



# 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

<b>Job Profile Title:</b>	Administrative Specialist 1	<b>Job Profile ID:</b>	C0107
<b>Business Title:</b>	Administrative Specialist 1 - SR17 - Non Exempt	<b>Position ID:</b>	000000009909
<b>Employee Name:</b>		<b>Company ID:</b>	58100
<b>Representation:</b>	OAS	<b>Budget Auth No:</b>	609500
<b>Location:</b>	Salem   ODE   Public Service Building		
<b>Supervisor:</b>	Kate Pattison (Education Programs Manager 3)		
<b>Position:</b>	Administrative Specialist 1		
<b>Time Type:</b>	Full Time		
<b>FLSA:</b>	Non Exempt		
<b>Exempt Reason:</b>			
<b>Overtime Eligible:</b>	Yes		
<b>Employee Type:</b>	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 Director's Office School Choice, Options, and Recovery Education (SCORE) team which supports and monitors schools and programs that provide options and school choice in the K-12 education system. Units in this office manage schools and programs that includes alternative education, public charter schools, homeschooling, GED, recovery schools, juvenile detention education programs, youth corrections education programs, long-term care and treatment programs, hospital programs,

pediatric nursing facilities, the Oregon Youth Challenge Program, and transfers between districts.

Section 2b. 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:

Provide administrative support to the School Choice, Options, and Recovery Education team by helping with program implementation, team coordination, and program planning. This position is instrumental in collaboration with multiple teams to create and maintain efficient systems for SCORE programs with an emphasis on Alternative Education and Public Charter Schools. This staff member will schedule and maintain meetings and communicate with school districts, ESDs, and other education partners across the state. Research, plan, and book travel for team members including processing reimbursement claims. This position will draft letters, emails, materials, and support program staff with editing and publishing guidance. This position maintains program directories and databases.

## 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% - R/E - Administrative support and coordination for SCORE Team

- Help in organizing meetings with school districts, parent groups, advocacy organizations, and other partners.
- Respond to inquiries from Partners and direct them to the appropriate staff member when needed.
- Identify ways to improve program data collection, appeals, and waiver processes.
- Support the development of program guidance documents, and training materials for school districts related to SCORE Team programs including editing, basic design, and publishing.
- Help in planning and coordinating training sessions by scheduling virtual meetings or in-person event planning for school and district staff and ensure all necessary materials and resources are available.
- Collaborate with program staff to gather information from department resources to assist in conducting research to evaluate the effectiveness of current rules, policies, and legislation related to SCORE Team programs.
- Review program process data for charter schools, state board requests, alternative education registrations, homeschool registry, and GEDs to support the manager in identifying areas that require changes for better outcomes and assist in formulating recommendations.
- Research, plan, and coordinate travel requests, approvals, and reimbursements for staff on the team in alignment with the ODE Travel policies and procedures.
- Utilize a SPOTS card to assist in team purchases in coordination with the manager, reconciling monthly purchases according to DAS standards.

### 25% - R/E - Compliance and Evaluations

- Coordinate the meetings, compile and take notes, and summarize recommendations for the team to assess the compliance and performance of State Board Sponsored Charter Schools and other SCORE programs as requested.
- Track all complaints and appeals to ensure they are properly documented and processed. Draft final orders using a template with initial facts provided by petitioners.
- Coordinate with staff to schedule and conduct site visits and evaluations of schools and grantees across the SCORE Team programs.
- Format and edit reports, final orders, and other formal notices to schools and programs.

### 20% - R/E - Data, Documentation and Reporting

- Analyze the systems design for SCORE Team programs to track compliance and interventions.
- Monitor data related to SCORE programs with an emphasis on public charter schools, grants, alternative education programs, homeschooling, GED, and complaints and appeals.

- Maintain detailed records of the progress of program implementation, team activities, and Partner engagements.
- Prepare and present a status reports on the program implementation progress and submit them to the ODE leadership and partners as required.
- Gather data and provide input to the preparation of comprehensive reports on SCORE Team programs to support legislative reporting.

**10% - NC/E - Coordination and Communication**

- Schedule meetings and coordinate calendars for the manager and team members.
- Organize and document meetings with ODE leadership, Partners, and other ODE offices.
- Prepare meeting agendas, presentations, and reports based on the Director's instructions.
- Facilitate communication between the manager and team members, ensuring that everyone is updated on progress and deadlines.

**5% - NC/NE - Other Duties as Assigned**

- Work in collaboration with Director’s Office and other office staff on projects.
- Complete projects assigned and all other duties assigned by the Director.

**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 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.**

- Oregon Revised Statutes and Oregon Administrative Rules
- Department of Education Policy Manual
- Department handbook “Standard Operating Procedures”
- Reference Manuals
- The Oregon School Directory
- Software and hardware manuals
- Oregon Accounting Manual

## How are these guidelines used?

Staff must be familiar with laws, rules and bulletins to stay within the legal requirements of state and federal government to provide information and interpretation of program laws, rules and guidelines. Administrative specialist will support program staff in designing systems, implementing programs, and communicating with education agencies.

## SECTION 6. WORK CONTACTS

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

<b>Who</b>	<b>How</b>	<b>Purpose</b>	<b>How Often?</b>
Business, Industry & Labor & Employers	In Person, by mail, email or telephone	Provide information upon requests and technical assistance	Regularly
Grant recipients/ school district leaders	In Person, by mail, email or telephone	Provide information upon requests and technical assistance	Regularly
Professional Groups	In Person, by mail, email or telephone	Provide information upon requests and technical assistance	Regularly
Public	In Person, by mail, email or telephone	Provide information upon requests and technical assistance	Regularly
Secondary District Administrators, Curriculum Directors & Instructors	In Person, by mail, email or telephone	Provide information upon requests and technical assistance	Regularly
State agency leaders and administrators	In Person, by mail, email or telephone	Provide information upon requests and technical assistance	Regularly
University Staff & Advisory Groups	In Person, by mail, email or telephone	Provide information upon requests and technical assistance	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 uses initiative and judgment without direct supervision, and in the absence of managers and specialists, to analyze situations and make decisions in accordance with established policy rules and regulations pertaining to the job, using guides, instructions, manuals, precedents in carrying out assignments. The person in this position must exhibit a high degree of accuracy in the work. Self-determines and monitors timelines and work priorities to accomplish and balance workload. Missing deadlines could jeopardize state and local grant availability. Makes recommendations to program staff and director on ways to improve team systems to increase customer experience and efficiencies.

## SECTION 8. REVIEW OF WORK

<b>Job Profile</b>	<b>Position ID</b>	<b>How</b>	<b>How Often</b>	<b>Purpose of Review</b>
Education Programs Manager 3	2510311	In Person, by mail, email or telephone	Daily	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:

Experience performing effectively as a support team member with proven people skills  
Excellent organizational skills, good oral and written communication skills, including proofreading.  
Computer proficiency; experience using MS Word, Outlook, Teams, PowerPoint, Access and Excel databases, spreadsheets, Google Suite, Zoom, and other web-based productivity tools.  
Ability to learn publication layout and desktop publishing software.  
Ability to support office budget development and management

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.

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

The duties of this position may include the use of a SPOTS Card for work-related purchases. Prior to being issued a SPOTS Card, the employee must meet all necessary requirements in accordance with ODE Policy, including completing ODE SPOTS Card Training. Continued eligibility to possess and use a SPOTS Card requires that the holder remain in full compliance with ODE Policy.

## 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

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Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date

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Appointing Authority

Date