title:	Title IX And Civil Rights Specialist (Unfilled)	Position ID:	000000108360
Employee Name:		Company ID:	58100
Representation:	OAS	Budget Auth No:	1368590
Location:	Salem ODE Public Service Building		
Supervisor:	Kate Hildebrandt (Compliance and Regulatory Manager 2)		
Position:			
Time Type:	Full Time		
FLSA:	Exempt		
Exempt Reason:	Administrative Exemption		
Overtime Eligible:	No		
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 in the Office of Relations, Management and Support (ORMS) on the Government and Legal Affairs Management (GLAM) team.

The Government and Legal Affairs Team works across the agency and with outside parties to carry out the education mission and

goals of the State Board of Education and the priorities of the Governor as the Superintendent of Public Instruction. The team includes three work units: Civil Rights, Complaint and Appeals Resolution, and Reports and Investigations of Sexual Conduct. In addition to the work of the three units, the team supports the Fair Dismissal Appeals Board (FDAB), works in collaboration with the GREAT team to support administrative rule making across the agency, and provides administrative hearings for Child Nutrition Programs, Pupil Transportation and the Fingerprinting Unit.

The Civil Rights Unit works to support effective implementation of state and federal laws prohibiting discrimination in K-12 public education, including but not limited to:

- Title VI of the Civil Rights Act of 1964;
- Title IX of the Education Amendments Act of 1972;
- Section 504 of the Rehabilitation Act of 1973;
- Title II of the ADA (Americans with Disabilities Act);
- Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Education, 45 CFR Part 80, Appendix B
- Every Student Belongs;
- The CROWN Act; and
- Abbreviated School Day Programs and Section 504.

The unit provides leadership training, and technical assistance to education providers, develops and administers the Civil Rights Coordinator Program under ORS 332.505(2) and OARs 581-021-0650 through -0665, assists members of the school community, including students and families of students, who may have experienced discrimination in understanding, accessing, and navigating local (school or district), state, and federal dispute resolution processes to ensure that instances of discrimination are addressed appropriately and efficiently, and develops and administers the state's Methods of Administration (MOA) Program pursuant to requirements of the U.S. Department of Education Office for Civil Rights.

The Complaints and Appeals Resolution Unit administers the agency's formal complaint resolution processes for discrimination in public education, restraint and seclusion, retaliation, religious entanglement, determinations of nonstandard status under ORS 343.328 (Abbreviated School Day Programs), and Division 22 standards.

The Reports and Investigations of Sexual Conduct Unit investigates reports of suspected sexual conduct that involve a student and an individual who is a school employee, contractor, agent, or volunteer who is not licensed with the Teacher Standards and Practices Commission (TSPC). The unit also provides verification information to education providers when they are hiring an individual as a school employee or bringing on a contractor, agent, or volunteer to provide services in schools.

The Fair Dismissal Appeals Board (FDAB) hears appeals of teacher and administrator dismissals. The FDAB consists of 24 members appointed by the Governor and confirmed by the Senate.

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 leadership, training, and technical assistance on state and federal laws prohibiting discrimination on the basis of gender identity, marital status, sex, or sexual orientation in K-12 public education to education providers across Oregon and, along with the other civil rights specialists on the team, for developing and implementing the Civil Rights Coordinator Program under ORS 332.505(2) and OARs 581-021-0650 through -0665.

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.

50% - R E - LEADERSHIP, TRAINING, AND TECHNICAL ASSISTANCE

- Provide leadership, training, and technical assistance on state and federal laws prohibiting discrimination on the basis of gender identity, marital status, sex, or sexual orientation in K-12 public education to education providers across Oregon including school districts, state-sponsored public charter schools, Oregon School for the Deaf, the Youth Corrections Education Program, the Juvenile Detention Education Program, and education service districts to support effective implementation of civil rights laws in the k-12 public education system.

- Research and make available for others through training and technical assistance the best current knowledge of state and federal laws prohibiting discrimination on the basis of gender identity, marital status, sex, or sexual orientation.
- Review and interpret state and federal statutes, rules, and federal guidance prohibiting discrimination on the basis of gender identity, marital status, sex, or sexual orientation for the purpose of providing technical assistance and guidance to education providers on the appropriate implementation of civil rights laws and appropriate handling of complaints.
- Recommend administrative controls, organizational structures, and program standards to improve operations or maintain compliance with federal and state laws prohibiting discrimination on the basis of gender identity, marital status, sex, or sexual orientation.
- Provide consultation and technical assistance to members of the school community, including students and families of students, who may have experienced discrimination on the basis of gender identity, marital status, sex, or sexual orientation in understanding, accessing, and navigating local (school or district), state, and federal dispute resolution processes to support effective implementation of civil rights laws in the k-12 public education system.
- Research and make available for others through training and technical assistance the best current knowledge of state and federal laws prohibiting discrimination on the basis of gender identity, marital status, sex, or sexual orientation.
- Review and interpret state and federal statutes, rules, and federal guidance prohibiting discrimination on the basis of gender identity, marital status, sex, or sexual orientation for the purpose of providing technical assistance and guidance on the appropriate implementation of civil rights laws and appropriate handling of complaints.
- Explain available courses of action to address discrimination claims and discuss merits of different approaches.
- Provide technical assistance to and collaborate with ODE staff across the agency to ensure ODE initiatives align to federal and state civil rights laws prohibiting discrimination on the basis of gender identity, marital status, sex, or sexual orientation.
- Respond to questions and complaints from the US Department of Education Office for Civil Rights or other federal agencies regarding possible discrimination claims.
- Review, analyze, and provide feedback on proposed legislation relating to discrimination in K -12 education on the basis of gender identity, marital status, sex, or sexual orientation. Represent ODE in responses to legislative inquiries and in presentations to the Oregon Legislature.

