



State of Oregon Position Description

Company: Oregon Department of Education
Organization: Expanded Learning Team - ODE
Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Administrative Specialist 2	Job Profile ID:	0108
Business Title:	Expanded Learning Administrative Specialist (Unfilled)	Position ID:	000000183060
Employee Name:		Company ID:	58100
Representation:	OAS	Budget Auth No:	1447773
Location:	Salem ODE Public Service Building		
Supervisor:	Raquel Gwynn (Education Programs Manager 3)		
Position:			
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 Teaching, Learning & Assessment 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 OTLA includes helping districts meet the standards for Oregon elementary and secondary

schools, including both implementation and monitoring of educational program standards such as the Division 22 Standards, McKinney-Vento, and state and federal requirements for serving students in foster care; developing and supporting local implementation of content standards and high quality instructional materials; and supporting well-rounded learning strategies, including implementation of statewide literacy, expanded learning opportunities, digital learning, and STEM initiatives.

The major activities of the office include: leading for instructional improvement and literacy outcomes, development and implementation of content standards in academic content areas, adoption of high quality instructional materials, improving district systems, proficiency-based teaching and learning, talented and gifted education, advanced placement, and expanded learning opportunities. The work of this office impacts local school districts, education service districts, professional associations, other agencies involved in education programs in kindergarten through post-secondary education. Staff members work with a variety of schools and districts on educational program planning, curriculum development, professional development for teachers and administrators, and compliance with federal and state laws/regulations in order to center equity and excellence for every Oregon student.

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 administrative support to the Expanded Learning Team and administers guidelines, publications, internal controls, processes, and project monitoring in support of the administration of the State Summer Learning Grant Program, Early Literacy Community Grants, and 21st Century Title IV B Grants. In addition, this position provides technical assistance to grant recipients, reviews reimbursement requests, supports monitoring processes, and reports submitted by grant recipients for compliance with established rules and policies, and follows up with grant recipients to collect or correct documents as necessary.

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.

40% - N E - Project Coordination and Management

- Establish and maintain procedures to coordinate State Summer Learning Grant Program activities.
- Track progress toward State Summer Learning Grant Program implementation milestones, utilizing project management tools (e.g., Smartsheet).
- Provide Expanded Learning Director and team with regular progress updates on State Summer Learning Grant Program implementation and support team members to align their work and priorities to meet project milestones.
- Audit expenditures by State Summer Learning Grant Program grant recipients and reject or approve based on state and program requirements.
- Organize project documentation and internal communication structures using tools such as Smartsheet, Google suite, and Microsoft Teams.
- Research and analyze summer learning data from State Summer Learning Grant Program grant recipient reports, to respond to inquiries from public, community members and school districts and provide recommendations to the Expanded Learning Team Director for long range program improvement goals.

30% - N E - Grant and Contract Services

- Establish and maintain a grant tracking system that:
 - Tracks reimbursements as reimbursement requests are received
 - Identifies districts out of compliance with State Summer Learning Grant Program requirements
 - Supports federal compliance monitoring and coordinates across offices to ensure alignment across federal programs.
 - Provides data for program evaluation and analysis of trends
- Monitor grant expenditures, grant recipient reimbursement requests, and drawdowns for compliance with State Summer Learning Grant Program requirements.

20% - N E - Communication and Community Engagement

- Research information and respond to inquiries from grant recipients, other offices within ODE, local education agencies, education and community partners, state and federal legislators, and members of the public pertaining to the State Summer Learning Grant Program.
- Develop and coordinate implementation of a communication strategy to ensure timely and effective communication to internal and external partners regarding the State Summer Learning Grant Program.
- Identify and recommend improvements in training and communications to districts to improve management and reimbursement process
- Collaborate with Expanded Learning Team members to develop and publish newsletters and other communications on a regular basis.
- Serve as a web content administrator for the Expanded Learning Team, including ensuring web accessibility for all published materials and training team members in best practices for creating accessible documents.
- Coordinate in-person interpreter and written translation services following ODE's procedures.
- Represent ODE and serve as a spokesperson for the State Summer Learning Grant Program to community and education partners.
- Schedule, plan for, and help facilitate community engagement sessions pertaining to the State Summer Learning Grant Program and coordinate internal and external meeting schedules for Expanded Learning team members.
- Gather feedback from engagement sessions and prepare a synthesis of feedback to share with members of the Expanded Learning Team.

