STATE OF OREGON
POSITION DESCRIPTION

Agency: Department of Education
Facility: OESO

☒ New ☐ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Exec. Support Specialist 1
b. Classification No: 0118
c. Effective Date: 
d. Position No: TBD LD
e. Working Title: Executive Support Specialist
f. Workday No: TBD LD
g. Section Title: Inclusive Services
h. Agency No: 58100
i. Employee Name: VACANT
j. Repr. Code: OAS
k. Work Location (City – County): Salem-Marion
l. Supervisor Name (Optional): Kara Williams

m. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
   ☐ Part-Time ☐ Intermittent ☐ Job Share
   ☐ Full-Time
n. FLSA: ☒ Exempt ☐ Non-Exempt
   If Exempt: ☐ Executive ☐ Professional ☐ Administrative
   ☐ Non-Executive

o. Eligible for Overtime: ☒ Yes ☐ No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who’s affected, size, and scope. Include relationship to agency mission.

The Oregon Department of Education (ODE) provides statewide leadership for all elementary and secondary students in Oregon’s public school districts and education service districts. Responsibility also extends to public preschool programs, the state School for the Deaf, regional inclusive services for children experiencing disabilities, and education programs in Oregon youth correctional facilities. Our mission is to foster excellence for every learner through innovation, collaboration, leadership, and service to our education partners. We value equity for every student, high-quality education, service, leadership, and teamwork. We are results-focused and believe people are our greatest asset.

The Office of Enhancing Student Opportunities (OESO) is responsible to ensure the free appropriate public education for all children experiencing disabilities in Oregon, birth through age 21, and assures that the education of these children is a vital element of Education Reform activities. This Office provides technical
assistance to school districts and regional inclusive services; leads program development and improvement of services; works cooperatively with educators and parents to improve the achievement of students with diverse learning needs; contracts for provision of state-operated programs and services locally; monitors districts for compliance with state and federal law; and monitors educational services.

OESO ensures educational and support services each year to more than 80,000 children and youth experiencing disabilities through a combination of state, federal, and local expenditures in excess of $370,000,000 annually. In addition to children and young adults, parents, teachers, and ODE special education staff, the Office also collaborates with advocacy groups and other public and private agencies.

OESO functions internally with several significant work centers: Early Intervention/Early Childhood Special Education, Regional Inclusive Services, IDEA Programs, IDEA Compliance, and Oregon School for the Deaf. Staff interacts across work center responsibilities and throughout the Department to pursue the mission and goals of the Department of Education as well as the performance goals of the Office.

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 person in this position will provide direct and confidential administrative support to the Director of Inclusive Services and the Director of IDEA Programs within the Office of Enhancing Student Opportunities (OESO), including the coordination of administrative work.

SECTION 3. DESCRIPTION OF DUTIES

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.

<table>
<thead>
<tr>
<th>% of Time</th>
<th>N/R/NC</th>
<th>E/NE</th>
<th>DUTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>55 %</td>
<td>N</td>
<td>E</td>
<td>Executive Support</td>
</tr>
</tbody>
</table>

- Anticipates the needs of both Directors by furnishing information required for official reply to correspondence and other official acts; locates, assembles, edits, and summarizes material, information, and data for administrative action; maintains written control of materials received, routed, assigned, or disposed of in the Office.
- Take and transcribe dictation of confidential, technical, or legal information as needed; records and transcribes proceedings of meetings and conferences.
- Researches information and composes correspondence, reports, memos and other documents; maintains both Directors’ calendar and advises them of commitments. Make arrangements for meetings and special conferences; arranges travel itinerary and accommodations; prepares and submits travel and expense claims.
- Maintains files of correspondence, reports, instructions, guidelines, and similar material frequently referred to by the Directors; opens, scans, or reads, and distributes mail and email.
- Receives, interviews, and screens callers and visitors; serves as communication link between administrative superior and agency staff, Governor's office, legislative staff, other State agency directors or their staff, Federal government personnel, and/or the public; responds to complaints or concerns by obtaining all pertinent details and contacting appropriate agency official or department for necessary action.

<table>
<thead>
<tr>
<th>25%</th>
<th>N</th>
<th>E</th>
<th>Administrative Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Assist with compiling information used in the preparation of the biennial budget including but not limited to; monitoring monthly and quarterly expenditure against adopted budget; compiling information on a variety of subjects related to agency operation at the request of the administrative superior.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Performs session and interim legislative tracking activities by working with legislative committee staff to obtain information on scheduled work sessions and hearings, monitoring bills, maintaining a central filing system for all agency related legislation, and/or supporting testimony, scheduling and other information for the Directors; solicits information for internal communications; maintains appropriate records for the team related to Administrative Rules; supports arrangements and secures facilities, materials, equipment for internal and external meetings; maintains team personnel records.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Provide support for all communication protocols for the team including but not limited to: coordination and maintenance of internal office route slips; office directory; email and business distribution lists; electronic file directories; responding to general inbox inquiries and other communication tools.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10%</th>
<th>N</th>
<th>E</th>
<th>Team Support</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Assists in coordination of employees providing administrative or office support, including the onboarding and creation of new office administrative procedures.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Prepares work and vacation schedules; confirms overtime</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Acts on behalf of the Directors when scheduling and arranging appointments, meetings, and conferences, and when coordinating specific agency-wide projects or activities.</td>
</tr>
</tbody>
</table>
including the development of a positive and effective office culture, including initiating and leading cross office collaboration and project supports around various subjects as directed by the Directors.

