



Open Position Opportunity

POSITION: Assessment Content Development Specialist – Principal Consultant
Unit of Student Assessment
Position #1714

ANNUAL SALARY RANGE: \$66,310 - \$79,572 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 oversight of the development of the CMAS English language arts and social studies assessment materials and all activities associated with content development.

Minimum Qualifications:

- Master's degree in education (English language arts and/or social studies concentration preferred), educational measurement, assessment, research or related field from an accredited college or university OR equivalent experience.
- At least three (3) years' experience in K-12 education, preferably in English language arts and/or social studies.
- Excellent oral and written communication skills.
- Strong knowledge of the Colorado Academic Standards and a deep understanding of the relationship between standards and assessment.
- Experience with large-scale online and paper-based assessment tasks, including development, production, administration, scoring, and reporting.
- Experience in implementing proactive project management techniques to manage complex projects and multiple simultaneous tasks to achieve high stakes/high visibility goals.
- Strong ability to work successfully as an independent self-starter in a high pressure environment.
- Knowledge of statistics and their interpretations related to assessment development, scoring, and reporting.
- Proven ability to exercise judgment and discretion in implementing departmental and agency policies and procedures.
- Proficiency with Microsoft Office Word, Power Point, and Excel.
- Experience in representing organizations and interacting with a variety of constituents, including meeting facilitation, presentations, and trainings.
- Familiarity with federal and state laws, rules, and policies regarding assessment and accountability.
- Ability to pass a background check, which includes a motor vehicle records search.
- Ability and willingness to travel.

Preferred:

- At least five (5) years' experience in 3-8 education, preferably in English language arts.
- Three (3) years or more experience in assessment item development (preferably English language arts and/or social studies, including selected and constructed response online items) including writing and reviewing assessment items (e.g., participation in state item writing and item review educator meetings).
- Experience in monitoring contracts and adhering to strict schedules and deliverable timelines.
- Experience with students with disabilities and/or English learners.
- Familiarity with current practice and trends in large scale assessments.
- PMI certification.

Major Duties and Responsibilities:

- A. Provide primary authority over determining the final content included on the 6 English language arts assessments and the 3 social studies assessments administered across Colorado each spring.
- B. Provide state-level leadership for English language arts and social studies assessment development, including maintaining primary authority over the development of assessment materials and all activities associated with content development.
- C. Monitor vendor content development activities on a daily basis for quality and timeliness by providing primary management and oversight over the content development aspects of the English language arts and social studies assessment program.
- D. Coordinate with various CDE units to meet the requirements of assessment per state and federal law to ensure that content is aligned to Colorado's academic standards and that it is accessible to all students, including students with disabilities and English learners.
- E. Communicate with national organizations to gather and disseminate state-of-the-art information related to assessment in English language arts and social studies.
- F. Co-develop and co-facilitate educator meetings (e.g., item writing workshops; item review; data review; anchor review), providing final approval over all plans and materials created for the meetings.
- G. Represent CDE as the authority for the English language arts and social studies assessments by developing presentations, coordinating discussion meetings, and providing training to a variety of audiences.
- H. Communicate effectively with districts, vendors, units, and assessment stakeholders.
- I. In coordination with the Technology Specialist and the Online Administration Specialist, serve as the final authority over determining when English language arts and social studies assessment content is ready to be delivered to students across Colorado through the vendor's test engine.
- J. Provide development support for the 3 alternate social studies assessments developed for students with the most significant cognitive disabilities and for the science and mathematics assessments developed by Colorado.
- K. Other duties as assigned.