



Open Position Opportunity

- POSITION:** Program and Online Systems Consultant
Exceptional Student Services Unit
Office of Gifted Education
Position #9083
- ANNUAL SALARY RANGE:** \$48,000 – \$53,000 - 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:

The consultant is responsible for maintaining the Office's web pages, maintaining and assisting internal and external users with the Data Management System and Enrich ALP system, training users of the systems when required, monitoring the Office's budget, creating Office communiques, maintaining listservs, databases, and collaborating on data reporting. The consultant contributes to team efforts in planning and implementing procedures for Office professional development, meetings, and events. The consultant should understand and be able to use software, computer programs, or other technology in a manner to help others to do the same.

Minimum Qualifications:

- College completion or certification demonstrating skills and capability to perform job duties
- Knowledge and ability to carry forward the work of online and Web systems used by the Office
- Good written and oral communication skills
- Ability to synthesize material to describe and/or develop a project or online program
- Successful experience working on a team and collaborating in team decisions
- Evidence of proficiency and successful experience in facilitating accounting procedures
- Evidence in ability to implement CDE values
- High level of proficiency in the use of Microsoft Office products and other common office tools
- Aptitude to learn new software and online formats for Office and professional development improvements
- Ability to move from task to task with interruptions
- Understand the needs of users and explain solutions to less technical people
- Experience with Content Management Systems (CMS)
- Ability and willingness to travel.
- The ability to pass a background check.

Preferred:

- Bridge the language of experts in technical and educational fields
- Experience with SQL (Structured Query Language), a standardized programming language
- Ability to see and maximize the potential of any given software
- Find, design, and implement solutions with limited resources

Major Duties and Responsibilities:

- A. Provide direct technical support to users (which include administrative unit/district users, Office of Gifted Education team, gifted education regional consultants) of the state's exceptional student services software system (ENRICH) and the Exceptional Student Services Unit Data Management System (DMS).
- B. Have a working knowledge of the systems (ENRICH and DMS) in use by administrative units (AUs) across the state, being able to provide training, and assist in troubleshooting problems.
- C. Develop/adapt and deliver technical support including training documents, online resources, and short tutorial webinars and other resources to support users (which include administrative unit/district users, Office of Gifted Education team, gifted education regional consultants) in the use of ENRICH and DMS.
- D. Develop/adapt syntax/code for generating meaningful reports in DMS; and work with the gifted education team and vendor to create documents and reports as the use and breadth of DMS functionality changes over time
- E. Prepare annual random samples from the AU's population of students on advanced learning plans for compliance of record reviews, surveys, and other monitoring functions.
- F. Have a working knowledge of all matters pertaining to the data management system including the use of the sandbox during development periods, support regarding access to the DMS via the CDE's Identity Management System, monitoring of help desk support resolved in a timely manner, and collaboration with the vendor to triage software and log issues reported by the field.
- G. Decision making and creation of effective systems for the management of the Office of Gifted Education, including the twice exceptional project, related to functions of personnel timesheets, leave requests, new employees, official functions, meeting logistics and hotel arrangements, registration procedures, accounting and vendor procedures, ordering of materials/supplies, calendar maintenance, storage of documents and files, and storage room efficiency.
- H. Shared responsibility with the Director of Gifted Education in maintenance of fiscal ledgers, budgets, and monitoring of expenditures.
- I. Provide support for state, regional, and federal grant involvements of the Office of Gifted Education, including routine grant responsibilities of communication, annual grant

application and reporting procedures, data collections, surveys, report writing, and coordination with the CDE Grant Management Office.

- J. Manage website postings, updates and clean-up procedures in collaboration with the gifted education team and CDE's guidance.
- K. Respond to internal and external communication matters of the Office including response to stakeholder questions about program, directing questions of policy, drafting of memos, letters, flyers, surveys, and newsletters
- L. Support the ESSU with the implementation of other online systems (e.g., Moodle, Zoom, Adobe Connect, e-learning platforms)
- M. Travel as needed for Office and program meetings, events, and workshops.
- N. Other duties as assigned.