



State of Oregon Position Description

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

SECTION 1. POSITION INFORMATION

Job Profile Title:	Administrative Specialist 1	Job Profile ID:	C0107
Business Title:	Legal Administrative Specialist	Position ID:	000000021489
Employee Name:		Company ID:	58100
Representation:	OAS	Budget Auth No:	719520
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. 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.

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:

The purpose of this position is to assist the Legal Specialist in the management of Dispute Resolution services within the Office of Enhancing Student Opportunities. This position serves as a communication point person, regularly interacting with parents, districts, legal representation, and contractors to answer questions, provide information, and ensure a timely outcome. This position is also responsible for the upkeep of a variety of Dispute Resolution documentation and tracking hubs, including the DRS Database, J Drive Folders, Dispute Docket, and SmartSheet. Additional duties include managing calendars (i.e, scheduling meetings and trainings), editing orders, and handling contractor work orders.

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.

85% - R E - Administrative Assistance

- Assist the IDEA Resolution Specialist with managing all Dispute Resolution Services
- Keep the Dispute Resolution Database up to date with dates, party information, and documents.
- Keep open communication with parties involved in Complaints, Mediations, FIEPs, and Due Process. Send documentation, answer questions, etc.
- Draft, edit, and send work orders for contractors.
- Manage the Dispute Resolution Docket
- Manage the J Drive Folder containing Dispute Resolution information and keep up to date with documents
- Edit documents for the Legal Specialist, including Final Orders and Dismissals before delivering to parties.

10% - R E - Coordination Support

- Manage Calendars and Events for specialist and contractors
- Schedule Trainings and other meetings for Contractors via Outlook & Zoom
- Draft work orders for trainings and other meetings
- Provide tech support during trainings and other meetings

5% - R 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.

Statewide travel is a regular part of this job, sometimes involving weekend work and/or overnight stays, to conduct monitoring and provide technical assistance to local programs. Travel may 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.

The Individuals with Disabilities Education Act (IDEA), OAR Chapter 581, Division 15, Chapter 343 Oregon Laws, and Federal Regulations related to special education, other state and federal laws related to people with disabilities.

How are these guidelines used?

This person must have a working knowledge and understanding of all state and federal laws and regulations as they 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?
Dispute Resolution Contractors	In Person, by mail, email or telephone	Assign work orders, discuss Dispute Resolution details, handle invoices, etc.	Daily
Legal Representation	In Person, by mail, email or telephone	Discuss Dispute Resolution process, answer questions, provide important documents.	Weekly
Parents	In Person, by mail, email or telephone	Discuss Dispute Resolution process, answer questions, provide important documents.	Weekly
School Districts Email &	In Person, by mail, email or telephone	Discuss Dispute Resolution process, answer questions, provide important documents.	Weekly

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	0000006	In Person, by mail, email or telephone	Regularly	To ensure work of the section is completed according to laws and rules

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
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Manager	Date
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Appointing Authority	Date
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