

Position Description - Unclassified

Position Status:

| | | |
|--------------------------------------------------------------|-----------------------------|-----------------|
| Position Title | | Position Number |
| Project Support Specialist, Child Care Substitutes of Oregon | | E99949 |
| Appointment (9mos. / 12 mos. / Other) | Contract Period (from / to) | FLSA |
| 12 mos. | 07/01/21 – 06/30/22 | Exempt |
| Position Type | Regular/Short-Term | |
| Full-Time | Regular | |
| Work Location | Department/Division | |
| Remote option with approval | The Research Institute | |
| Reports to | Reports to Position Number | |
| Director, Center on Early Learning and Youth Development | E# E80014 | |
| Incumbent | University ID # | |
| TBD | | |

Program Information:

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| <p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University’s mission.</p> <p>The Research Institute (TRI) houses two Centers focused on informing and facilitating change in educational and human service systems to improve the quality of life for all individuals. Funded through external grants and contracts, the Centers conduct programs of research, develop evidence-based interventions that are provided through technical assistance and professional development, and increase system capacity to effect change. TRI was established in 1961 at WOU and has research partnerships throughout Oregon and the nation. TRI is committed to promoting and supporting an environment which values and affirms equal opportunity, diversity, and inclusive practices. TRI is committed to creating a safe environment to have dialogue with our co-workers, partners and those who receive our services about how to best address the implicit bias that exists. TRI is committed to creating an anti-racist workplace that is fully inclusive by disrupting systemic racism and dismantling barriers for people of color in the workplace.</p> |
| <p>B. Describe the purpose of this position and how it functions within this program.</p> <p>Project Support Specialist</p> <p>Project Support Specialists participate as members of a collaborative team working on a variety of projects within the TRI’s Center on Early Learning and Youth Development (CELYD). Project Support Specialists provide a continuum of services and products across the early learning system in Oregon. CELYD engages in Early Learning and/or Youth Development at the state level which requires a specialized knowledge and skills as well as an ability to navigate change, emergent needs and the expectations of system work. Project Support Specialists are essential to their project team as well as CELYD as they provide a variety of administrative supports, data cleanup tasks, scheduling and facilitation, and overall team support as needs arise.</p> <p>TRI staff are expected to engage in continual learning in anti-racism, equity, diversity, inclusion and outreach in order to cultivate equitable practices across all aspects of position duties and participate and engage in efforts to further develop and implement the center, projects and university’s equity work and goals.</p> <p>Bilingual staff may be asked to use both languages across all duties and activities as needed. Bilingual staff will provide translation and interpretation in a culturally responsive manner as needed for this position.</p> |

Child Care Substitutes of Oregon (CCSO) Project Support Specialist

Child Care Substitutes of Oregon Project Support Specialists will support the design and development of Oregon’s new statewide substitute child care system, Child Care Substitutes of Oregon. Child Care Substitutes of Oregon Project Support Specialists will assist in problem solving, scheduling, and overall substitute system team support.

- Work collaboratively in a team environment.
- Gain and maintain a working knowledge of Oregon’s early learning system and initiatives and gaining knowledge and applying learned skills to interrupt systemic oppression
- Effectively communicate with a wide variety of individuals and groups from diverse backgrounds, including providing high quality customer service
- Participate in internal and external meetings
- Maintain confidential information
- Complete duties related to assigned project/s; adapting to team needs as tasks arise

Due to the nature of this program, occasional in-state evening/weekend travel may be required.

Position Information and Qualifications:

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revise

| Percent of time | |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 60% | <p>Data & Compliance Support</p> <ul style="list-style-type: none"> ● Data entry/cleaning tasks to support the CCSO program, including but not limited to: <ul style="list-style-type: none"> ○ Internal matching/cleaning within CCSO data platform to ensure accuracy of data ○ Work with OCC licensing to match substitutes to programs ○ Work closely with Policy & Procedure Project Coordinator to develop relevant program procedures/documentation ○ Flag data errors for review ○ Occasional substitute/program matching |
| 40% | <p>Technical Assistance & Office Support</p> <ul style="list-style-type: none"> ● Maintain and assist in organization of technical assistance support for substitutes and provider staff, including: <ul style="list-style-type: none"> ○ Staff email account ○ Assist in maintaining social media accounts/website as needed ○ Scheduling of trainings and webinars/events ○ Help desk facilitation ○ Respond to calls/emails to assist substitutes and providers in registering or completing required documentation for participation ○ Verify trainings and other requirements for substitutes and providers; document and communicate all applicable expiration dates ○ Assist in scheduling substitute interviews |
| As Needed | <p>Other</p> |

| | |
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| | <ul style="list-style-type: none"> ● Participate in Child Care Substitutes of Oregon team meetings to share crucial feedback with the team ● Participate in larger CELYD-wide meetings and events ● Represent project at meetings with local, state, and national partners ● Weekend and evening trainings (occasional) ● In-state travel (somewhat frequent) and out-of-state travel (occasional) ● Gain and maintain a working knowledge of Oregon’s early learning system and initiatives and gaining knowledge and applying learned skills to interrupt systemic oppression and lead project staff on challenging bias and supporting diversity, equity and inclusion <p style="text-align: center;">Other duties as assigned</p> |
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B. Required Qualifications