25% - R E - PROGRAM DEVELOPMENT AND IMPLEMENTATION

- In collaboration with other Civil Rights Specialists, develop and administer the Civil Rights Coordinator Program under ORS 332.505(2) and OARs 581-021-0650 through -0665.
- Serve as subject matter expert with respect to laws prohibiting discrimination on the basis of gender identity, marital status, sex, or sexual orientation.
- Develop state guidelines for program.
- Communicate program requirements to the field, through training and technical assistance.
- Develop and deliver training to Civil Rights Coordinators for the purpose of ensuring compliance with ORS 332.505 and associated administrative rules.
- Evaluate program impact and alignment to policy objectives.
- Develop or recommend program or policy changes to improve the program and delivery of services.
- Analyze legislative proposals relating to the civil rights coordinator program.
- Represent ODE in workgroups relating to legislative proposals.
- Represent ODE in presentations to the State Board of Education, Oregon Legislature, community organizations, and other partners to provide information on and analysis of program.
- Work with other Civil Rights Specialists to identify, develop, implement and coordinate strategic efforts to prevent discrimination in K-12 education.
- Implement adopted legislation relating to discrimination in K -12 education.

10% - R E - SUBJECT MATTER EXPERT FOR ODE CIVIL RIGHTS SUPPORT PROGRAM AND COMPLAINT AND APPEALS PROCESS

- Provide consultation and technical assistance to ODE staff and parties for the purpose of resolving complaints and appeals alleging violation of civil rights laws prohibiting discrimination on the basis of gender identity, marital status, sex, or sexual orientation.
- Provide support for investigations in determining appropriate scope of investigation.
- Review investigation reports and consult with Complaint and Appeals Specialist to identify areas of compliance or possible violations of civil rights laws prohibiting discrimination on the basis of gender identity, marital status, sex, or sexual orientation.
- Provide technical assistance consultation to parties during the appeal process for the purposes of facilitating early resolution of appeals.
- In collaboration with Complaint and Appeals Specialists, design appropriate corrective action and make determinations as to whether corrective action has been completed.

10% - R E - BUILDING COLLABORATIVE PARTNERSHIPS

- Develop and maintain partnerships and coordinate department activities with other local and state governmental entities, education providers, education organizations, and community to address discrimination in public education on the basis of gender identity, marital status, sex, or sexual orientation, align resources, and create efficiencies.
- Represent ODE in presentations and meetings with the State Board of Education, Oregon Legislature, and other partners on issues relating to discrimination on the basis of gender identity, marital status, sex, or sexual orientation.
- Lead or participate in workgroups to study and develop or consider proposals relating to discrimination in public education on the basis of gender identity, marital status, sex, or sexual orientation.

5% - NC E - OTHER DUTIES AS ASSIGNED

- Support the functioning of the Government and Legal Affairs Team, the Office of Relations, Management, and Support, and the Oregon Department of Education to increase equity, inclusion, and results for all students.
- Respond to constituents on behalf of Manager and Deputy Superintendent. Respond to inquiries from the public, other agencies, legislators, and community partners and provide technical assistance to districts. Special Projects as assigned by the Manager.
- Perform general office duties, such as participating in staff meetings and performing other work as assigned.

At All Times - N E

- Demonstrate commitment to equity; in addition to the cultivation of equitable practices across all aspects of this position description.
- Learn and apply knowledge and skills to interrupt systemic oppression.
- Participate and engage in efforts to further team and agency-wide development and implementation of equity goals.
- Have knowledge of and apply tools, such as the ODE Equity Stance and Equity Lens, Strategic Plan, Culturally Responsive Community Engagement tool, the Protocol for Culturally Responsive Organizations, etc., to all work to ensure that the shared vision and mission of the team and ODE is clearly articulated in all work produced.
- Consistently treat customers, stakeholders, partners, vendors and coworkers with dignity and respect.
- Create and maintain a work environment that is welcoming and respectful of diversity.

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 may be eligible for hybrid remote work, subject to manager approval, business needs, and completion of a remote work agreement in Workday. Employees must have a home workspace that meets all technology, security, and safety requirements, including protection of confidential information. Remote work requires use of agency-issued equipment, a secure internet connection, and VPN access. Staff must follow the DAS Remote Work policy, guidelines and applicable collective bargaining agreements. The official duty station is the Public Service Building in Salem, Oregon. Travel to this location may be required at the employee's expense.

