



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
3-28-2024

Agency: Oregon Department of Education

Facility: Salem I ODE I Public Service Building

[] New [x] Revised

This position is:

- [] Classified
[x] Unclassified
[] Executive Service
[] Mgmt Svc – Supervisory
[] Mgmt Svc – Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Principal Executive/Manager G
b. Classification No: Z7012
c. Effective Date: TBD
d. Position No:
e. Working Title: Principal Executive/Manager G
f. Agency No: 58100
g. Section Title: SR 38 Exempt
h. Budget Auth No:
i. Employee Name:
j. Repr. Code: MESN
k. Work Location (City – County): Salem, OR
l. Supervisor Name: Dr. Charlene Williams

m. Position: [x] Permanent [] Seasonal [] Limited Duration [] Academic Year
[] Full-Time [] Part-Time [] Intermittent [] Job Share

n. FLSA: [x] Exempt [] Non-Exempt
If Exempt: [x] Executive [] Administrative [] Professional [] Computer
o. Eligible for Overtime: [] Yes [x] 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's (ODE's) mission is to foster equity and excellence for every learner through collaboration with educators, partners, and communities. In fulfilling its mission, ODE has the vision to ensure all students have access to and benefit from a world-class, well-rounded and equitable education system.

ODE provides statewide leadership for all elementary and secondary students in Oregon's public school districts and education service districts. Our responsibility also extends to public preschool and early childhood programs, the Oregon School for the Deaf, regional programs for children with disabilities, and education programs in Oregon youth correctional facilities. We are responsible for childcare licensing and supporting statewide childcare professional development and quality improvement efforts. Additionally, the agency houses the Early Learning Division and the Youth Development, Division.

The position exists within the Oregon Department of Education's (ODE) Educator Advancement Council (EAC) program, established under Senate Bill 182. The program aims to enhance professional development resources and support for educators statewide. It focuses on establishing priorities, ensuring equitable access to resources, and fostering a culture of leadership and collaboration within the education community.

Building upon the Governor’s Council on Educator Advancement recommendations, the Oregon Legislature created an Educator Advancement Council through the passage of Senate Bill 182. The intent of SB182 is to improve processes for providing resources related to educator professional learning and other educator supports. The Department of Education has authority for distributing the Educator Advancement Fund at the direction of the Educator Advancement Council to support educators statewide by:

- Establish professional educator priorities that reflect local needs for each school and school district served by the educator network based on professional learning plans submitted by educators.
- Ensure equitable access by educators to resources on behalf of the educator network and the educators served by the educator network.
- Coordinate communications and accountability through the council to educators served by the network.
- Enhance access for educators to high-quality professional learning that supports culturally responsive practices, maximizes collaborative leadership among teachers and administrators, and reflects professional learning standards.
- Enhance a culture of leadership and collaborative responsibility that elevates and advances the teaching profession among professionals employed by early learning services, schools serving students in kindergarten through grade 12, education service districts, educator preparation providers, nonprofit organizations, professional associations, and community-based organizations.

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 primary purpose of the position is to provide executive leadership for the EAC program, overseeing its vision, strategic planning, budget allocation, and policy implementation. This includes collaborating with school districts, ensuring compliance with laws and regulations, and providing policy analysis to stakeholders.

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.

% of Time	N/R/NC	E/NE	DUTIES
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.

