



State of Oregon Position Description

Company: Oregon Department of Education
Organization: School Choice, Options & Recovery Education - ODE
Service Type: Representable Classified

SECTION 1. POSITION INFORMATION

Job Profile Title:	Program Analyst 2 - SR27 - Non Exempt	Job Profile ID:	C0861
Business Title:	SCORE Systems Coordinator	Position ID:	000000164731
Employee Name:		Company ID:	58100
Representation:	OAS	Budget Auth No:	1437791
Location:	Salem ODE Public Service Building		
Supervisor:	Kate Pattison (Education Programs Manager 3)		
Position:	Program Analyst 2		
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.

This position is in the Office of Relations, Management, and Support on School Choice, Options, and Recovery Education (SCORE) team which supports and monitors schools and programs that provide alternative educational options, placements, and school choice in the K-12 education system. Units in this office manage schools and programs that include:

(1) Charter Schools; (2) Alternative Schools; (3) Recovery Schools; (4) Resource Management; (5) Hospital and Pediatric Nursing;

(6) Long-Term Care and Treatment; (7) Youth Correction Education Programs; (8) Juvenile Detention Education Programs.

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 is organizationally located in the Director's Office on the School Choice, Options, and Recovery Education (SCORE) team.

The SCORE Systems Coordinator will manage grants and coordinate procurement functions across the School Choice, Options, and Recovery Education team. Grants will be managed in accordance with the rules adopted by the State Board of Education to be applied to the computation of the State School Fund allocations and Statewide Education Initiates Account allocations to be used for approved recovery schools, public charter schools, and other programs on the team as needed. This position coordinates the virtual public charter school enrollment appeals process.

The SCORE Systems Coordinator will provide operational support to the SCORE team by working with procurement, budget/fiscal, and contractors/grantees to provide streamlined and effective collaboration, partnership, and execution of those grants and/or contracts. This position is also responsible for providing program implementation support in addition to contract/grant management processes, including data development, coordination, analysis, and providing general technical assistance and guidance to contractors/grantees in conjunction with program staff.

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.

25% - R E - SCORE Project Management and Implementation

- Coordinate implementation activities for SCORE-administered programs, including Recovery Schools, charter schools, alternative education programs, Long-Term Care and Treatment (LTCT), Juvenile Detention Education Programs (JDEP), and Youth Corrections Education Programs (YCEP), in alignment with applicable statutes, administrative rules, and State Board of Education requirements.
- Track procurement processes for the SCORE team including RFAs, contracts, and other procurements to ensure timelines are met and implementation is not unnecessarily delayed.
- Coordinate application and selection processes, including organizing review materials, supporting evaluation activities, and developing recommendations related to applicants.
- Coordinate with program staff and leadership to support funding, contract, or approval decisions for SCORE programs.
- Train approved applicants, contractors, and program operators on program systems for EGMS, invoicing, fiscal reporting, and other requirements identified in collaboration with the program staff.
- Work with program staff to build tools and systems to ensure successful contract management and approved applications, projects, and contracts align with SCORE program requirements, standards, and expectations.
- Work with the program staff to develop and update program guidance for SCORE initiatives, including application, contracting, implementation, and reporting expectations.
- Conduct regular meetings with program staff to support implementation, monitor progress, and update technical assistance.
- Collaborate with program staff to research, compile, and draft legislative, State Board, or leadership reports related to SCORE program implementation and performance.

25% - R E - SCORE Grants and Fiscal Management

- Coordinate grant and contract administration for SCORE-administered programs in accordance with established agency policies and procedures.
- Coordinate with program staff, procurement staff, and the Department of Justice to track the development, execution, and amendments of contracts and funding agreements for SCORE programs.
- Review, monitor, and evaluate approved budgets and expenditures on a scheduled basis to ensure compliance with state and federal requirements.