This position works a professional work week, Monday through Friday. Some evening and/or weekend work may be required. Workload and priorities fluctuate and can involve highly complex, sensitive, and/or political issues. 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.

Frequent in-state travel may be necessary and require sitting/driving for extended periods of time.

SECTION 5. GUIDELINES

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

The Governor's priorities, the ODE Director's priorities, the State Board of Education's priorities, the Legislature's priorities, ODE equity strategic plan, ODE policies, and audits issued by the Oregon Secretary of State.

Federal and state statutes, rules, regulations, and guidance prohibiting discrimination in public education including but not limited to ORS 659.850, ORS 659.852, ORS 659.855, ORS 332.505(2), ORS 343.321- 343.333, OAR 581-021-0045, OAR 581-021-0046, OAR 581-021-0650 through -0665, OAR 581-022-2312, U.S. Department of Education Office for Civil Rights Region X Guidelines, Titles VI and VII of the Civil Rights Act of 1964, Elementary and Secondary Education Act of 1965, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Equal Educational Opportunities Act of 1974, Age Discrimination Act of 1975, Titles I and II of the Americans with Disabilities Act of 1990, Americans with Disabilities Act Amendments Act of 2008.

Oregon administrative rules in Chapter 581, Division 75, relating to complaints alleging discrimination in public education. Agency guidance and internal procedure manuals relating to state civil rights laws.

The "Division 22 Standards," which are the administrative rules adopted by the State Board of Education in OAR Chapter 581, Division 22, and ORS 327.103.

Federal and state statutes and rules relating to public records and confidentiality, including but not limited to the Family Educational Rights and Privacy Act (FERPA) and Oregon's public records laws, and the Oregon Attorney General's Public Meetings and Records Manual.

The Oregon Attorney General's Public Records and Meetings Manual. Federal and State laws that provide protection for personally identifiable student information.

How are these guidelines used?

The person in this position must know and understand the priorities expressed by key policy makers including the Governor, Director, State Board of Education, and State Legislators and the Secretary of State through regularly published audits, to align ODE's training and technical assistance. This information is also used to guide program development and implementation decisions.

The person in this position must use the federal and state statutes, rules, regulations, and guidance prohibiting discrimination in public education, state law relating to religious activity, Oregon administrative rules relating to complaints alleging discrimination in public education, and the Division 22 Standards to provide leadership, training, and technical assistance to education providers across Oregon, members of the school community, including students and families of students, who may have experienced discrimination, and department of education staff to support effective implementation of civil rights laws in the k-12 public education system.

The person in this position must use the federal and state statutes, rules, regulations, and guidance prohibiting discrimination in public education, state law relating to religious activity, Oregon administrative rules relating to complaints alleging discrimination in public education, and the Division 22 Standards to determine whether a district is in compliance or has violated one of these laws and to design appropriate corrective action.

The Oregon Attorney General’s Public Records and Meetings Manual and Federal and State laws relating to confidential information will be used to determine when information is protected and to ensure appropriate process for maintaining confidentiality.

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?
Agency Staff	In Person, by mail, email or telephone	Consult on work; obtain information	Daily
Education Partners	In Person, by mail, email or telephone	Provide technical assistance; gather information; provide training	Daily
Members of Community	In Person, by mail, email or telephone	Provide technical assistance; gather information; provide training	Daily
Other State Agency Staff	In Person, by mail, email or telephone	Respond to questions; gather information; collaborate on work	As Needed
Policy Makers	In Person, by mail, email or telephone	Provide information	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

The person in this position will need to develop expertise in federal and state laws prohibiting discrimination on the basis of gender identity, marital status, sex, or sexual orientation in K-12 public education. The person in this position will have to determine, based on a series of often complicated facts, which laws apply, what actions by an education provider are required in order to be in compliance with those laws, what options are available for members of the community who may have experience discrimination to address potential violations of those laws, and, where a violation is found, what corrective action is required to bring the education provider back into compliance. These decisions are made under tight timelines and often in highly charged circumstances where all parties are experiencing a great deal of stress. The person in this position must be able to provide technical assistance to both sides of a dispute without becoming an advocate for either side. These decisions have a direct impact on the experience of Oregon’s students in the k-12 public education system. These decisions also have an impact on education providers. If the decision is made that an education provider is out of compliance, the education provider will be required to complete corrective action. If the education provider fails to complete corrective action, the department may withhold a portion of the education providers state school funds.

The person in this position will review proposals and programs and make recommendations about how those align with federal and state civil rights laws. These decisions will have an impact on how the proposals and programs are developed and delivered, including how associated resources are allocated and delivered.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Compliance and Regulatory Manager 2	2311041	In Person, by mail, email or telephone	Regularly	Regular check-ins to support performance and provide feedback and ensure alignment with agency mission and strategic plan; quarterly reviews for progress towards goals and performance quality.

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:

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.

This position requires a driver license and an acceptable driving record or an alternative means of transportation.

This position has been designated as sensitive in that the incumbent in this position has access to information, the disclosure of which is prohibited by state or federal laws, rules or regulations, or information that is defined as confidential under state or federal laws, rules or regulations.

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