



State of Oregon Position Description

Company: Oregon Department of Education
Organization: Safe and Inclusive Schools - ODE
Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Operations & Policy Analyst 2	Job Profile ID:	0871
Business Title:	School Community Health Technician (Unfilled)	Position ID:	000000108180
Employee Name:		Company ID:	58100
Representation:	OAS	Budget Auth No:	1340010
Location:	Salem ODE Public Service Building		
Supervisor:	Katarina Moseley (Education 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 in the Office of Equity, Diversity and Inclusion, and reports to the Director of School Wellness, Inclusion, Safety and Health. Oregon's continued recovery and resiliency from the pandemic has translated into new opportunities, demands and challenges for Oregon's education system. ODE's SWISH unit is focused on building strategic and operational muscle throughout Oregon's education system to protect and support physical, mental and behavioral health and safety and prevent future disruptions to

in-person learning for every student in Oregon. This position is in a unit that focuses on building healthy schools, students, staff and communities in service of education outcomes. This work happens through partnerships with OHA and ODHS and others as well as through work with education partners. This OPA 2 position will work closely with the Director, and other staff at various levels, as well as with offices to build essential scaffolding for ODE's district continuum of supports (SB 141 – Accountability).

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:

Develop, deliver, evaluate and continuously improve the tools, templates, professional development and other actions utilized by the SWISH unit to continuously improve school community health and mental health for scholars in Oregon's schools, to implement the priorities in ODE's strategic plan and accountability efforts.

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% - N E - Program Analysis and Project Management

- Evaluate delivery of SWISH tools, technical assistance, templates and professional development to recommend and implement improvements, economies of scale; identify and reduce redundancy.
- Scope and design timelines for development and deployment of additional belonging and wellness tools, technical assistance templates and professional development in collaboration with Lead Workers, Administrator.
- Develop tools, templates, professional development to local education partners, community-based organizations and within ODE to support implementation of ODE's strategic plan around belonging, wellness and wellbeing.
- Deliver professional development to local education partners, community-based organizations and within ODE to support student outcome improvement, achievement of global and local accountability metrics connected to school safety, wellness, inclusion and health.
- Prepare learnings and recommend development of tools protocols, training and professional development to strengthen implementation of evidence-based SWISH-related interventions through Oregon's education system.

30% - N E - Integrated Care System Improvements

- Study feasibility of development and integration of existing school community care models at the school and district level by comparing inputs and outcomes, integrating consideration of size of district and district staffing.
- Prepare recommendations and, in collaboration with Senior level staff and Program Director, design and make accessible and understandable tools, templates, and professional development on development of integrated care systems.
- Liaise with staff from across ODE to improve utilization of wellness, belonging and wellbeing data in school and district decision making.

20% - N E - Administrative Services

- Continuously improve collaborations within SWISH and across ODE to strengthen school district implementation of responsive, safe and inclusive schools and well supported workforce efforts to achieve local accountability metrics.
- Prepare operational reports for Program Director and ODE leadership.
- Review, improve and coordination preparation of legislative reports required annually from the SWISH unit.

5% - N NE - Other duties as assigned

At all Times - N E

- Demonstrate recognition of the value of individual and cultural differences.

- Consistently treat Tribes, community members, partners, coworkers, contractors, vendors and consumers with dignity and respect.
- Create and maintain an inclusive and respectful work environment where talents, abilities and experiences of others are valued, and equity goals are supported.
- Demonstrate commitment to ongoing development on topics of anti-racism, elimination of health inequities and resiliency practices, social determinants of health and equity, universal accessibility and development of diverse and inclusive work environments.

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.

SECTION 5. GUIDELINES

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

ODE's general administrative policies and management and organizational theories. SWISH unit shared expectations. OEDI Frameworks and Best Practices. The Governor's and Deputy Superintendent's priorities; state and federal laws, rules, and regulations; rules and procedures governing state agencies; Oregon Revised Statutes; Administrative Rules, Attorney General's Guide for Public Records, Ethical Standards adopted by the Oregon Ethics Commission. ODE's Community Care Implementation Blueprint, other protocols and procedures developed by ODE, OEDI or SWISH to respond to public requests for assistance or information. ODE protocols and procedures related to implementation of SB 141.

How are these guidelines used?

These guidelines are used to create work culture, collaborate, operate within the law and authority of ODE and the SWISH Unit.

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?
ODE Staff	In Person, by mail, email or telephone	Project management, coordination, alignment, technical support, clarification, review	Daily
SWISH Staff	In Person, by mail, email or telephone	Project management, coordination, alignment, technical support, clarification, review	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

The position recommends which SWISH tools, templates, and professional development resources need to be created, revised, or retired to best support school community health and wellness. It decides how to adapt materials and engagement strategies to ensure cultural responsiveness, accessibility, and alignment with equity and anti racism goals. The role evaluates program effectiveness and chooses methods to streamline processes, reduce redundancy, and improve technical assistance delivery. It sets priorities, timelines, and project scopes for developing new belonging, wellness, and integrated care resources. The position determines how to translate complex data and research into practical tools that districts can use in decision-making. It decides what recommendations to bring forward to leadership regarding system improvements, reporting needs, and statewide implementation strategies. The role also makes ongoing decisions about how to strengthen collaboration across ODE and with external partners to advance safe, inclusive, and well supported school environments. This position influences statewide implementation of integrated care models and evidence-based wellness practices by developing accessible resources and recommendations that shape district-level systems and supports.

These decisions directly influence student outcomes by ensuring schools have effective, culturally responsive tools and integrated care practices that strengthen mental health, belonging, and overall wellness. They also improve districts' ability to use data and evidence based strategies, leading to safer, more supportive learning environments where students are better able to thrive academically and socially. The work of this position affects school districts, local education partners, community-based organizations, and ultimately students and families who rely on the tools, templates, and professional development produced by SWISH, even if they do not interact with the program directly.

The position's work directly impacts multiple ODE work units outside of SWISH by providing tools, data use guidance, and professional development that support agencywide initiatives related to school safety, wellness, belonging, and workforce well being.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Education Program Manager 3	00000177617	In Person, by mail, email or telephone	As Needed	Supervision

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.

