



# State of Oregon Position Description

**Company:** Oregon Department of Education  
**Organization:** Deputy Director of Academics - ODE  
**Service Type:** Excludable Unclassified

## SECTION 1. POSITION INFORMATION

<b>Job Profile Title:</b>	Education Programs Administrator 3	<b>Job Profile ID:</b>	Z7220
<b>Business Title:</b>	Education Programs Administrator 3 - SR42 - Exempt	<b>Position ID:</b>	000000055538
<b>Employee Name:</b>		<b>Company ID:</b>	58100
<b>Representation:</b>	MESN	<b>Budget Auth No:</b>	375210
<b>Location:</b>	Salem   ODE   Public Service Building		
<b>Supervisor:</b>	Candice Castillo (Deputy/Chief 4)		
<b>Position:</b>	Education Programs Administrator 3		
<b>Time Type:</b>	Full Time		
<b>FLSA:</b>	Exempt		
<b>Exempt Reason:</b>	Executive Employee Exemption		
<b>Overtime Eligible:</b>	No		
<b>Employee Type:</b>	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.

The Office of Teaching, Learning & Assessment within ODE is responsible for providing support in overall school improvement efforts to Oregon's school districts. The work of this office includes helping districts meet the standards for Oregon elementary and secondary schools, connect K-12 learning to post-secondary opportunities, meet the requirements of 16 federal programs as well as

develop and deliver the state's assessments of student learning. The major activities of the office include: implementation of federal program requirements, development and implementation of content standards in academic content areas and career and technical education, instructional materials adoption, proficiency-based teaching and learning, educator evaluations and professional growth, services to homeless students, alternative education, talented and gifted education, advanced placement, and state assessments. The work of this office impacts local school districts, education service districts, professional associations, and other agencies involved in education programs in kindergarten through post-secondary education. Staff members work with a variety of state agencies and individuals on educational program planning, curriculum development, professional development for teachers and administrators and compliance with federal and state laws/regulations. The major activities of fostering equity and excellence for every learner through collaborations with educators, partners, and communities.

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 Assistant Superintendent manages and directs all activities of the office which includes the administration of state and federal education programs, implementation of state and federal budget allocations and policy analysis to the State Superintendent, Deputy Superintendent and State Board of Education.

## **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.**

### **75% - NC E - Statewide educational leadership for teaching, learning and assessment**

- Oversee and direct the activities of the office through the Office of Teaching, Learning & Assessment Leadership team made up of six Education Programs Manager 3 positions. Develop office and program goals consistent with the agency mission, vision, and requirements of state and federal law governing kindergarten through high school education.
- Oversee the administration and management of approximately \$540 million budget of federal and state resources.
- Oversee through a subordinate supervisor the implementation of school improvement efforts in Oregon's school districts. Oversee the process for awarding grants to districts and monitoring their progress.
- Oversee through a subordinate supervisor the development and implementation of standards for Oregon elementary and secondary schools in implementing the requirements of the Oregon diploma, including academic content standards, instructional materials adoption, proficiency-based teaching and learning, talented and gifted programs, advanced placement, alternative education programs and educator evaluation systems.
- Oversee the process for awarding grants to districts.
- Oversee through a subordinate supervisor the implementation of the federal Elementary Secondary Education Act (ESEA) reauthorized as the Every Student Succeeds Act (ESSA) which includes program development and administration of the federal title programs. Oversee the process for awarding grants to districts and monitoring their progress.
- Oversee through a subordinate supervisor the implementation of the federal Carl D. Perkins Career and Technical Education Act including an interagency agreement with the Office of Community Colleges and Workforce Development to provide integrated program development of secondary and post-secondary career and technical education, STEM education and coordinated grant activities with high schools and community colleges. Oversee the process for awarding grants to districts and monitoring their progress.
- Oversee through a subordinate supervisor the High School Success program, chronic absenteeism program and Oregon Virtual School District.
- Oversee through a subordinate supervisor the implementation of Oregon's statewide student assessment system according to federal and state law, administrative rule and best practices for a balanced assessment system.
- Provide analysis, recommendations for policy action to the State Board of Education on the development of policy guidelines, development of Oregon administrative rules and implementation procedures.
- Establish and maintain effective relationships with agency peers, other state agencies such as the Chief Education Office, Teacher Standards and Practices Commission, the Higher Education Coordinating Commission and stakeholders such as the Confederation of Oregon Administrators, Oregon School Board Association, Oregon Education Association, Oregon Education Service Districts, Stand for Children, Chalkboard project and business and industry to build capacity for school improvement.

- Collaborate with educator preparation programs.
- Present at state and national conferences and meetings as needed.