List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

- Demonstrated proficiency in using computer software (Microsoft Office, Google Suite, etc.)
- Strong interpersonal communication skills
- Ability to communicate and interact with partners and team from diverse backgrounds
- Strong organizational skills, attention to detail, and ability to manage a variety of tasks
- Ability to be flexible and adapt to changes and emergent needs
- Ability to manage a variety of tasks and produce high quality work under tight deadlines
- Ability to apply system thinking and attention to detail
- Ability to work independently and as a member of a team
- Commitment to actively participating in and supporting CEYLD’s anti-racism goals and practices

C. Preferred Qualifications

Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.

- Proficient oral and written communication skills in Spanish, Russian, Chinese or Vietnamese
- Early childhood or related field work experience
- Experience working in an office environment
- AA, AS, BA, or BS degree
- Experience working with database systems
- Office management expertise
- Experience with translation and/or interpretation
- Bicultural or multicultural

D. Knowledge Areas

List the major areas of knowledge that are required to perform the duties of this position.

- Knowledge of the use of common computer-based technology such as, Microsoft Office, Google Suite, web-based meeting software, etc.

- Knowledge of Oregon’s early learning system
- Fluency in learning and using multiple computer applications
- Culturally responsive practices

Budget Authority:

Indicate the level of the position’s responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.

| | | |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| <input type="checkbox"/> | Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i> | \$0 |
| <input type="checkbox"/> | Delegated authority to monitor budget | \$0 |
| <input type="checkbox"/> | Limited approval authority for purchase | \$0 |
| <input type="checkbox"/> | Purchase only with higher level approval | \$0 |

Supervisory Authority:

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.

| | | | |
|--------------------------|------------|--------------------------|----------------------------------|
| <input type="checkbox"/> | Hire | <input type="checkbox"/> | Assign Work |
| <input type="checkbox"/> | Transfer | <input type="checkbox"/> | Recommend salary adjustments |
| <input type="checkbox"/> | Discipline | <input type="checkbox"/> | Approve requests (i.e. leave) |
| <input type="checkbox"/> | Dismiss | <input type="checkbox"/> | Respond to complaints/grievances |
| <input type="checkbox"/> | Layoff | <input type="checkbox"/> | Conduct performance assessments |
| <input type="checkbox"/> | Promote | <input type="checkbox"/> | Give Direction |

Positions Supervised:

| Type | # of Employees | Total FTE |
|------------------------------------------------------------------|----------------|-----------|
| Teaching faculty | 0 | 0 |
| Classified staff | 0 | 0 |
| Unclassified staff | 0 | 0 |
| Student Employees (average per term) | 0 | 0 |
| Other (specify) Substitute Child Care Staff & Early Educators | 0 | 0 |

Decision Making Authority:

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.

No decision-making authority to formulate, implement, evaluate, approve and/or modify department/university policy, procedures, and/or programs.

Additional Information:

List any additional information that would help describe the nature of the position.

All TRI salaried employees are considered exempt from overtime.

This position is contingent upon successful enrollment in the Oregon Department of Education Early Learning Division Central Background Registry (CBR) . Employee must successfully complete the WOU Driver Authorization, and have access to reliable transportation. This position is grant funded.

This position may require in-state travel, as well as occasional weekend and evening hours

This position is located on Western Oregon University’s campus. It is potentially eligible for Western Oregon University’s telework agreement

TRI Mission:

The Research Institute (TRI) at Western Oregon University improves the quality of life for individuals by facilitating positive change in education, health, and human services systems.

WOU Diversity and Respect Values:

Equity and inclusion; a fundamental basis in human diversity; appreciation for the complexity of the world; strength drawn from our variety of backgrounds, abilities, cultural experiences, identities, knowledge domains and means of expression.

Acknowledgement:

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| Employee Printed Name | Employee Signature / Date |
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| Supervisor Printed Name | Supervisor Signature / Date |
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| Reviewer (VP / Director) | Reviewer Signature / Date |
| | |
| Appointing Authority | Appointing Authority Signature / Date |
| | |

HR USE ONLY:

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|------------------------------|-------------------|---------------|---------------------|
| Received by | | Date | |
| | | | |
| Position Class # (Ex. UF101) | Employee Class | Job Location | Appointment Percent |
| | | | |
| CUPA-HR# / Title | NOC Code | Category Code | SOC Code |
| | | | |
| Actions Taken | | | |
| | NBAPBUD / NBAPOSN | | |
| | NBAJOBS | | |
| | PEAFAC | | |

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| Electronically Filed |
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