

Colorado Department of Higher Education

Position Description

POSITION TITLE: ACADEMIC POLICY OFFICER FOR EDUCATOR PREPARATION AND RESEARCH

DIVISION: ACADEMIC AFFAIRS

REPORTS TO POSITION TITLE: ASSISTANT DEPUTY DIRECTOR FOR ACADEMIC AFFAIRS

DATE: July 30, 2012

POSITION SUMMARY:

The Academic Policy Officer for Educator Preparation and Research is responsible for the initial approval and reauthorization of educator preparation programs at institutions of higher education as well as conducting research and analysis on the effectiveness of educator preparation programs using national, state, institutional and student level data. The Academic Policy Officer serves as the Department of Higher Education's (DHE) primary liaison to the Colorado Department of Education (CDE) for educator preparation program matters. The position oversees DHE's communication and engagement strategy related to educator preparation and related research and reporting. Key stakeholders include state agencies, institutions of higher education, business and workforce leaders, early childhood education, P-12 representatives, the Governor's office, and philanthropy. In partnership with CDE, this position manages the co-facilitation of state-level site visits for the reauthorization of educator preparation programs, new program decisions, compliance, research, data analysis, and reporting among others. The Academic Policy Officer serves as a resource for students, higher education administrators, policymakers and the public.

RESPONSIBILITIES:

Essential Duties/Responsibilities

Educator Preparation Program Management

- A. Serve as primary contact, coordinator, and facilitator for institution of higher education based educator preparation programs, including:
 - a. reauthorization visits;
 - b. review of new educator preparation program proposals;
 - c. ensure compliance with educator preparation statewide articulation agreements;
 - d. address student inquiries concerning educator preparation; and
 - e. data collection, statistical analysis, and reporting needs.
- B. Collaborate with Information and Research representatives from CDE (and other state agencies) and Colorado's Statewide Longitudinal Data System initiative to ensure data links between different state agency's data files, Educator Evaluation System data (per SB 10-191), institutions of higher education data, and DHE's own data files for the purpose of evaluating the effectiveness of educator preparation programs and collaborate with institutions of higher education on how to appropriately present findings to the public.
- C. Design and conduct studies using institutional research files (e.g., SURDS Educator Preparation File merged with CDE Human Resource file or US Labor Department data) to evaluate key features of educator preparation programs and completers (e.g., persistence and retention).

- D. Collaborate with DHE Director of Information and Research, DHE Web Administrator, Colorado Council of Deans of Education and Data Advisory Group to ensure accurate collection of educator preparation data in SURDS database and oversee the department's research agenda to study educator effectiveness (e.g., develop request for proposals, selection of research teams, and dissemination of studies).
- E. Provide support and services to the state's deans and directors of educator preparation in a variety of ways, including but not limited to: attend Colorado Council of Deans of Education (CCODE) meetings, facilitate CCODE Reauthorization Committee meetings, campus visits, provide consistent communication.
- F. In conjunction with the Assistant Deputy Director for Academic Affairs, responsible for preparing materials for Commission meetings and reports to the Colorado State Legislature concerning educator preparation.

Other Duties/Responsibilities

- A. Primary liaison with the Colorado Department of Education, P-12 and postsecondary education sectors on educator preparation issues.
- B. Oversee implementation, review and revisions to state's educator preparation policies and related matters.
- C. Function as state contact for Council for the Accreditation of Educator Preparation (CAEP) and other national accrediting organizations where appropriate and state representative on the NCATE/CAEP State Alliance for Clinical Educator Preparation and Partnerships.
- D. Administer the federal Elementary and Secondary Education Act (ESEA) Title II, A Improving Teacher Quality subgrants.
- E. Collaborate with DHE Academic Policy Officer for P20 Alignment on implementation of CAP4K legislation.
- F. Functions as the department spokesperson and state-level liaison for state and national committees and organizations including: Council for the Accreditation of Educator Preparation, National Governors Association forums, American Association of Colleges of Teacher Education; Colorado Council of Deans of Education, Educator Effectiveness Leadership Team, Joint CDE/DHE Alignment Team, and others as the needs arise; participate in SHEEO work groups, and Commission on State School Officers, and others as the need arises.
- G. Other duties as assigned.

