



State of Oregon Position Description

Company: Oregon Department of Education
Organization: Office of the Director | Deputy Director of Academics - ODE
Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Executive Support Specialist 2	Job Profile ID:	0119
Business Title:	Executive Support Specialist To The Deputy Director (Unfilled)	Position ID:	000000134358
Employee Name:		Company ID:	58100
Representation:	MMN	Budget Auth No:	1385816
Location:	Salem ODE Public Service Building		
Supervisor:	Candice Castillo (Deputy/Chief 4)		
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 Director's Office serves as the central executive leadership office for the Oregon Department of Education (ODE). The Director is the administrative head of the agency and exercises the powers and duties of the Superintendent of Public Instruction as delegated by the Governor pursuant to ORS 326.310. The Director provides statewide leadership and oversight of Oregon's prekindergarten

through grade 12 education system; serves as the chief executive officer for the State Board of Education; interprets and administers Board policies and rules; and provides direction to agency programs, including the Oregon School for the Deaf and Juvenile Corrections Education Programs.

The work of the Director's Office directly affects agency operations, statewide education partners, policymakers, and the public. The office plays a critical role in ensuring alignment between policy, governance, communications, and executive decision-making in support of ODE's mission to foster equity and excellence for every learner.

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 provide confidential, high-level executive administrative and operational support to the Director's Office. This includes direct support to the Deputy Director(s) and designated members of executive leadership.

This position functions as a trusted executive support role requiring independent judgment, discretion, political awareness, and a high degree of professionalism. The position coordinates complex schedules, manages sensitive communications, supports executive decision-making processes, and ensures effective day-to-day operations of the Director's Office. The position works collaboratively with other executive support staff to ensure continuity, quality control, and enterprise-level coordination.

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 - Executive Support for Deputy Director(s) and Strategic Initiatives Director

- Manage the Deputy Director(s) and Strategic Initiatives Director's calendar. Utilize judgment when prioritizing Deputy Director(s) commitments, assignments, and responsibilities based on agency priorities, statutory timelines, executive directors, and organizational needs.
- Screens communications, correspondence, and inquiries requiring executive action. Independently evaluates competing priorities and determines the appropriate sequencing and coordination of work requiring executive attention.
- Coordinates logistics for meetings, events, conferences, and executive engagements. Supports meeting preparation through by creating agendas, materials, meeting logistics, and any other necessary items. Actively participates in meetings by taking minutes and tracking follow-up activities.
- Coordinates with necessary parties to prepare executive leadership for off-site meetings, public appearances, legislative hearings, and other engagements.
- Coordinates travel arrangements, conference registrations, expense reports, purchasing activities, and administrative transactions.
- Tracks, monitors, and coordinates agency responses to Governor's Office request, executive directives, and time-sensitive assignments.
- Support legislative engagement by preparing materials, summaries, and coordinating information requests.
- Proactively drafts correspondence, reports, presentations, briefing materials, talking points, and other documents for Deputy Director(s).
- Coordinates agency responses to executive, legislative, audit, and external requests.
- Exercises discretion and utilizes sound judgment when handling highly sensitive, confidential, personnel-related, legislative, and politically sensitive information.
- Tracks agency initiatives, executive assignments, and organizational priorities to ensure timely completion of deliverables and accountability for outcomes.
- Participates in leadership meetings and receives assignments/special projects from meetings. Independently follows through on assignments and operational decisions.
- Support executive initiatives, committees, and workgroups.

35% - R E - Coordination of Strategic Operations

- Develops and maintains procedures, guidance materials, training resources, communication materials, and implementation tools supporting agency initiatives.
- Evaluates operational effectiveness and identifies opportunities to improve efficiency, communication, service delivery, and organizational performance.

