



State of Oregon Position Description

Company: Oregon Department of Education
Organization: IDEA Programs | IDEA Initiatives - ODE
Service Type: Representable Classified

SECTION 1. POSITION INFORMATION

Job Profile Title:	Administrative Specialist 1	Job Profile ID:	C0107
Business Title:	IDEA Program Strategist	Position ID:	000000178779
Employee Name:		Company ID:	58100
Representation:	OAS	Budget Auth No:	1442731
Location:	Salem ODE Public Service Building		
Supervisor:	Crystal Brumfield (Education Programs Manager 3)		
Position:	Administrative Specialist 1		
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.

The Office of Enhancing Student Opportunities (OESO) 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 and programs. The work of this office includes helping districts and programs meet the obligations of state and federal laws, especially those related to the education of students experiencing disability and disabled students, and

overseeing and supporting the Oregon School for the Deaf (OSD). The work of this office impacts local school districts, education service districts, professional associations, and other agencies involved in education programs including early intervention/early childhood special education (EI/ECSE), special education, secondary transition programs, and education programs within Oregon correctional facilities, hospitals, and treatment centers. This office also oversees implementation of Abbreviated School Day Programs (ASDP) consistent with ORS 343.321-343.333.

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:

This position provides key administrative, logistical, and project support to the Office of Enhancing Student Opportunities (OESO) to implement Oregon's System of General Supervision. The role focuses on coordinating and supporting activities that improve educational outcomes for students with disabilities by facilitating high-quality technical assistance, professional development, and compliance-related improvement work with local education agencies and partners across Oregon.

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.

55% - N E - Program and District Support

Duties include but are not limited to:

- Tracking district inquiries and support requests via shared inboxes, inquiry systems, and call logs.
- Coordinating logistics for virtual and in-person events, including scheduling, registration, materials preparation, communications, and facilitation support.
- Managing in-state and out-of-state travel for IDEA Programs staff, including gathering documentation, obtaining approvals, arranging lodging and transportation, processing reimbursements, and ensuring compliance with agency and state travel policies.
- Maintaining organized electronic records of travel documentation, approvals, and receipts through OneDrive, Smartsheet, and other electronic systems.
- Developing and implementing systems to ensure the internal review of guidance documents, tools, webpages, and implementation resources for alignment with office priorities, professionalism, and compliance with the ODE style guide; maintaining version control and archiving systems.
- Coordinating updates to online content and ensuring resources are accessible and up to date by developing and implementing a regular staff review process for all online materials and providing regular updates on completion of related tasks to the director.
- Assisting with tracking and documentation of deliverables for assigned grants and implementing internal reporting and documentation processes.
- Supporting implementation of compliance-related improvement and corrective action by tracking corrective actions, maintaining TA documentation, and ensuring alignment of materials with required actions through the development and implementation of electronic tracking systems for corrective actions, ensuring the knowledge management of technical assistance documentation, and reviewing materials for alignment based on checklists and other prepared documentation.
- Assisting with the implementation of OESO's systems for root cause analysis, implementation planning, and tracking communication with districts engaged in corrective action or monitoring which can include sending and receiving corrective action or monitoring documents, documenting the receipt of relevant documents, supporting the development of annual timelines for activities, and other related duties.

40% - N E - Support for the Director of IDEA Programs

Duties include but are not limited to:

- Managing calendars, scheduling meetings, and coordinating logistics for internal and external engagements.
- Preparing meeting materials, taking notes, and tracking follow-up actions to support strategic planning and leadership activities.
- Supporting the coordination of communications and priorities between the director and IDEA Programs teams.
- Organizing and maintaining documentation, contact lists, and project timelines for leadership-led initiatives.

- Assisting with the preparation of briefing materials, presentations, and reports for internal and external audiences which can include copy editing, formatting, researching, and other related tasks necessary to ensure professional internal and external materials.

