

Colorado Department of Higher Education (DHE)

Position Description

POSITION TITLE: Project Manager

PROJECT: Engaging Ed. Prep. In K12 Reforms

DIVISION: Academic Affairs

REPORTS TO POSITION TITLE: Assistant Deputy Director for Academic Affairs

DATE: Until filled.

POSITION SUMMARY:

This two-year position is funded by a grant from the Rose Community Foundation. The Colorado Department of Higher Education (DHE) cannot plan for, or in any way commit to, retaining this position beyond the period of the grant (May 2013 to May 2015). While the incumbent will be a member of DHE's Division of Academic Affairs and will primarily report to the Assistant Deputy Director for Academic Affairs, it is important to note that the incumbent will work as closely with the Division of Achievement and Strategy at the Colorado Department of Education (CDE) and will also report to CDE's Executive Director of Educator Effectiveness. The focus of this position is to ensure that Colorado's educator preparation programs are engaged in and aligned with the new expectations for educators as outlined in *Senate Bill 10-191 and Senate Bill 08-212*. Key activities include 1) provide outreach and training opportunities on the new educator effectiveness and student standards; 2) launch a pilot project with at least one higher education-based preparation program and one alternative preparation program to embed the tools, materials and strategies already in use in many districts; and 3) provide technical assistance focused on scaling up emerging best practices to support the alignment of all preparation programs to the new expectations by 2015.

RESPONSIBILITIES:

Essential Duties/Responsibilities

- Convene work groups consisting of educator preparation leaders to inform recommendations and best practices for aligning the Teacher and Principal Quality Standards with the Performance Based Standards for Colorado Teachers and Principals (and endorsement/licensure competencies where appropriate);
- Conduct a needs assessment to include focus groups and/or surveys to better understand what the educator preparation community requires in relation to the aligned implementation of S.B. 10-191 and their programs;
- Develop a strategy for the most effective way to reach the educator preparation community;
- Provide training to educator preparation faculty and mentors on S.B. 10-191 and the principal and teacher evaluation system, including:
 - Understanding how the model evaluation system will assess teachers' and principals' performance and that their effectiveness will be based, in part on how well their students master the content and 21st Century skills in the new standards;
 - Understanding the Teacher and Principal Quality Standards;
 - Understanding how to use and score the rubrics;
 - Understanding how to incorporate the standards and professional practices in their coursework; and

- Understanding how to incorporate the expectation on measuring student growth in program coursework;
- Provide training to educator preparation faculty on the new college and career readiness expectations articulated in the P12 Colorado Academic Standards (CAS) and the Quality Teacher Standards, including understanding of:
 - The design and instructional shifts expected within the new CAS;
 - The role of the Common Core State Standards within the CAS;
 - How to support teacher candidates in the instructional shifts within the CAS;
 - Standards-based curriculum design based on the CAS, including resources from CDE to support standards implementation; and
 - The role of forthcoming aligned assessments and how student results can be used to inform instructional decisions and interventions;
- Select and provide technical assistance to one pilot institution of higher education and one designated agency (alternative preparation provider) to embed and leverage the emerging best practices and strategies generated by the state's "integration districts" that are piloting evaluation models and tools to support the implementation of the new academic standards;
- Use the information collected throughout these activities to inform the current state review and reauthorization processes of educator preparation programs;
- Build capacity for continued engagement between DHE, CDE and the state's educator preparation programs;
- Report to DHE's Assistant Deputy Director for Academic Affairs and CDE's Executive Director of Educator Effectiveness for direction and guidance;
- Work closely with DHE's Academic Policy Officer for Educator Preparation and Research, CDE's Executive Director, Office of Professional Services and Educator Licensing and also with CDE's Educator Preparation Consultant to align content and licensure standards for educator preparation programs;
- Work closely with DHE's Academic Policy Officer-P20 Alignment and CDE's Executive Director of Teaching and Learning to align policies, standards and practices between P12 and higher education to ensure all Colorado students graduate from high school being college and career ready;
- Collaborate with Colorado Council of Deans of Education (CCODE) and directors of Colorado's alternative teacher certification programs ("designated agencies"); and
- Cooperate with an outside evaluator who will use both qualitative and quantitative measures to assess the effectiveness of these activities.

Other Duties/Responsibilities

- Attend and submit a presentation proposal (and present it if accepted) to American Association of Colleges of Teacher Education (AACTE) 2014 annual conference, March 1-3, 2014, Indianapolis, IN.
- As assigned.

ESSENTIAL JOB QUALIFICATIONS:

Knowledge, Skills and Abilities

- **Critical:** Deep knowledge and experience with instruction of K12 students and coaching teachers;
- **Critical:** Ability to communicate effectively - prepare and present oral and written material to adults;
- Knowledge of the Common Core State Standards and Colorado Academic Standards and the instructional shifts required.

- Knowledge of educator preparation programs (Schools of Education and Colleges of Liberal Arts & Sciences) and their roles in P20 alignment to ensure college and career readiness of students graduating from high school.
- Knowledge of Partnership for Assessment of Readiness for College and Careers (PARCC) standardized assessment development (formative, interim and summative).
- Knowledge of Colorado's Senate Bill 10-191 and CDE's efforts to ready K12 schools for its implementation, including Quality Teacher Standards, Colorado Model Evaluation System and integration districts.
- Ability to articulate how the above strategies integrate to support educators and students towards college and career readiness.
- Computer Literacy - Able to use all functionality of a computer, especially Microsoft Word and PowerPoint;
- Ability to plan, organize, and complete assignments independently;
- Ability to carry out multiple assignments and to effectively respond to deadlines.
- Ability to effectively train large groups of adults.

Education

- Bachelor's degree from an accredited institution required.
- Successful completion of an educator preparation program.
- Master's or doctoral degree (or equivalent course work) preferred in Education, Curriculum & Instruction, Foundations of Education, Educational Administration/Leadership, Counseling or related field.

Experience

- At least three years of work experience as a K12 teacher, principal, administrator and/or guidance counselor.
- Prefer experience in working closely with faculty and administrators in higher education-based educator preparation programs and alternative certification programs.
- Willingness to take initiative and work in a team environment required.
- Related professional experience, excellent analytical and communication skills, and the ability to synthesize information concisely.

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.
- Travel 20% of time to attend meetings.

Salary Range

\$58,500 - \$62,500 annually, depending on education and experience.

Benefits

- 14 hours paid annual leave accrued per month, maximum accrual of 336 hours.
- 10 hours paid sick leave accrued per month, maximum accrual of 360 hours.
- 10 paid holidays per year.
- Employer contribution to health, dental, life, and vision insurance.
- State employee retirement (PERA).

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

Position will remain open until filled. Application review begins immediately and position start is immediate. Employment is contingent on successful completion of a criminal background check.

APPLICATION PROCEDURES:

To be considered for this position, candidates must possess the required qualifications listed above and submit a complete application package, which must include the following:

1. Letter of Application. A letter of application which addresses how you meet the qualifications described in this announcement.

2. Resume or Vitae. A detailed resume or vitae including all educational and professional experience.

3. References. A list of names, titles and current telephone numbers of three (3) employment references.

Submit your completed application materials to:

jobs@collegeinvest.org

DHE Human Resources
1560 Broadway, Suite 1600
Denver, CO 80202 or; Fax to 303-292-1606

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.