**20% - NC E - Agency Leadership/Management**

- Contribute to the Management Team on all issues regarding schools and districts.
- Serve as ODE Strategic Plan Goal Team Lead: guide the development of strategies and tactics to operationalize ODE’s mission, vision and goals for Oregon students.
- Ensure equal employment opportunities for all applications and employees through non-discriminatory practices by ODE managers.
- Ensure that equity and culturally responsive practices are embedded across all programs within office.
- Evaluate performance of assigned staff based on agency policies, procedures, and practices.
- Receive and resolve employee concerns and/or grievances.
- Provide staff with appropriate communication and feedback regarding agency policies and procedures.
- Support and promote efforts to improve the quality and diversity of the Office’s workforce.
- Establish and maintain an environment that promotes employee career development.
- Assign and review work and provide constructive feedback to staff
- Provides office leadership and management through prioritization, allocation and development of assigned resources.
- Determines need for and, as necessary, initiates disciplinary actions.
- Reviews and approves employee timesheets and leave requests.

**5% - N NE - Other Duties as Assigned**

**At all Times - N - E - Demonstrate commitment to equity and professionalism; 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 OTLA and agency-wide development and implementation of equity goals.
- Have knowledge of and apply tools, such as the 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 OTLA and ODE is clearly articulated in all work produced
- Consistently treats customers, partners, vendors 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.**

The work of this position is Fair Labor Standards Act exempt and frequently exceeds a 40-hour week, often extending into the evenings and weekends. Job duties require continuous in and out-of-state travel and may require sitting/driving for extended periods of time. Much of the work of this position must be accomplished within time-sensitive constraints.

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.

## SECTION 5. GUIDELINES

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

- Oregon Revised Statutes (ORSs)
- Oregon Administrative Rules (OARs)
- Applicable federal laws and regulations
- ODE policies and procedures
- State Board's Policies and Goals
- Governor and Deputy Superintendent's Priorities
- Theory and Practices of Management
- Department of Administrative Services (DAS) policies and rules

**How are these guidelines used?**

As reference materials to answer questions from the education community, stakeholders and community members and to guide implementation of school reform legislation. These guidelines also serve to set boundaries and employee expectations and allow for the proper management and implementation of large-scale assessment and accountability systems.

## 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	To provide users with OTLA services	Daily
Education Service Districts (ESDs)	In Person, by mail, email or telephone	To provide/request assistance and/or information	Daily
General Public	In Person, by mail, email or telephone	To provide assistance and/or information	Daily
Legislators	In Person, by mail, email or telephone	To provide assistance and/or information	As Needed
Local Education Agencies (districts and schools)	In Person, by mail, email or telephone	To provide/request assistance and/or information	Daily
Other state agencies	In Person, by mail, email or telephone	To provide and receive assistance and information	Daily
Other states' education agencies	Phone	To provide/request assistance and/or information	As Needed
State Board Members	In Person, by mail, email or telephone	To provide assistance and/or information	Monthly
USDE contacts	Phone	To request assistance and/or information	As Needed
Vendors	In Person, by mail, email or telephone	Purchasing and problem-solving	As Needed

## SECTION 7. POSITION RELATED DECISION MAKING

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

This position develops and recommends policy to the Deputy Superintendent, State Board of Education, to the legislature, and to numerous education organizations and stakeholder groups. The position is responsible for approving Request for Proposals (RFP's) for contracts to carry out portions of the testing program as well as data collection and reporting systems. The RFP specifications and subsequent contracts must meet the requirements of a technically adequate testing system and meet the needs of providing a timely data system. The credibility of the program hinges on making appropriate decisions regarding the correct design and implementation of these systems. An error in the design of a system can invalidate the results from a multi-million dollar expense. These decisions affect the credibility of the information provided to policy decision makers as well as the general public. These decisions require a high level of independence, resulting in highly visible outcomes and response statewide from school districts and the public. Additional expectations include stakeholder engagement, navigating issues and finding positive solutions.

Administrative decisions regarding hiring, evaluating and maintaining staff and allocating resources that affect the agency's mission, the Deputy Superintendent's priorities, and the State Board's goals.

## SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Deputy/Chief 4	0000008	In Person, by mail, email or telephone	Weekly	Analyze overall results. Performance Evaluation

## SECTION 9. OVERSIGHT

**What are the oversight activities for this position?**

Plan Work  
Assign Work  
Approves Work  
Responds to grievances  
Disciplines and rewards  
Coordinates schedules  
Hires and discharges  
Recommends hiring  
Gives input for performance evaluations  
Prepares & signs performance evaluations

## 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 meets the unclassified service criteria in ORS 240.205 (#11) as the associate superintendent that oversees the Office of Teaching, Learning & Assessment for the Oregon Department of Education and serves at the pleasure of the agency appointing authority. Therefore, this position meets the requirements for unclassified service. This appointment may be terminated at any time (DAS CHRO Policy 40.035.01).

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

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:**

<b>Operating Area</b>	<b>Biennial Amount</b>	<b>Fund Type</b>
Office of Teaching, Learning & Assessment	\$540,000,000	General Fund and Federal Funds

## SECTION 12. ORGANIZATIONAL CHART

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

## SECTION 13. SIGNATURES

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Employee

Date

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Manager

Date

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Appointing Authority

Date