- Work with accounts payable to monitor invoice submission, payment status, and resolution of payment-related questions for SCORE contractors and grantees.
- Coordinate with the school finance team to provide fiscal technical assistance to SCORE program operators and grantees.
- Collect, track, and review required reports, data submissions, and deliverables from SCORE program operators and grantees in accordance with contract and grant requirements.
- Work with program staff to develop and update monitoring tools and participate in on-site visits with program staff to monitor compliance with grant agreements, contracts, and program requirements.
- Identify potential fiscal compliance concerns and coordinate with the supervisor and program team to support corrective action planning.
- Maintain grant and contract records and documentation to support audits, reporting, and internal monitoring activities.
- Develop, update, and maintain guidance documents related to program operations and fiscal management for SCORE-administered programs, including requirements for implementation, budgeting, reporting, and compliance.

25% - R E - Cross-Program Systems Alignment and Operational Effectiveness

- Support alignment and consistency across SCORE-administered programs by identifying shared operational needs and coordinating the development and use of common systems, tools, and practices.
- Partner with program staff across Recovery Schools, charter schools, alternative education, LTCT, JDEP, YCEP, and related programs to support efficient and consistent approaches to site visits, fiscal oversight, reporting, and documentation.
- Develop, align, and maintain shared systems and tools that support contract management, monitoring activities, and internal tracking across SCORE programs.
- Serve as a resource to program staff by providing guidance, training, and coaching on the use of common SCORE systems, agency tools, and operational practices.
- Identify opportunities to streamline workflows, reduce duplication, and improve efficiency across SCORE programs while maintaining program-specific requirements and compliance.
- Develop and maintain shared data collection and reporting processes that support cross-program visibility into implementation, timelines, and operational status.
- Support program staff in using shared data and systems to monitor implementation, identify challenges, and improve operational effectiveness over time.
- Review procurement- and operations-related materials (e.g., RFAs/RFPs, Form Bs, grant agreements, reporting templates) to promote consistency, clarity, and alignment across SCORE programs.
- Coordinate project tracking and internal planning tools that support cross-program visibility, sequencing of work, and workload management for the SCORE team.
- Research and recommend improvements to internal communication structures, meeting practices, and coordination mechanisms to support collaboration and shared learning across the SCORE team.
- Support SCORE leadership by identifying emerging operational trends, system gaps, or alignment opportunities and elevating recommendations for continuous improvement.
- Stay informed about related work, systems, and initiatives occurring across the agency and support the SCORE team in understanding, aligning with, and applying relevant practices where appropriate.
- Support the preparation of reports and presentations for the State Board of Education and the Legislature by conducting research, drafting materials, and assisting with presentation design in partnership with program staff.

20% - N E - Appeals and Final Orders

- Administer charter school appeals and waiver processes, including appeals related to charter proposals, renewals, terminations, and virtual public charter school enrollment, in alignment with applicable statutes, administrative rules, and agency procedures.
- Coordinate intake, tracking, and case management for appeals and waiver requests using established systems and tools; maintain complete, accurate, and confidential records.
- Track statutory and procedural timelines to support timely processing of appeals and waiver determinations and ensure compliance with required deadlines.

- Develop, update, and distribute procedural guidance, templates, and informational materials related to charter school appeals and waiver requests.
- Provide procedural and technical assistance to families, school districts, charter schools, and applicants regarding appeal and waiver requirements, timelines, and documentation.
- Review appeal records, waiver requests, supporting documentation, and prior determinations to assess procedural compliance and support agency decision-making.
- Prepare draft and final written determinations, orders, or recommendations for charter school appeals and waiver requests using established formats and legal guidance.
- Coordinate with supervisor and the Department of Justice on appeals or waiver matters requiring legal review, clarification, or additional analysis.
- Identify recurring procedural issues, questions, or implementation challenges related to appeals and waivers and recommend procedural clarifications or adjustments as appropriate.
- Compile and summarize appeals and waiver data to support internal tracking, leadership briefings, and required reporting to the State Board or Legislature.
- Collaborate with internal agency staff to support consistent application of charter school appeals and waiver procedures across programs.

5% - NC E - Other duties as assigned

- Supports the functioning of the School Choice, Options, and Recovery Education team and the Oregon Department of Education to increase operational alignment and education equity across intersecting programs.
- Assist team with on-site visits, program evaluation, legislation, and policies.
- Performs general office duties, such as participating in staff meetings and performing other work as assigned.
- Other duties as assigned.