- Initiates and/or leads cross office collaboration and project support around various subjects as requested by the Directors.

<table>
<thead>
<tr>
<th>5%</th>
<th>N</th>
<th>NE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship Building and Professional Learning</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- Collaborate with other ODE teams in the identification, sharing, and support of emerging and evidence-based practices to meet the needs of Oregon’s students as it relates to the areas of program responsibility.
- Advocate for and implement agency and state equity, diversity, and inclusion and affirmative action objectives, employee development, and other human resource goals.
- Establish and maintain effective and strategic relationships with grantees and partner agencies such as Oregon Education Service Districts.
- Establish and maintain effective and strategic relationships with organizations that support culturally and linguistically diverse communities of immigrant origin, research organizations/institutions, and technical assistance organizations/institutions.
- Collaborate and problem solve with other Directors and team members within the office and the Assistant Superintendent for OESO.

<table>
<thead>
<tr>
<th>5%</th>
<th>N</th>
<th>NE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Duties as Assigned</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Support the functioning of OESO and the Oregon Department of Education to increase equity, inclusion, and results for infants, toddlers, children, and students experiencing disabilities. Such work may include but is not limited to:
- Providing technical assistance to school districts, the public, and parents on education issues.
- Participating in cross-office activities as assigned by the Assistant Superintendent of Enhancing Student Opportunities or Director(s) within Enhancing Student Opportunities.
- Performing other duties as assigned by the Assistant Superintendent of Enhancing Student Opportunities or Director(s) within Enhancing Student Opportunities.
Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

This position requires the ability to work on multiple tasks simultaneously, sometimes within short time frames. Daily work on the computer and in remote conferencing situations. Some travel as necessary.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.
   IDEA, Oregon Revised Statutes, Oregon Administrative Rules, ODE Policies and Procedures, OESO procedures, and computer/software manuals.

b. How are these guidelines used?
   Used as reference to ensure correct policies, procedures, and timelines are followed.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

<table>
<thead>
<tr>
<th>Who Contacted</th>
<th>How</th>
<th>Purpose</th>
<th>How Often?</th>
</tr>
</thead>
<tbody>
<tr>
<td>School district and ESD staff, directors, and superintendents</td>
<td>phone, email, in-person</td>
<td>Inquiries/communication</td>
<td>As needed</td>
</tr>
<tr>
<td>General Public</td>
<td>phone, email, in-person</td>
<td>Inquiries/communication</td>
<td>As needed</td>
</tr>
<tr>
<td>Vendors</td>
<td>phone, email, in-person</td>
<td>Inquiries/communication</td>
<td>As needed</td>
</tr>
<tr>
<td>ODE staff</td>
<td>phone, email, in-person</td>
<td>Daily business operations</td>
<td>Daily</td>
</tr>
<tr>
<td>Agency staff and support staff</td>
<td>phone, email, in-person</td>
<td>Inquiries/communication</td>
<td>As needed</td>
</tr>
</tbody>
</table>

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 7. POSITION RELATED DECISION MAKING

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

This position determines priorities or work to be done, establishes timelines, and adjusts as necessary. Workload decisions affect efficiency and effectiveness of overall performance. Also makes decisions when responding to information requests. Decisions may have legal implications and must not exceed the authority of the position. Image of the work unit and agency is affected by decisions. Often this position works independently on several projects at one time. Decisions regularly relate to highly sensitive and/or
confidential matters and are concerned with the appropriate application of policy to non-routine matters. Performs administrative support functions requiring independent judgment, decision-making and problem resolution.

**SECTION 8. REVIEW OF WORK**

*Who reviews the work of the position?*

<table>
<thead>
<tr>
<th>Classification Title</th>
<th>Position Number</th>
<th>How</th>
<th>How Often</th>
<th>Purpose of Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Exec/Mgr</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Performance Accountability and Feedback</td>
<td>Quarterly</td>
<td>Review, update, and set new goals.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>One on one check-ins</td>
<td>weekly</td>
<td>Check in on current projects and progress towards meeting goals</td>
</tr>
<tr>
<td></td>
<td></td>
<td>email</td>
<td>as needed</td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 9. OVERSIGHT FUNCTIONS**

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

*a. How many employees are directly supervised by this position?*

0

How many employees are supervised through a subordinate supervisor?

*b. Which of the following activities does this position do?*

- [ ] Plan work
- [ ] Coordinates schedules
- [ ] Assigns work
- [ ] Hires and discharges
- [ ] Approves work
- [ ] Recommends hiring
- [ ] Responds to grievances
- [ ] Gives input for performance evaluations
- [ ] Disciplines and rewards
- [ ] Prepares & signs performance evaluations

**SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION**

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

N/A

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

<table>
<thead>
<tr>
<th>Operating Area</th>
<th>Biennial Amount ($00000.00)</th>
<th>Fund Type</th>
</tr>
</thead>
</table>

*Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit “Enter”.*
SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

______________________________  ___________________________  ___________________________  ___________________________
Employee Signature           Date                                Supervisor Signature          Date

______________________________  ___________________________
Appointing Authority Signature           Date