30%	R	E	<p>Executive Leadership for the EAC</p> <ul style="list-style-type: none"> • Lead the development, implementation, and supervision of the EAC vision, strategic plan, and distribution of EAC funding, • Collaborate closely with school districts and Regional Educator Networks to identify professional development needs, gaps, • Ensure full compliance of the EAC with all relevant state and federal laws, regulations, policies, and manuals. • Provide thorough analysis and recommendations for statutory or policy action to the Educator Advancement Council and the • Oversee all logistical aspects of EAC meetings, including agenda planning, material preparation, and activity coordination,
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			<ul style="list-style-type: none"> Facilitate meetings alongside the Chair and EAC staff, ensuring smooth proceedings and adequate follow-up on Council
			<ul style="list-style-type: none"> Prepare and deliver regular Executive Director Reports at each EAC meeting, serving as the official point of contact for all
			<ul style="list-style-type: none"> Offer comprehensive analysis, input, and presentations on policy matters relevant to the mission and vision of the EAC.
30%	R	E	Administrative Leadership and Oversight on EAC Implementation
			<ul style="list-style-type: none"> Foster and manage communications with various state agencies to ensure alignment with emerging needs identified through the EAC and Regional Educator Networks.
			<ul style="list-style-type: none"> Supervise collaborative agreements for shared services between the EAC and state agencies, overseeing the development, implementation, and execution of grant agreements and contracts essential for EAC operations.
			<ul style="list-style-type: none"> Develop, implement, and uphold internal controls and accountability measures for EAC staff in managing investments, evaluating results, and taking corrective actions as needed to achieve desired outcomes.
			<ul style="list-style-type: none"> Collaborate with staff to co-create budget plans and fiscal reports, ensuring accurate reporting of the EAC Fund in coordination with the EAC Vice-chair and Oregon Department of Education business office. Manage day-to-day budget activities and identify strategic investment areas aligned with EAC goals. Maintain ongoing communication with EAC Regional Educator Networks and school districts regarding approved plans and implementation progress.
			<ul style="list-style-type: none"> Direct and authorize all EAC communications, reports, and messaging, coordinating messaging efforts with the EAC Chair or Executive Committee.
			<ul style="list-style-type: none"> Oversee the compilation, reporting, and communication of EAC Fund metrics and performance measures.
			<ul style="list-style-type: none"> Maintain regular communication with the Governor's Office, state legislators, and legislative staff on matters pertaining to the EAC.
			<ul style="list-style-type: none"> Establish and cultivate effective relationships with agency peers, including the Teacher Standards and Practices Commission, Higher Education Coordinating Commission, Oregon Department of Early Learning and Care, and stakeholders such as the Coalition of Oregon School Administrators, Oregon School Board Association, Oregon Education Association, Oregon Education Service Districts, educational partners, community-based organizations, philanthropic entities, and business and industry representatives, to enhance capacity for school improvement.
			<ul style="list-style-type: none"> Collaborate with educator preparation programs to advance shared goals.
			<ul style="list-style-type: none"> Represent the EAC by presenting at state and national conferences and meetings as required.
20%	R	E	EAC Staff Leadership Management
			<ul style="list-style-type: none"> Uphold and adhere to established team anti-racist practices, values, and norms.
			<ul style="list-style-type: none"> Supervise the EAC staff team to ensure alignment with the EAC's statutory mission and duties.
			<ul style="list-style-type: none"> Ensure equal employment opportunities for all applicants and employees through non-discriminatory practices by ODE managers.
			<ul style="list-style-type: none"> Embed equity and culturally responsive practices across all programs within the EAC.

			<ul style="list-style-type: none"> • Conduct interviews, select candidates, and provide training to newly hired staff within the EAC Team.
			<ul style="list-style-type: none"> • Provide leadership and management by prioritizing, allocating, and developing assigned resources.
			<ul style="list-style-type: none"> • Define appropriate job duties, expectations, and responsibilities for positions allocated to the EAC Team.
			<ul style="list-style-type: none"> • Evaluate the performance of assigned staff in accordance with agency policies, procedures, and practices.
			<ul style="list-style-type: none"> • Address and resolve employee concerns and grievances as they arise.
			<ul style="list-style-type: none"> • Communicate agency policies and procedures effectively to staff and provide appropriate feedback.
			<ul style="list-style-type: none"> • Support initiatives aimed at enhancing the quality and diversity of the team's workforce.
			<ul style="list-style-type: none"> • Foster an environment conducive to employee career development within the EAC.
			<ul style="list-style-type: none"> • Assign and review work assignments, offering constructive feedback to staff.
			<ul style="list-style-type: none"> • Take necessary disciplinary actions when warranted.
			<ul style="list-style-type: none"> • Review and approve employee timesheets and leave requests.
15%	R	E	Ad-Hoc Project Oversight
			<ul style="list-style-type: none"> • Establish and sustain communication channels with contractors to deliver specified technical assistance and coaching.
			<ul style="list-style-type: none"> • Supervise the coordination of a biennial statewide survey on teaching and working conditions, along with other research needs identified to support the vision and implementation of the EAC.
			<ul style="list-style-type: none"> • Ensure alignment of EAC activities with initiatives outlined in the ODE Equity Strategic Plan and manage the development of the annual Oregon Educator Equity Report.
5%	N	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.

The work of this position is Fair Labor Standards Act exempt and frequently exceeds a 40-hour week, often extending into the evenings and weekends. Job duties require continuous in and out-of-state travel. Much of the work of this position must be accomplished within time-sensitive constraints. Employee must have a valid driver's license and a good driving record or must be able to provide an acceptable alternate method of transportation.

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.

