



State of Oregon Position Description

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

SECTION 1. POSITION INFORMATION

Job Profile Title:	Education Programs Administrator 3	Job Profile ID:	7220
Business Title:	Assistant Superintendent Of Radar (Unfilled)	Position ID:	000000004045
Employee Name:		Company ID:	58100
Representation:	MESN	Budget Auth No:	373900
Location:	Salem ODE Public Service Building		
Supervisor:	Candice Castillo (Deputy/Chief 4)		
Position:			
Time Type:	Full Time		
FLSA:	Exempt		
Exempt Reason:	Executive Employee 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 directs the Office of Research, Assessment, Data, Accountability, and Reporting (RADAR), which collects, validates and reports data for educational research, policymaking and operations. Ensuring security of confidential data and personally identifiable student information is a function of this position.

The Office of Research, Assessment, Data, Accountability, and Reporting guides research and analysis in support of the policy initiatives of the Department of Education. This office plans and designs research studies and conduct analyses necessary to evaluate internal and external policies and programs. This often involves joint projects with other offices in the Department of Education, other state agencies, university researchers, consultants, and other education entities, including community-based organizations. The office also supports the work of the Quality Education Commission.

The Office has a primary charge of supporting the analytical and data needs of other ODE offices, the legislature and the Governor's Office. The Office also responds to data requests and supports the Quality Education Commission. The Office is also responsible for ODE's accountability work, which includes the development, calculation and reporting of information related to the state's K-12 education accountability system. 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.

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:

Oversee and represent the Office of Research, Assessment, Data, Accountability, and Reporting internally and externally and serve on the agency's Executive Leadership Team. The Administrator manages and directs all activities of the office as described above through three managers and multiple research analysts. This position will provide policy analysis to the agency director, other executive leadership team members, the state board, and the legislature on a broad range of education issues, including education funding, student performance, and school effectiveness. This position ensures the performance of research on a broad range of education issues in support of the agency director's policy objectives.

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.

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) functions.)

60% - NC E - Leadership of the Office of Research and Accountability:

- Oversees and directs the activities of the office. Establish short- and long- term strategic goals, budgets and staffing decisions using an equity, diversity and inclusion lens and anti-racist stance in support of the agency's mission.
- Ensures security of confidential data and personally identifiable student information consistent with federal and state laws.
- Plans and designs research studies and conduct analyses necessary to evaluate internal and external policies and programs. This may involve joint projects with other offices in the Department of Education, other state agencies, university researchers, consultants, and other education entities, including community-based organizations.
- Oversee though subordinate managers the development of agency policies and procedures regarding quality control for data used in statewide accountability reports, and internal and external releases of statewide assessment and accountability data. Ensures that federal accountability and data collection requirements are met.
- Guides and identifies appropriate methods of research and analysis in support of the policy initiatives that impact the K-12 public school system.
- Develops quality controls to ensure accuracy of research and data analysis.
- Ensures that research studies and reports are done using an equity, diversity and inclusion lens and anti-racist stance.
- Provides technical, analytical, research and data support on regarding the K-12 public school system to the agency Director, other Executive Leadership Team members, State Board of Education, Governor's Office, the legislature and other state agencies.
- Oversees process for response to data requests from other state agencies and stakeholders. This includes the work of the Data Governance Committee.
- Administer contracts and intergovernmental agreements as necessary. Collaborate with contractors concerning data requirements as they relate to needs of the agency.

25% - NC E - Agency Leadership/Management

- Serve on and contribute to the Executive Leadership Team on all issues regarding ODE, schools and districts.
- Lead the implementation of the Equity Strategic Plan goals for Office of Research, Assessment, Data, Accountability, and Reporting.
- Provide analysis, recommendations for policy action to the Agency Director and State Board of Education on the development of policy guidelines, development of Oregon administrative rules and implementation procedures.
- Coordinate with and provide information to the Chief Financial Office at the Department of Administrative Services, the Legislative Fiscal Office, Legislative Revenue Office and the Governor's Office.
- Establish and maintain effective relationships with agency peers, other state agencies such as the Oregon Health Authority, Teacher Standards and Practices Commission, the Higher Education Coordinating Commission and stakeholders such as federally recognized tribes, the Coalition of Oregon Administrators, Oregon School Board Association, Oregon Association of School Business Officials, Oregon Education Association, Oregon Education Service Districts, Stand for Children, Foundations for a Better Oregon, and business and industry to further the agency's mission and goals.
- Present at state and national conferences and meetings as needed.
- 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.

