

Academic Policy Officer for Educator Preparation
Colorado Department of Higher Education

POSTING DATE: August 4, 2017
CLOSING DATE: August 25, 2017
COMPENSATION: \$60,000 - \$70,000 per year
(Depending on experience)

DESCRIPTION OF JOB:

The Academic Policy Officer for Educator Preparation's primary responsibility is to advocate strong educator preparation programs at institutions of higher education. Depending on experience and qualifications, secondary duties may be assigned to support the work of the department's Division of Student Success & Academic Affairs. The Academic Policy Officer serves as the Colorado Department of Higher Education's (CDHE) primary liaison to the Colorado Department of Education (CDE) for educator preparation program matters. The position oversees CDHE's communication and engagement strategy related to educator preparation and related research and reporting. In partnership with CDE, this position leads state-level site visits for the reauthorization (accreditation) of educator preparation programs, integration of P-12 standards and educator effectiveness and educator preparation programs, new program review and approval, compliance, reporting and collaborates with CDHE's Research Officer on educator effectiveness research, data analysis for program self-improvement. Key stakeholders include state agencies, institutions of higher education, business and workforce leaders, early childhood education, P-12 representatives, the Governor's office, national accrediting agencies and philanthropic and community organizations

Essential Duties & Responsibilities

Educator Preparation Program Support and Management

1. Serve as primary contact, coordinator, and facilitator for institutions of higher education based educator preparation programs, including (about 50% of the job):
 - a. Facilitate Colorado Council of Deans of Education (CCODE) Reauthorization Committee meetings and consult with CCODE on state policy decisions that affect educator preparation programs;
 - b. Coordinate reauthorization and accreditation visits, including writing final report, identifying areas for improvement, and following up with the institution to track implementation of changes that address the areas of improvement;
 - c. Review of new educator preparation program proposals and preparation of Colorado Commission on Higher Education agenda items for proposals;
 - d. Participate in revisions of and ensure compliance with educator preparation statewide transfer articulation agreements;
 - e. Address public inquiries concerning educator preparation;
 - f. Collaborate with CDHE's Division of Research on data collection, statistical analysis, and reporting needs; and
 - g. Maintain database of educator preparation programmatic offerings.
2. Support institutions of higher education based educator preparation programs, including (about 50% of the job):
 - a. Participate in Colorado Council of Deans of Education(CCODE) meetings when invited;
 - b. Support efforts related to educator placement in rural regions of Colorado and serve

as the primary point of contact with the Center for Rural Education at the University of Northern Colorado.

- c. Serve as a resource for educator preparation faculty throughout the state related to curriculum and content for future educators. This includes verifying compliance with state law related to expected outcomes for program completers.
- d. Partner with CDHE's Chief Policy Officer regarding legislative initiatives related to educator preparation and educator quality. Provide technical expertise to Finance Department and Executive Director related to educator preparation issues.
- e. Co-represent Colorado (with CDE) to Council for Accreditation of Educator Preparation (CAEP), including assisting with CAEP review and accreditation and serve as CDHE's state contact for CAEP, and
- f. Collaborate with CDE's Educator Talent division to ensure dissemination of information on changes to educator preparation and licensure, including State Board of Education educator quality standards.
- g. Collaborate with and be a resource to researchers and Information and Research representatives from CDE (and other state agencies) to ensure successful data links between different state agencies, institutions of higher education data, and CDHE'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.
- h. Collaborate with CDHE's Division of Research and with CDE to write the annual Educator Preparation Report for the General Assembly (due spring each year).
- i. Collaborate with CDHE's Division of Research to design studies using institutional research files to evaluate key features of educator preparation programs and completers.
- j. Collaborate with CDHE Chief Research Officer, CDHE Web Administrator, Colorado Council of Deans of Education and CDHE's Data Advisory Group to ensure accurate collection of Educator Preparation File data in SURDS database.
- k. In conjunction with the Director of Academic Affairs, responsible for preparing materials for Colorado Commission on Higher Education meetings and reports to the Colorado State Legislature concerning educator preparation.
- l. Collaborate with CDE's Educator Talent division, as well as stakeholders on educator pipeline issues and talent development strategies for the State of Colorado.

OTHER DUTIES & RESPONSIBILITIES

1. Oversee implementation, review and revisions to state's educator preparation policies and related matters.
2. Oversee the administration of grants and federal awards related to teacher quality and recruitment efforts.
3. Serve as program completion verification signatory authority for students that completed programs at institutions of higher education no longer in operation.
4. Performs other duties as assigned.

KNOWLEDGE/SKILLS AND EXPERIENCE

Education

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

Knowledge, Skills and Abilities

- Must possess a disposition oriented toward increasing access to and the completion of higher education credentials, closing racial and ethnic achievement gaps, the support of innovation in education;
- Must have knowledge of educator preparation best practices and national trends related to the preparation of teachers/educators.
- Must have an understanding of current education policy landscape and both state and national education initiatives and educator preparation program accreditation.
- Must be able to develop and facilitate internal and external presentations related to educator preparation and the role of the Colorado Department of Higher Education within educator preparation.
- Should understand diversity and operations of educator preparation programs (both public and private).
- Skills required include strong communication and organizational skills; customer service; 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, including Excel and/or Access and a willingness to take initiative and work in a team environment; and comfort working in a fast-paced and public environment.
- Ability to plan, organize, and complete assignments independently and on time; attention to detail; ability to carry out multiple assignments and to effectively respond to deadlines.

Experience

- Minimum of three years of professional experience in educator preparation program teaching and/or administration, including program review and accreditation at a college or university.
- 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.

WORKING CONDITIONS

- Works in a normal office environment with standard office equipment (such as phones, copiers and personal computers). The normal working hours are 8 am to 5 pm, Monday through Friday, with significant additional hours required on an irregular basis. Some travel and overnight stays required. Must have a valid driver's license.

Note:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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

Employment is contingent upon successful completion of a criminal background check.

Application Procedures:

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

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.