



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
5/2026

This position is:

- Classified
Unclassified
Executive Service
Mgmt Svc - Supervisory
Mgmt Svc - Managerial
Mgmt Svc - Confidential

Agency: Department of Early Learning & Care

Facility: Programs - DELC

New Revised

SECTION 1. POSITION INFORMATION

Form fields for Section 1: a. Classification Title, b. Classification No, c. Effective Date, d. Position No, e. Working Title, f. Agency No, g. Section Title, h. Budget Auth No, i. Employee Name, j. Repr. Code, k. Work Location, l. Supervisor Name, m. Position, n. FLSA, o. Eligible for Overtime.

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 Department of Early Learning and Care (DELIC) is a new Oregon state agency that supports the development and well-being of all Oregon children and ensures families in every corner of the state have access to high-quality early learning and care.

The mission of the Oregon Department of Early Learning and Care (DELIC) is to foster coordinated, culturally appropriate and family-centered services that recognize and respect the needs of all children, families and early

learning and care professionals. Our vision is that children, families, early care and education professionals and communities are supported and empowered to thrive.

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 this position is to support the implementation of the Preschool Promise program through communications, engagement, and technical assistance to grantees. The position is responsible for developing and maintaining communication tools, technical assistance resources, and data collection processes that ensure consistent implementation of program requirements. This position provides frontline insight and documentation that supports DELC’s Preschool Promise systems and informs higher level program and policy recommendations.

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
60%			<p><u>Program Administration: Engagement & Communications</u></p> <ul style="list-style-type: none"> • Support the administration and implementation of Preschool Promise • Develop and maintain communication and engagement plan for PSP (preschool promise) • Develop and refine operational procedures, guidance, and communication tools • Provide information to internal and external partner groups on internal processes, program requirements, and program outcomes • Communicate directly with grantees in order to convey information or collect data • Manage logistics for engagement events, in person and virtual • Differentiate engagement strategies to reach varied populations supportively • Interface with external partners (CCRR, HUBS, etc.) as needed to support with program administration • Collect, organize, track, and communicate information related to PSP quality standards and implementation • Represent Preschool Promise at meetings, trainings, and community events; serve as a program expert to grantees, Hubs, CCRR’ • Develop communication tools, implementation guidance, and engagement materials that support consistent application of Preschool Promise program quality and compliance expectations established by DELC

35%			<p>Program Monitoring & Grantee Technical Assistance</p> <ul style="list-style-type: none"> • Support ongoing development of program requirements, necessitating knowledge or research of best practices in high quality early learning environments • Create and provide technical assistance for grantees surrounding quality and compliance measures, and grant deliverables including data collection and reporting for PSP • Identify and support procurement of necessary trainings • Coordinate training for new and existing grantees to support onboarding, implementation, and ongoing compliance • Work closely with data analytics and grant management staff to ensure reporting and other information collected from grantees support necessary level for oversight of quality and compliance monitoring • Contribute to the development of performance measures for grantees and integrate those measures into program administration
5%			<p>Other duties as assigned</p>

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

AT ALL TIMES - Commitment to Equity

Equity Lens: Designs and/or asks sets of questions to identify and eliminate disparate results-outputs, outcomes, impacts- of policies, programs, and practices for underserved/under-represented community members*

Equitable Workplace: Demonstrates cultural consciousness, commitment, and behavior, to improving an inclusive workplace climate for everyone.

Equitable Results: Produces results, i.e., outputs, outcomes, or impacts from programs and decisions toward closing disparities for under-represented community members* and improving results for everyone.

 * *Underserved/Under-represented community members: e.g., people of color; people with disabilities; LGBT, etc.; and new immigrant populations.*

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 is primarily performed in a standard office environment with extensive daily computer use, including data entry, document creation, and digital communication. The position requires prolonged periods of sitting and frequent participation in virtual meetings, webinars, and phone conversations with grantees and partners. Occasional schedule flexibility may be needed to support time-sensitive communications or online engagement activities. The role involves managing multiple digital platforms and maintaining focus in a fast-paced, information-rich setting.

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.

- Oregon Revised Statutes (ORS) governing DELC programs,
- Oregon Administrative Rules (OAR) for Preschool Promise and applicable child care licensing rules
- DELC grant agreements, program-specific grant terms and conditions, and grantee manuals
- DELC agency policies and administrative procedures
- Preschool Promise Program Manual and Operation Manual

b. How are these guidelines used?

These guidelines are used to help support and guide grantees with technical assistance and grant compliance. They will be referenced when developed talking points for programmatic meetings and communications.

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?
Grants Team	Meetings, email	PSP program compliance and coordination	regularly
Professional Learning Systems Team	Meetings, email	PSP program compliance and coordination	regularly
Community Systems Team	Meetings, email	PSP program compliance and coordination	regularly
Individual Grantees	Meetings, email, phone, webinar presentations	Technical Assistance, Grant Support, problem solving	regularly
CCRR	Meetings, email, phone, webinar presentations	PSP program coordination	regularly

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

Hub Staff	Meetings, email, phone, webinar presentations	PSP program coordination	regularly

SECTION 7. POSITION RELATED DECISION MAKING

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

This position will decide within guidelines how to move forward with Technical Assistance for grantees. They will with input from team members and grantees determine what information should be prioritized for communications on a monthly basis. This position will be the primary contact for support from grantees and will need to independently respond through email and phone call communication with direction in alignment with the PSP grant manual and operations manual.

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".

PSP Program Manager		Email, teams, meetings	regularly	Approvals and guidance
Early Learning and Childcare Administration Manager		Email, teams, meetings	weekly	Overarching program guidance and awareness

SECTION 9. OVERSIGHT FUNCTIONS ONLY

THIS SECTION IS FOR SUPERVISORY POSITIONS

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

How many employees are supervised through a subordinate supervisor?

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

- | | |
|---|--|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> 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:

As a condition of employment, the individual in this position will be subject to both Child Protective Services and Criminal History checks, including FBI fingerprinting, and will be required to be enrolled in the Central Background Registry. Adverse background data may be grounds for immediate disqualification.

This is a bilingual position. The person in this position must read, write and speak a language other than English (as defined) fluently and will:

Work with monolingual non-English speaking individuals;

Be available and responsive to assist other staff in working with non-English speaking individuals;

Take on other bilingual language duties as requested, i.e. proofreading correspondence, translating basic documents, and answering phone calls.

A valid driver’s license and a satisfactory driving record, or the ability to provide a satisfactory alternate mode of transportation is required.

All positions within DELC require employees to serve as a “mandatory reporter” of child abuse.

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

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

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