



State of Oregon Position Description

Company: Oregon Department of Education
Organization: Programs & Practice - ODE
Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Education Program Specialist 2	Job Profile ID:	2301
Business Title:	Education Program Specialist 2 (Unfilled)	Position ID:	000000058294
Employee Name:		Company ID:	58100
Representation:	OAS	Budget Auth No:	1301170
Location:	Salem ODE Public Service Building		
Supervisor:	Maggie Mashia (Education Programs Manager 3)		
Position:			
Time Type:	Full Time		
FLSA:	Exempt		
Exempt Reason:	Professional 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 is in the Office of Education Innovation and Improvement (EII) and will report to the Director of Programs and Practices. The Programs and Practices team reports to the Assistant Superintendent for Education Innovation and Improvement. The work of EII impacts local school districts, education service districts, professional associations, and other agencies involved in education programs in kindergarten through post-secondary education. Staff members will 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.

Section 2b. 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:

Provide guidance and technical assistance to districts for implementation of the High School Success program and execution of the System Supports, Coaching, Professional Learning, and Technical Assistance to school districts, regional coordinators, and partners in addressing graduation rates, chronic absenteeism and advancing the principles and program known as “High School Success (Measure 98)”. The position will work with a team that will deploy significant contract dollars and coordinate cross-agency and cross-office supports to meet program expectations.

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.

70% - R E - Program Coordination, Technical Assistance

- Maintain knowledge and understanding of evidenced-based education research and best practices, specifically around career and technical education, dual credit/accelerated learning, ninth grade on track, dropout prevention and chronic absenteeism.
- Process, evaluate and approve district-designed High School Success plans and sub-grant applications.
- Plan on-site and/or virtual visits in monitoring and evaluating districts and other necessary educational agencies for compliance with regulations, policies and statutes.
- Interpret and develop policy related to High School Success guidance.
- Collaborate in the alignment of programs and funding with statewide efforts including, but not limited to, equity, diversity and inclusion, student services supports, education technology, career and technical education, and charter school efforts.
- Facilitate work groups to identify strategies and problem solving models for implementing High School Success strategies.
- Develop interim measures and implement monitoring routines to evaluate High School Success plans to determine success of programs.
- Collaborate with Research Analyst, Program Analyst and Operations & Policy Analyst to collect, compile, and submit data for required internal, state and federal reports, via the use of electronic databases, electronic tools, and/or complex spreadsheets.
- Collaborate with Research Analyst, Program Analyst and Operations & Policy Analyst to design and create data reports, ensuring they are delivered on time and accurately reflect submitted data.
- Work across teams, offices, and divisions to create coordinated approaches to implementation and problem-solving.
- Lead initiatives to identify strategies for implementing a culture of continuous improvement to meet High School Success goals and objectives.
- Facilitate in the implementation of new programs (resource distribution, accountability measures, transparency efforts and equity alignments, etc.) related to addressing chronic absenteeism and improving graduation rates.
- Design and facilitate workshops sessions to encourage innovation and design thinking related to improving graduation rates and implementation of chronic absenteeism evidence-based best practices.
- Establish and participate in a system of site reviews designed to help districts strengthen their systems and practices, where applicable.
- Assist in general oversight, development and implementation of System Capacity supports, coaching and technical assistance to Oregon school districts.

15% - R E - Internal/External Communications

- Develop and maintain HSS communication plan and coordinate communications with other office initiatives.
- Coordinate and draft necessary communications for the HSS team in coordination with other office initiatives.

- Maintain and update HSS website as necessary.
- Review department policies and prepare documents for public use.
- Develop varied correspondences and presentations for varied audiences.

10% - R E - Relationship Builder

- Serve as ODE liaison to ESDs, districts and schools.
- Collaborate with ESDs, OAESD, Regional Capacity Builders, and Tribal Attendance Initiatives to create resources and provide professional development on policy change to improve graduation rates and reduce chronic absenteeism at the school district level.
- Works in partnership with other office initiatives team members to streamline communications to school districts and other ODE team initiatives around attendance and graduation.

5% - NC NE - Support to EII Director and other duties as assigned

- Work in collaboration with the Director and other office staff on projects.
- Complete projects assigned by the Director.
- Participates as a member of committees and task forces as assigned.
- All other duties as assigned by team lead and Director.

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.

Occasional in-state travel may be necessary and require sitting/driving for extended periods of time. This position requires some national and statewide travel, including overnight, weekend, and some evening work. The person in this position must possess and maintain a current, valid driver’s license and an acceptable driving record or be able to provide an acceptable alternate method of transportation.

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.

SECTION 5. GUIDELINES

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

Department of Education Policy manual
 Department handbook “Standard Operating procedures” Reference Manuals

How are these guidelines used?

Staff must be familiar with laws, rules and bulletins to stay within the legal requirements of state and federal government to provide information and interpretation of program laws, rules and guidelines. Specialists will ensure program quality, compliance and effectiveness, as well as provide technical assistance to districts and effectively implement and evaluate educational programs.

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?
Business, Industry & Labor & Employers	In Person, by mail, email or telephone	Provide state leadership and technical assistance	Regularly
Grant recipients/ school district leaders	In Person, by mail, email or telephone	Provide state leadership and technical assistance	Regularly
Professional Groups	In Person, by mail, email or telephone	Provide state leadership and technical assistance	Regularly
Public	In Person, by mail, email or telephone	Provide state leadership and technical assistance	Regularly
Secondary District Administrators, Curriculum Directors & Instructors	In Person, by mail, email or telephone	Provide state leadership and technical assistance	Regularly
State agency leaders and administrators	In Person, by mail, email or telephone	Provide state leadership and technical assistance	Regularly
University Staff & Advisory Groups	In Person, by mail, email or telephone	Provide state leadership and technical assistance	Regularly

SECTION 7. POSITION RELATED DECISION MAKING

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

The Education Specialist 2 is expected to make decisions and formulate recommendations to both the agency and the field in the areas of comprehensive services leading to improved achievement of students, such as professional development, curriculum, instruction, instructional materials, testing, teacher education, accountability measures and performance measures. Decisions must be made regarding compliance issues, covering programmatic and fiscal requirements, and change or discontinuance of programs. It is essential that the decisions made by this position are in keeping with the mission, goals and priorities of the work unit, the agency, the State Board of Education and the Federal Government. The person in this position is expected to use their best professional judgment and integrity and must demonstrate a high degree of ethical conduct in all work related situations.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Education Programs Manager 3	0000183	In Person, by mail, email or telephone	Monthly	The purpose is to ensure that all programs are working toward a common goal and within philosophical and financial limits of the department.

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:

Ability to establish effective relationships and demonstrate collaborative skills with district administrators, teachers, parents, and personnel from partnering institutions and groups

- High level understanding of system-thinking and system development
- High-level knowledge of professional practices and responsibilities for educators and administrators
- Knowledge of essential elements of effective schools including, but not limited to multi-tiered systems of supports, comprehensive assessments systems, comprehensive professional development systems
- Knowledge of Oregon's academic standards, career learning frameworks and assessment
- Ability to demonstrate tact and to be assertive when faced with noncompliance issues
- Experience and skill in oral presentation and public speaking
- Strong comprehensive writing skills
- High levels of professional knowledge regarding Elementary and Secondary Education Act and other effective programs for disadvantaged children and youth
- Knowledge of presentation software
- High levels of experience and skill in Microsoft Excel, Access and/or other similar software programs
- Experience in applying web technology as a communication tool and in data collection
- Experience in K-12 teaching and/or K-12 administration preferred.

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.