10% - NC E - Supports Quality Education Commission:

- Ensures performance of research projects as requested by commission.
- Serve as a source of analytical and statistical expertise to commission to support administration of quality education model.
- Support creation of report required by ORS 327.506 as requested by the commission including updating model data, running cost model, running QEM model, calibrating model to CSL and creating report exhibits.
- Respond to inquiries about administrative and technical aspects of quality education model

5% - NC NE - Other duties as assigned.

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 may exceed a 40-hours week, extending into the evenings and weekends. Much of the work of this position must be accomplished with time-sensitive constraints. Occasional in- and out-of-state travel may be necessary and require sitting/driving for extended periods of time.

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 Director's Priorities
- Theory and Practices of Management
- Department of Administrative Services (DAS) policies and rules

How are these guidelines used?

Federal regulations, ORSs and OARs are used to review and interpret requirements for public and private schools and to judge if districts are in compliance. Board policies are used to determine direction for programs, and administrative bulletins are used to carry out administrative duties.

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?
General public	In Person, by mail, email or telephone	Inform members of the public about schools in Oregon.	Monthly
Legislators	In Person, by mail, email or telephone	Testimony, discussion, information	As Needed
National Leaders	In Person, by mail, email or telephone	Discussion, information, planning	As Needed
State agencies	In Person, by mail, email or telephone	Planning, problem solving information	Weekly
State Board of Education	In Person, by mail, email or telephone	Testimony, discussion, information	Monthly
Superintendents, principals and school district staff	In Person, by mail, email or telephone	Interpret standards, review compliance with standards, provide consultation and technical assistance, provide data.	Weekly

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions relating to policy, rules and process impacts more than 580,000 school children. Impacts the education programs provided by all 197 school districts and 19 education service districts. These decisions require a high level of independence, resulting in highly visible outcomes and response statewide from school districts, education partners, tribes and the public. Additional expectations include collaboration across ODE offices, leadership and modeling of equity among ODE staff and with tribes, external partners, community engagement, navigating internal and external issues, challenges, and support/resourcing needs, and finding positive solutions. These decisions also have a direct impact on some of Oregon's most vulnerable students who have been historically underserved.

Decisions affect agency ability to achieve strategic plan, may impact agency budget. May have long-term and immediate implications for agency and P-20 education system. May mitigate or create legal liability. This position develops and recommends policy to the Director, State Board of Education, to the legislature, and to numerous education organizations and stakeholder groups. These decisions affect the credibility of the information provided to policy decision makers as well as the 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.

Supervision of personnel, employment decisions; work performance evaluations, project assignments: Affect ability of agency and team to achieve objectives.

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	Regularly	Analyze overall results, provide input Strategic goal setting

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
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:

- Experience in using trends such as social, economic, or industrial to do analytical research.
- Experience using advanced statistical or quantitative analysis computer applications
- College-level course work in advanced statistics or quantitative analysis that includes such methods as multiple regression, factor analysis, analysis of variances, and discriminate analysis

- Excellent oral and written communication skills.
- Experience working with culturally and individually diverse groups.
- Ability to solicit and value diverse viewpoints.
- Preference may be given for experience administering grant programs or contracts or licensing programs.

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's license and an acceptable driving record or an alternative means of transportation.

This position meets the unclassified service criteria in ORS 240.205 (11) as the associate superintendent that oversees the Office of Research, Assessment, Data, Accountability, and Reporting 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 has been designated as sensitive in that the incumbent in this position provides information technology services and has control over, or access to, information technology systems that would allow the person in the position to harm the information technology systems or the information contained in the systems.

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
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Manager	Date
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Appointing Authority	Date
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