



State of Oregon Position Description

Company: Oregon Department of Education
Organization: School Age Special Education - ODE
Service Type: Representable Classified

SECTION 1. POSITION INFORMATION

Job Profile Title:	Education Program Specialist 2	Job Profile ID:	C2301
Business Title:	Education Program Specialist 2 - SR33 - Exempt	Position ID:	000000047229
Employee Name:	Mike Franklin	Company ID:	58100
Representation:	OAS	Budget Auth No:	375260
Location:	Salem ODE Public Service Building		
Supervisor:	Crystal Brumfield (Director of IDEA Programs)		
Position:	Education Program Specialist 2		
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.

The Office of Enhancing Student Opportunities contributes to ODE's mission of fostering equity and excellence for every learner through collaborations with educators, partners, and communities by providing support in overall school improvement efforts to Oregon's school districts. The work of this office includes helping districts meet the obligations of IDEA for the education of students experiencing disability, the requirements of the federal program, and overseeing and supporting the Oregon School for the

Deaf. 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, technical assistance, system improvement and development in line with federal and state laws/regulations.

The primary purpose of this position is to ensure that all state and federal laws pertaining to the education of children with disabilities are implemented and carried out as prescribed. This position interacts directly with education service districts, local education districts, other state agencies, parents, contractors, Oregon Department of Justice, and Office of Special Education Programs (OSEP). This position also has primary responsibility for the Dispute Resolution Committee, a stakeholder committee of individuals from throughout the state who are familiar with special education dispute resolution, and facilitates the Dispute Resolution Team.

This position organizes and schedules all functions related to complaint investigations regarding compliance with the Individuals with Disabilities Education Act (IDEA), Parts B and C, and related state laws. Duties include training complaint investigators, conducting investigations, drafting and editing final orders, and preparing reports on complaint outcomes and implications. This position also oversees functions related to due process hearings, including arranging for hearing officer training, acting as the liaison with the Office of Administrative Hearings, and preparing reports on hearing outcomes and legal implications. This position also ensures that mediators are appropriately trained and that the mediation system operates within state and federal requirements.

This position assists in preparing and amending various OSEP compliance documents, including state applications under Part B and Part C of the IDEA, annual performance data related to dispute resolution, and other documents or reports as required under state or federal law.

This position also acts as a legal resource to ODE staff and provides technical assistance to districts relative to state and federal special education law. In addition, this position has primary responsibility for drafting administrative rules relating to the Office of Enhancing Student Opportunities and may serve as a hearing officer for the Pupil Transportation/Fingerprinting Unit.

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% - NC - E - Investigations

Coordinate and conduct investigations of complaints alleging violations of federal law in the provision of service to children with disabilities.

- At least every two years, recruit and contract with qualified individuals to conduct complaint investigations and provide periodic training to these individuals.
- Follow internal tracking process for complaint management.
- Act as contact point for communication between complainant and district.
- Write or edit complaint orders including summary of investigation, findings of facts, findings of non-compliance, and corrective action.

Manage and coordinate due process requests with Office of Administrative Hearings and filing process with districts.

Participate as a member of Student Services Coordination Team.

Facilitate and manage the Dispute Resolution Committee.

20% - NC - E - Resource regarding legal issues

Act as the resource for the Office of Enhancing Student Opportunities for legal issues in the delivery of special education services.

- Provide technical assistance related to student-specific issues.
- Provide written guidelines related to topics and issues as needed.
- Act as hearing officer for Pupil Transportation/Fingerprinting Unit in collaboration with ODE's Legal Manager.

Work with Department of Justice and ODE's Government and Legal Affairs Office regarding OESO legal matters.

Act as a legal resource to ODE staff and provide technical assistance to districts relative to state and federal special education law.

15% - NC- E - Administrative Rules

Facilitate the proposal of administrative rules for OESO. Assist in drafting administrative rules, attend meetings in the field regarding proposed rules, draft Summary of Need and Summary documents for the State Board of Education, and Schedule and attend public hearings on proposed rules.

10% - NC - E - Lead Worker Responsibilities

Assign and reassign tasks to accomplish activities effectively and efficiently related to the Dispute Resolution Team.

Orient new staff/newly-assigned staff to Dispute Resolution Team work.

Give direction to workers concerning work procedures.

Transmit established standards of performance to workers.

Review work of employees for conformance to standards.

Provide informal assessment of workers' to supervisor.

5% - NC - E - SPP/APR Writing Team

Meet with SPP/APR Writing Team as needed. Plan or document current and/or future activities for indicator(s), and provide timely reports on progress of indicator activities. Collect and analyze data specific to assigned indicator(s). Using templates developed by writing team, complete template of work on the indicator in timely and quality manner. Supply and verify data for public reporting activities. Attend OSEP phone calls as requested.

5% - NC - NE - Facilitate policy development of Office of Enhancing Student Opportunities during legislative sessions. 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.

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.

Individuals with Disabilities Education Act (IDEA)

OAR Chapter 581, Division 15

ORS 343

Federal regulations related to special education

State and federal laws related to people with disabilities

How are these guidelines used?

To perform duties related to the education of children with disabilities.

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?
Contractors	In Person, by mail, email or telephone	Training and provide information	Regularly
Department of Justice	In Person, by mail, email or telephone	Provide and obtain information	Regularly
Education service district staff	In Person, by mail, email or telephone	Training; provide and obtain information	Daily
LEA Special Education directors	In Person, by mail, email or telephone	Training; provide and obtain information	As Needed
Other agencies	In Person, by mail, email or telephone	Provide information and technical assistance	Daily
Parents	Phone	Provide information	Weekly
U.S. Office of Education	Phone	Provide and obtain information	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

This person ascertains and assesses present operating procedures as to ensure they are in compliance with state and federal law. Provides guidance for special education-related matters.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Assistant Superintendent for the Office of Enhancing Student Opportunities		Virtual	Regularly	Support and Progress Monitoring
Director of IDEA Programs		Virtual	Regularly	Support and Progress Monitoring

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:

Special education law experience highly desirable
Experience with education law
JD degree desired but not required

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:

Operating Area	Biennial Amount	Fund Type
----------------	-----------------	-----------

SECTION 12. ORGANIZATIONAL CHART

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

SECTION 13. SIGNATURES

Employee	Date
----------	------

Manager	Date
---------	------

Appointing Authority	Date
----------------------	------