- Identifies opportunities for improved administrative systems, processes, and service delivery and develops recommendations for implementation.
- Complete special projects and assignments as requested by executive leadership. Coordinates and manages follow-up actions from projects, assignments, and meetings.
- Coordinates implementation of operational decisions and organizational changes. Assists executive leadership in implementing agency policies, strategic priorities, organizational initiatives, and operational improvements.
- Coordinates cross-office support activities and promotes consistency in administrative practices throughout the agency.
- Assists leadership in identifying executive support resource needs and developing strategies to ensure effective and efficient administrative operations.
- Researches, analyzes, and develops recommendations regarding administrative, operational, organizational, and programmatic issues.
- Monitors implementation of initiatives and prepares status reports, recommendations, and briefing materials.
- Organize and maintain electronic and physical filing systems.

15% - R E - General and Enterprise Support

- Collaborate with executive and administrative support staff to ensure consistent, high-quality support services.
- Field and route inquiries from staff, legislators, State Board members, other agencies, media, and the public.
- Provide back-up support to the Executive Assistant.
- Coordinate security access and IT requests for the Director's Office.
- Organize executive and management meetings; prepare materials and track action items.
- Manage executive travel, state vehicle coordination, and SPOTS P-Card reconciliation.
- Provides administrative and clerical support for State Board of Education Meetings.
- As needed, support the Director Office and Senior Leadership Team of the office. Duties may include but are not limited to monitoring executive email accounts; drafting and proofreading correspondence; coordinating internal and external meetings as well as executive priorities.

5% - NC E - Front Desk Coverage

- On a rotating basis, provide backup coverage for ODE's Front Desk; responding to internal and external inquiries verbally and in writing, routing calls and inquiries to appropriate person, assist with mailing and miscellaneous clerical duties.

5% - NC 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.

Typical office environment. This position requires the incumbent be in-person at the Public Service Building when providing coverage for ODE's Front Desk.

The position requires the ability to manage frequent interruptions, maintain a fast-paced workload, perform multiple concurrent tasks, and respond to rapidly changing priorities. Occasional travel may be necessary and require sitting/driving for extended periods of time. Work outside standard business hours may be necessary to support executive leadership needs. Evening and weekend availability may be required to support executive leadership activities. The position requires professionalism and discretion when interacting with agency staff, executive leadership, legislators, media, and members of the public.

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.

Guidelines include, but are not limited to:

- State Board of Education policies and priorities
- Director's Office protocols and priorities
- Oregon Revised Statutes and Oregon Administrative Rules
- Oregon Department of Education policies and procedures
- Oregon Accounting Manual
- ODE Equity Lens

How are these guidelines used?

Guidelines are used to support executive decision-making, ensure compliance with legal and policy requirements, guide communications, and assist in responding to internal and external inquiries.

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?
Agency Staff	In Person, by mail, email or telephone	Direct/obtain information	Daily
Businesses	In Person, by mail, email or telephone	Respond to concerns and questions	As Needed
Education Groups	In Person, by mail, email or telephone	Provide/request information	As Needed
General Public	In Person, by mail, email or telephone	Respond to concerns and questions	Daily
Legislators, Congress and Staff	In Person, by mail, email or telephone	Provide/request information	As Needed
Local school and district staff	In Person, by mail, email or telephone	Provide/request information	As Needed
Local, State, Federal agencies	In Person, by mail, email or telephone	Provide/request information	As Needed
Media	In Person, by mail, email or telephone	Provide information	As Needed
State School Board Members	In Person, by mail, email or telephone	Provide/request information	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

This position operates under the general direction of the Deputy Director and Strategic Initiatives Director and may act independently in the absence of executive leadership, guided by experience, judgment, and established protocols. The position exercises discretion in prioritizing work, routing inquiries, managing sensitive information, and determining when and how to elevate issues to executive leadership to ensure timely, accurate, and appropriate responses.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Deputy/Chief 4	0000008	In Person, by mail, email or telephone	Daily	Quality assurance and to ensure work products, communications, and administrative functions align with the needs and priorities of the agency and Director's Office.

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:

This position requires strong organizational, communication, and interpersonal skills; the ability to exercise discretion and sound judgment; and the ability to manage competing priorities in a high-visibility environment. The position requires political sensitivity, professionalism, and the ability to work effectively with diverse individuals and groups.

The duties of this position include as an essential function the possession and 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.

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