- State Constitution
- Oregon Revised Statute

- Federal Laws
- Administrative Rules
- Statewide Policies and Procedures
- Public Records Laws
- ODE policies and procedures
- Department of Administrative Services Policy/Rules
- ODE Equity Lens

b. How are these guidelines used?

To properly manage the office and provide both general and specific guidance for administration of the duties of the position; to provide the basis for development of programs and policies; to respond to technical and legal questions; and to guide the work of the Department staff and the State Board. As reference materials to answer questions from the education community, stakeholders and community members and to guide implementation of school reform legislation. These guidelines also serve to set boundaries and employee expectations and allow for the proper management. This position is responsible for ensuring that all actions and decisions made by the EAC and EAC staff are following the above sources of laws, statutes, and guidelines.

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

Agency directors / executive staff	In-person, mail, email, telephone	Communication, information gathering, coordination, collaboration	Regularly
EAC Directors	In-person, mail, email, telephone	Gather, provide information, coordinate activities	Regularly
Governor's Staff	In-person, mail, email, telephone	Gather and provide information, arrange meetings	Regularly
Internal Staff	In-person, mail, email, telephone	Gather and provide information, coordinate activities	Regularly
Legislators/Legislative Staff	In-person, mail, email, telephone	Gather and provide information, arrange meetings	As Needed
Oregon schools, colleges, and university personnel	In-person, mail, email, telephone	Gather and provide information, coordinate activities	Regularly
Other State Education Agencies, including but not limited to: TSPC, HECC, DELC	In-person, mail, email, telephone	Gather and provide information, arrange meetings	Regularly
Outside organizations/ Stakeholders	In-person, mail, email, telephone	Provide information, gather information; coordinate activities	As Needed
State professional associations including but not limited to: COSA, OEA, OSBA, OATCE, OSPA, OAESD, philanthropy, community based organizations	In-person, mail, email, telephone	Provide information, gather information; coordinate activities	As Needed
Vendors/General Public	In-person, mail, email, telephone	Gather and provide information, coordinate activities	As Needed

Work group members	In-person, mail, email, telephone	Provide direction, information, gather information, coordinate activities	Regularly
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SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions relating to policy, rules and process of the Educator Advancement Council (SB182): Impacts more than 580,000 school children. Impacts the education programs provided by all 197 school districts and 19 education service districts. Decisions regarding expenditure of up to \$70 million per biennium: Affect agency ability to achieve strategic plan, may impact agency budget. May have long-term and immediate implications for agency and P-20 education system. May mitigate or create legal liability. Supervision of personnel, employment decisions; work performance evaluations, project assignments: Affect ability of agency and team to achieve objectives.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Deputy Superintendent of Public Instruction/ Principal Executive/ Manager	0000003	In-person, by mail, email, or telephone	As Needed	To evaluate the overall effectiveness

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

How many employees are directly supervised by this position?

a.

Budgeted permanent positions: 16
 ED expected to manage 11 staff
 Education Program Manager 5 staff

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

- | | |
|---|---|
| <input checked="" type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> 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:

We are seeking a dynamic individual to fill a pivotal role dedicated to spearheading the transformation of an essential part of Oregon's public school system. This position requires unwavering commitment and high energy levels. The ideal candidate will bring a wealth of executive-level administrative experience within an educational setting, holding a Master’s Degree or higher in education, administration, leadership, or a closely related field. Key responsibilities include:

- Proficiency in a range of continuous improvement methodologies, such as design thinking, community-centered design, and improvement science.
- Mastery of administrative systems typical to large, complex organizations, including best practices and procedural frameworks.
- Comprehensive understanding of organizational systems theories and principles, with proven ability to apply them effectively in governmental operations.
- Strong supervisory acumen, encompassing task planning, performance evaluation, training coordination, motivation, and appropriate disciplinary actions.
- Adept navigation of executive and legislative decision-making processes.
- Application of quality management and improvement tools to tackle operational challenges.
- Capacity to distill extensive and diverse information into actionable work plans.
- Aptitude for assessing the political and institutional landscape to inform strategic decision-making and implementation.
- Exceptional oral and written communication skills.
- Expertise in resource management, covering human resources, equipment, and budget allocation, to achieve departmental objectives.
- Ability to solicit and value diverse viewpoints in decision-making processes.

If you possess the qualifications and drive to lead transformative change in Oregon's public education system, we encourage you to apply. Join us in shaping the future of education in our state.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Educator Advancement Council	Total Grant-in-aid: \$88,354,629 Total Operations: \$8,577,995	Other Funds

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