5% - R E - Other Duties as Assigned

- Performing other administrative and project coordination tasks as directed by the Assistant Superintendent or Director of IDEA Programs, including support for cross-office initiatives or short-term assignments.
- Other duties as assigned.

At All Times - NC E:

Equity and Inclusion: Demonstrate commitment to equity by applying knowledge and skills to interrupt systemic oppression, especially at the intersection of race and disability. Engage in efforts to further OESO and agency-wide equity goals.

Professionalism: Consistently treat customers, partners, vendors, and co-workers with dignity and respect. Create and maintain a welcoming and respectful work environment.

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.

Works in a typical office environment. Frequent contact by telephone, e-mail, in writing or in person with agency executive management and staff, staff from other local, state, and federal agencies, legislative staff, education and community partners, and members of the public. High-level coordination with internal and external customers. Occasional overnight in-state travel may be necessary and require sitting/driving for extended periods of time. Occasional evening and weekend work required.

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.

- Federal Laws and Regulations: Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA).
- State Laws and Regulations: Oregon Revised Statutes (ORS), Oregon Administrative Rules (OAR).
- Policies and Procedures: Established by the Department of Administrative Services, the Oregon Department of Education, and the Office of Enhancing Student Opportunities.

How are these guidelines used?

These guidelines support consistent, accurate implementation of both compliance monitoring and technical assistance activities by providing a clear framework for advancing continuous improvement, ensuring accountability, and supporting districts in meeting the needs of students with disabilities. The Administrative Support Specialist uses the guidelines to organize and track activities, prepare and disseminate accurate documentation, and maintain alignment with federal and state requirements. By applying these guidelines

in their administrative duties, the specialist helps uphold the integrity of Oregon's special education system and ensures smooth coordination of supports to districts working toward meaningful compliance and improved outcomes for students 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?
Department Staff	In Person, by mail, email or telephone	Coordinate scheduling, manage documentation, support project planning, clarify administrative needs	Weekly
District Support Specialists	In Person, by mail, email or telephone	Support coordination of compliance and technical assistance activities	Weekly
Other Agencies	In Person, by mail, email or telephone	Coordinate logistics, share general information, support interagency collaboration	Regularly
Parents/Families	In Person, by mail, email or telephone	Provide general information or direct inquiries to appropriate program staff	As Needed
School District and ESD Staff	In Person, by mail, email or telephone	Schedule meetings, send and receive documentation, provide information about monitoring and support processes	Weekly
State Board of Education Members	In Person, by mail, email or telephone	Assist with preparation of materials, logistics, or tracking related to reports or presentations	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

The Administrative Support Specialist plays a key role in supporting Oregon's special education compliance and technical assistance systems by making day-to-day decisions that ensure timely, accurate, and well-organized implementation of activities. Typical decisions include determining the appropriate format and timing for communications and resource dissemination, organizing and prioritizing scheduling needs across multiple initiatives, maintaining version control and consistency across guidance documents and records, and selecting the appropriate tracking tools and systems for documentation. In this position, the incumbent exercises judgment in aligning administrative processes with compliance timelines, technical assistance plans, and federal and state requirements. Decisions made directly impact the efficiency and clarity of communication with districts, the timely coordination of monitoring and professional development activities, and the overall ability of the agency to support districts in improving outcomes for students with disabilities. These decisions contribute to the integrity and accessibility of Oregon's general supervision system and ensure that both compliance and support efforts are delivered with consistency and professionalism.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Education Programs Manager 3	000000179476	In Person, by mail, email or telephone	Regularly	Supervises position, reviews the work projects and proposals on an ongoing basis, and prepares the annual evaluation. The purpose is to ensure that all programs are working toward a common goal and within the limits of the position, office and 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:

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
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SECTION 12. ORGANIZATIONAL CHART

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

SECTION 13. SIGNATURES

Employee

Date

Manager	Date
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Appointing Authority	Date
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