5% - N E - Rules Interpretation

- Interpret and explain State Summer Learning Grant Program rules, regulations, policies, and procedures to internal team members, external partners, grant recipients, and members of the public.
- Apply laws, rules, and regulations pertaining to the State Summer Learning Grant Program in reviewing and approving reimbursement requests.
- Prepare written reports and communications aimed at diverse audiences that address State Summer Learning Grant Program rules, regulations, policies, and procedures.

5% - N NE - Other as Assigned

- Other work as assigned in the agency

At all times - N E

Commitment to Equity

- In addition to the cultivation of equitable practices across all aspects of position description:
- Recognize and interrupt policies and practices that contribute to systematic oppression.
- Participate and engage in efforts to further OTLA and ODE wide efforts to develop and implement equity goals
- Have knowledge of and apply tools, such as the Equity Lens and Strategic Plan, to all work to ensure that the shared vision and mission of OTLA and ODE is clearly articulated in all work produced. Have knowledge of and apply tools, such as the Equity Lens, Strategic Plan, Culturally Responsive Community Engagement tool, the Protocol for Culturally Responsive Organizations, etc., to all work to ensure that the shared vision and mission of OTLA and ODE is clearly articulated in all work produced.

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.

General office environment with much use of computer and various software products. Weekly, monthly, and annually occurring deadlines, as well as emerging priorities. Pressure of frequent deadlines and rush jobs. Routine interruptions from telephones and persons seeking information which requires the handling of several projects or tasks simultaneously while developing quality projects for each timeline. Occasional evening/ Saturday meetings and overnight travel.

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; Oregon Revised Statutes, Oregon Administrative Rules; Oregon Department of Education's Numbered Memos; grant management, budget, and procurement procedures; HB 2007 (2025), HB 4082 (2024), 21st Century Community Learning Centers, Early Literacy Community Grants,, rules, and grant agreements.

How are these guidelines used?

To provide information on and carry out program laws, rules, and guidelines to ensure program compliance and effectiveness. To aid in establishing priorities and allocating resources.

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?
Counterparts in other states	In Person, by mail, email or telephone	Collaboration, communication, coordination	Monthly
Department staff, school district administrators and teachers, regional education service district personnel, professional organizations, community partners	In Person, by mail, email or telephone	Receive and provide information and interpretation; provide technical assistance	Regularly
Members of the public	In Person, by mail, email or telephone	Provide information and interpretation of rules and policies	Regularly
Other local, state, and federal agencies	In Person, by mail, email or telephone	Collaboration, communication, coordination	Regularly
Vendors	In Person, by mail, email or telephone	Monitor progress, communication.	Regularly

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 works with a high degree of independence and applies knowledge of federal laws, Oregon Revised Statutes, and agency policies and procedures to decision-making; developing recommendations for revisions in agency programs or operations, monitoring a specific program, or operation for compliance, effectiveness, and user needs; and interpreting laws, rules, policies and procedures, and resolution of problems.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Education Programs Manager 3	2700041	In Person, by mail, email or telephone	As Needed	To ensure that the employee has sufficient resources to accomplish required work; to keep lines of communication with supervisor open and clear; establish goals and review work plan.
EPM 3	2700041	In Person, by mail, email or telephone	Quarterly	To evaluate employees job performance over the past 12 months: Identify strengths and weaknesses, provide necessary feedback job, re-define job duties as needed, establish goals and review work plan.

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:

- Knowledge of local, state, and federal programs.
- Strong communication skills, including speaking, writing, and presenting.
- Strong organization and project management skills, including the ability to manage multiple priorities; work with multiple deadlines, continual change, and at times heavy workloads; and pivot between competing priorities (including many same-day requests) and situations with ease and grace.
- Fluency with office software, applications, collaborative platforms, virtual meeting apps, and presentation software (e.g., Microsoft Office products, Google Suite, Smartsheet, Adobe, Zoom, Microsoft Teams, GoTo Meeting)
- Experience providing advice or technical assistance to school districts, tribes, community groups or public.
- Experience with contract and grant development and management, including managing budgets.

- Ability to demonstrate a leadership role as part of a collaborative team effort
- Ability to collaboratively work across the agency, state government, with school districts, public charter schools and private schools
- Ability to establish effective relationships with culturally diverse partners and community groups representing a variety of perspectives and lived experiences.
- Ability to multitask and work in a fast paced environment
- Ability to take broad concepts and convert them to guidance and direction.
- 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.

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

Appointing Authority

Date