ESSENTIAL JOB QUALIFICATIONS:

Education

Master's degree from an accredited institution required with coursework or experience in research methodologies, assessment, education, curriculum & instruction, Ed Psych, higher education policy or a related field.

Doctoral degree in a related field preferred.

Knowledge, Skills and Abilities

Must possess a disposition oriented toward the support of innovation in education, the preparation of effective educators, and approaches to improving student outcomes and access to postsecondary education opportunities. Should have acute knowledge of education alignment policies and best practices and knowledge of educator preparation program policies and best practices. Should understand current education policy landscape and both state and national education initiatives and activities. Should understand diversity and operations of educator preparation programs (both public and private).

Skills required include strong communication and organizational skills; excellent analytical and research skills; ability to facilitate both small and large groups; experience in presenting technical information to nontechnical audiences and in leading collective decision making; the ability to synthesize information concisely; proficiency in Microsoft Office and advanced spreadsheet tools; proficiency in SPSS or other statistical software packages; ability to set up and manage large data files; and a willingness to take initiative and work in a team environment; and comfort working in a fast-paced and public environment.

Ability to prepare and present oral and written material regarding project analysis; ability to plan, organize, and complete assignments independently; ability to communicate effectively (written, oral, and electronic); ability to carry out multiple assignments and to effectively respond to deadlines.

Experience

Strong background in education research and statistical analysis.

Three years of professional experience in education policy, educator preparation program teaching and/or administration, curriculum development, admissions management, or education policy research preferred. Prefer experience in P12 teaching and administrative experience in a P12 setting. Prefer experience working with state agencies; demonstrated ability to oversee program monitoring and evaluation, and compliance; experience in exercising independent judgment in an administrative setting; comfort facilitating large groups; ability to work in a fast-paced and public environment; ability to work effectively with others as a team and independently under the pressure of tight time frames and rigid deadlines.

Prefer experience and success in effectively building coalitions across a diverse set of stakeholders. Prefer experience with planning legislated activities for a government agency within given resources and statutory deadlines.

Physical Activities

- Sedentary** - Exert up to 10 lbs. of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time, but may involve walking for brief periods of time.
- Light** - Exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and or a negligible amount of force constantly to move objects. Physical demands are in excess of those of Sedentary work. Light work usually requires walking or standing to a significant degree.
- Stooping** - Bending body downward and forward. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- Reaching** - Extending hand(s) and arm(s) in any direction.
- Handling** - Seizing, holding, grasping, turning, or otherwise working with hand or hands, fingers are involved only to the extent that they are an extension of the hand.
- Talking** - Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which workers must impart oral information to clients, or to the public, and in those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing** - Perceiving the nature of sounds. Used for those activities that require ability to receive detailed information through oral communication.
- Near Acuity** - Clarity of vision at 20 inches or less.
- Far Acuity** - Clarity of vision at 20 feet or more.
- Depth Perception** - Three dimensional vision. Ability to judge distances and spatial relationships.
- Cognitive Abilities** - Able to understand complex cognitive issues.
- Computer Literacy** - Able to use all functionality of a computer.
- Written Communication** - Strong written communication abilities.

Working Conditions

Works in a normal office environment with standard office equipment (such as phones, fax, copiers and personal computers). The normal working hours are 8 am to 5 pm, Monday through Friday, may be required to work additional hours depending on needs of the business. Some travel and overnight stays required. Must have a valid driver's license and ability to pass a criminal background screen.

Salary Range

(1.0 FTE); exempt; mid \$50K to mid \$60K annually, depending on education and experience.

This position is non-classified and exempt from the rules of the Colorado State Personnel Board. Position is not eligible for overtime compensation.

Application Procedures:

Interested applicants are asked to submit a cover letter and resume to the Colorado Department of Higher Education, Human Resources, Cindy Langan, 1560 Broadway, Suite 1700, Denver, CO 80202 or email clangan@college-assist.org

Application Deadline: This position is open until filled. Initial consideration of candidates will take place immediately.

The Colorado Department of Higher Education is an Equal Opportunity employer. In compliance with federal and state anti-discrimination laws, the Department does not discriminate in matters of employment based on disability, race, creed, color, sex, sexual orientation, transgender status, religion, age, national origin, or ancestry.