At all times - NC E - Demonstrate professionalism

- Consistently treats customers, partners, vendors and co-workers with dignity and respect. Creates and maintains a work environment that is welcoming and respectful of diversity.
- Sets clear guidelines and models expected professional behaviors.

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.

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.

Occasional/Frequent in-state travel may be necessary and require sitting/driving for extended periods of time.

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 Regulations, Oregon Revised Statutes, Oregon Administrative Rules, state agency policies, and ODE procedures and guidance relevant and applicable to the Oregon Department of Education and general state employee expectations and conduct. Grant awards and Contract Agreements, Attorney General's Guide for Public Records, and Ethical Standards adopted by the Oregon Ethics Commission.

How are these guidelines used?

Staff must be familiar with laws, rules, and bulletins to stay within the legal requirements of the state and federal government to provide information and interpretation of program laws, rules and guidelines.

Decision-making, problem-solving, process development, and implementation.

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?
Advisory Groups	In Person, by mail, email or telephone	Planning, coordination, technical assistance, evaluation, program development	Regularly
District/ESD administrative staff	In Person, by mail, email or telephone	Inquiries, communication, information, sharing, soliciting input, technical assistance.	As Needed
Legislators	In Person, by mail, email or telephone	Inquiries, information	As Needed
ODE staff	In Person, by mail, email or telephone	Planning, coordination, information, technical assistance, information	Regularly
Other public and private partners and stakeholders	In Person, by mail, email or telephone	To share information, collaborate, address and resolve problems, answer questions, and elicit cooperation and assistance.	Regularly
State agencies	In Person, by mail, email or telephone	State agencies Phone, email, group and individual meetings, conferences, committees Inquiries, communication, information, sharing, soliciting input, technical assistance. As needed	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

The person in this position uses initiative and independent judgment to analyze situations and make decisions about Recovery Schools and EOSC initiative program priorities and objectives.

This position organizes and carries out their assignments with relative independence and participates in decision making regarding Requests for Proposals, Requests for Application, and Requests for Information (RFP/RFA/RFI) implementation and fiscal compliance with state and federal laws and regulations for contractors and grantees identified through the Recovery Schools Program and other EOSC initiative contracts/grants. Decisions made by the person in this position will affect fiscal accountability, program

efficiency and performance, and service to school districts and other partners, stakeholders, and students. Recommendations around program administration and operational decisions made by the person in this position are reviewed by the position’s supervisor for adequacy of coverage, factual development, and accuracy of presentation.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Education Program Manager 3	2510311	In Person, by mail, email or telephone	Regularly	To review work progress and concerns, and to perform annual performance review

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:

- High level of professional knowledge regarding community-based organization grant funding and contracting process and implementation.
- Understanding and experience creating contract/grant proposals, applications, and/or requests for information.
- Understanding and experience implementing and managing contract/grant agreements.
- Understanding and experience with data collection, analysis, reporting, and evidence-based recommendation and decision-making.
- Demonstrated commitment to promoting and fostering a diverse and discrimination/ harassment-free workplace; establishing and maintaining professional and collaborative working relationships with all contacts; contributing to a positive, respectful and productive work environment; maintaining regular and punctual attendance; performing all duties in a safe manner; and complying with all policies and procedures.
- Knowledge of local, state, and federal programs, particularly recovery schools, public charter schools, and alternative education options.
- Skill and fluency working in a team-oriented environment requiring participative decision-making and cooperative interactions among staff and management.
- Strong comprehensive writing, oral, and relationship-building/collaboration skills.
- Experience in oral presentations and presentation software.
- Experience providing advice or technical assistance to school districts, tribes, community groups, or the public.
- Experience working with culturally and individually diverse groups and ability to solicit and value diverse viewpoints.
- Ability to demonstrate a leadership role as part of a collaborative team effort.
- Ability to establish effective relationships and collaboratively work across the agency, state government, with school districts, public charter, and private schools, as well as various stakeholders, grantees/contractors, and community groups.
- Ability to manage multiple projects and work in a fast-paced environment.
- Ability to take broad concepts and convert them to guidance and direction.

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.

Driver’s License.

This position requires a driver’s license and an acceptable driving record or an alternative means of transportation.

