

## STATE OF OREGON — POSITION DESCRIPTION

**Agency:** Oregon Department of Education

**Facility:** Office of the Deputy Superintendent

**Position Title:** Deputy Director of Academics

**Position Classification:** Principal Executive/Manager H (Z7012)

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### SECTION 1. POSITION INFORMATION

- **Working Title:** Deputy Director of Academics
  - **Section Title:** Office of the Deputy Superintendent
  - **FLSA Exemption:** Executive
  - **Overtime Eligible:** No
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### SECTION 2. PROGRAM AND POSITION INFORMATION

#### **Program Description:**

This position exists within the Office of the Deputy Superintendent, who is the administrative head of the Oregon Department of Education (ODE). The Deputy Superintendent assumes all responsibilities delegated by the Governor, who serves as the Superintendent of Public Instruction. These include leadership and oversight of Oregon's PreK–12 education system, administration of Board policies, and direction of the Oregon School for the Deaf and Juvenile Corrections Education Programs. The agency also includes the Educator Advancement Council and the Youth Development Division.

ODE's mission is to foster equity and excellence for every learner through collaboration with educators, partners, and communities. In 2025-2031, ODE is charged with a significant overhaul and augmentation of accountability mechanisms for K-12 systems. This position, in conjunction with the Deputy Superintendent and the Deputy Director of Operations, will spearhead the execution of this initiative and align roles and functions across the organization to best support this body of work.

#### **Primary Purpose of Position:**

The Deputy Director of Academics is a high-visibility leadership role that unites internal staff and external partners to enhance student outcomes. This position:

- Leads daily academic operations across the agency.
- Ensures that academic operations align with, support, and enhance the Governor's key initiatives around Accountability, Summer Learning, and Literacy.
- Coordinates work among Assistant Superintendents, the Communications Director, Legislative Director, and Government & Legal Affairs Manager.
- Integrates new programs into ODE's Strategic Plan and supports policy and rule implementation.
- Represents the Deputy Superintendent across state and national engagements.
- Oversees innovation, partnerships, and cross-sector collaboration with other agencies.
- Serves on the agency's executive leadership team and advises the Deputy Superintendent on legislative, policy, budget, and staffing decisions.
- Collaborates with the Deputy Director of Operations to implement agency initiatives, provide leadership to staff, streamline operations, and manage the organization's day-to-day activities.

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## **SECTION 3. DESCRIPTION OF DUTIES**

### **Strategic Leadership**

- Direct high-level strategic initiatives (e.g., Literacy, Summer Learning, Accountability)
- Supervise and support assigned Assistant Superintendents.
- Serve as a delegate to key external and internal stakeholders.
- Identify legislative and rule-making needs.
- Represent ODE nationally and present on behalf of the Deputy Superintendent.

### **Organizational and Policy Development / Supervision**

- Ensure equity and culturally responsive practices are embedded throughout ODE programs.
- Support development of the agency's strategic and equity plans.
- Coach Assistant Superintendents and co-lead ODE's executive professional development.
- Collaborate across agency divisions on equity-driven workplace practices.
- Evaluate data and programs, recommending improvements and policy changes.
- Lead the Academics' unit and oversee staffing, hiring, evaluation, supervision, and budgeting.
- Provide operational oversight in the absence of the Deputy Superintendent or Deputy Director of Operations.

### **Engagement and Policy Improvement**

- Create systems for engagement with students, families, communities, tribes, districts, and other education partners.
- Facilitate partnerships across offices, divisions, and agencies.
- Identify promising practices and promote innovation in leadership and instruction.
- Address barriers to equity and make recommendations for improvement.
- Maintain strong relationships with policymakers, funders, and education leaders.

### **Special Projects**

- Lead special projects as assigned by the Deputy Superintendent of Public Instruction.