



Open Position Opportunity

POSITION: **Educator Preparation Consultant**
Educator Talent Unit
Position #01041

ANNUAL SALARY RANGE: \$62,700-\$79,900 plus benefits.

APPLICATION PROCEDURE: Please email a completed Colorado Department of Education (CDE) Employment Application, letter of interest, and resume to careers@cde.state.co.us with the Position# and Title in the subject line.

To obtain a Colorado Department of Education Employment Application, visit our website at <http://www.cde.state.co.us/cdemgmt/HR/jobs.htm>

All materials submitted should be current and specifically address the qualifications for this position.

Hard copies of application materials and application materials sent via mail or fax will not be accepted.

- CONDITIONS OF EMPLOYMENT:**
- All offers of employment are conditional on a successful background and references check.
 - Please be advised that CDE may choose to contact work references other than those listed on your application.
 - Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Flex-time may be approved depending upon suitability.
 - Position is Exempt from overtime and may require work outside of normal office hours
 - Selected applicant is an employee At-Will.
 - Direct deposit of paychecks is required.
 - Smoking is allowed only in designated areas outside the State Office Building or any other CDE office facility.
 - As required by the Immigration Reform and Control Act (IRCA), the selected applicant must verify, within 72 hours of employment, his/her legal right to be employed in the United States.

The Colorado Department of Education is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, creed, color, gender, sexual orientation, national origin, age, religion, political affiliation, organizational membership, veteran's status, disability, or other non-job-related factors. This applies to all employment decisions. The following person has been designated to handle inquiries regarding the CDE's compliance with Title IX and Section 504: The Human Resources Director - Colorado Department of Education, 201 E. Colfax Ave. #201, Denver, CO 80203.

Broad Scope of Position:

This position is responsible for supporting districts, BOCES and educator preparation entities in the development of educators.

Minimum Qualifications:

- Graduation from an accredited college or university with a minimum of a bachelor's degree.
- Minimum of 3 years of teaching experience or the equivalent.
- Experience working with educators, school leaders, and district level K-12 administrators
- Experience working with, and/or knowledge of, educator preparation providers (traditional and/or alternative programs)
- Must possess a professional demeanor
- Experience leading projects and engaging multiple stakeholder groups.
- Demonstrated proficiency in professional written and oral communication.
- Demonstrated experience working under and meeting deadlines.
- Ability and willingness to travel.
- The ability to pass a background check.

Preferred:

- Experience as a school principal and/or Education Preparation Leader
- Experience that demonstrates problem solving skills and the ability to manage multiple tasks and work independently with minimal supervision.
- Ability to interpret complex rules, regulations, policies, procedures, and guidelines.

Major Duties and Responsibilities:

- A. Leads Designated Agency work for alternative educator preparation efforts, including, but not limited to, vision setting, process improvement, and technical support for designated agencies and alternative educator applicants.
- B. Conducts Designated Agency and Institutes of Higher Education (IHE) authorization and reauthorization reviews including site visits as appropriate. Facilitates recommendations and/or reports, monitors and implements process improvements, fosters relationships, and makes connections for applicants and agencies.
- C. Leads principal program development including alternative principal licensure pathways and traditional, IHE-based pathways, in conjunction with Director.
- D. Facilitates the process for reviewing, updating or adding educator licensing endorsement areas including monitoring needs for the field, managing stakeholder working groups, and updating licensing rules.
- E. Continually monitors the educational preparation and development environment in and out of Colorado for continuous growth opportunities, initiates conversations about these opportunities and facilitates implementation of new opportunities as agreed upon by the Director.
- F. Other duties as assigned.