

STATE OF COLORADO



DEPARTMENT OF HIGHER EDUCATION
Colorado Commission on Higher Education

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JOB ANNOUNCEMENT

The Colorado Department of Higher Education

Academic Policy Officer/Teacher Education (1.0 FTE)

The Academic Policy Officer/Teacher Education will be responsible for the coordination and facilitation of all state-level site visits of currently operating teacher education programs, including public, private and proprietary institutions. Additionally, the Academic Policy Officer/Teacher Education will serve as the Department of Higher Education's (DHE) primary liaison to the Colorado Department of Education (CDE) department of Teacher Education licensing for the co-facilitation of state-level site visits as well as serving as the primary DHE contact for CDE personnel and the lay public. Additionally, the position will be responsible for the day-to-day analysis of teacher education policies and their impact on the post-secondary education system within the state of Colorado.

Duties: Primary contact, coordinator, and facilitator for state-level teacher accreditation visits; Primary DHE officer contact for education articulation agreements; Primary DHE liaison between the K-12 and post-secondary education sectors on teacher education issues; In conjunction with the Chief Academic Officer (CAO), facilitates CCODE meetings, an advisory committee consisting of the deans of Colorado's colleges of education; In conjunction with the Chief Academic Officer (CAO), responsible for preparing materials for Commission meetings and reports to the Colorado State Legislature concerning teacher education; Responsible for updating and enforcing policies related to teacher education policy; Primary DHE Officer for Teacher Education Policies and related matters, including performance contract implementation; Serves as the primary officer for student inquiries concerning Teacher Education (at the post-secondary level); Functions as the state-level contact for NCATE (National Council for Accreditation of Teacher Education) and TEAC (Teacher Education Accreditation Council); Member of the DHE's Academic Council; Reports to the Chief Academic Officer (CAO).

Minimum Qualifications: Master's degree in Education or closely related field. At least three years of related experience in higher education administration in Teacher Education and three years *minimum* of classroom teaching and administrative experience in a K-12 setting. Strong communication skills and the ability to facilitate both small and large groups; as well as the ability to take the lead in facilitating dialogue and site visits with colleges and schools of education in the post-secondary education setting.

Preferred Qualifications: Advanced degree and five years of experience in higher education administration, teacher education and teaching and administrative experience in a K-12 setting. Strong communication skills, including the ability to facilitate both small and large groups and take the lead in facilitating dialogue and site visits with colleges and schools of education in the post-secondary education setting. Direct experience in matters related to academic policymaking and/or compliance highly desirable.

Additionally, competitive candidates will have experience in classroom teaching, teacher training programs, and student teaching supervisory experience. The ideal candidate will have knowledge of both colleges and universities and of the current political climate of education in the state, as well as knowledge of how to successfully interface with various stakeholder groups. Other qualities of highly competitive candidates include program evaluation knowledge; knowledge of "meaningful outcomes" of data collected, and both formative and summative evaluations. Ideal candidates will have a deep understanding of the diversity of education programs that exist in the different post-secondary institutions of our state, including an understanding of private institutions. Ideal candidates will demonstrate an acute knowledge of the inner-workings of programs of education and possess a disposition oriented toward the support of innovation in education.

Salary: (1.0 FTE); exempt; salary commensurate with experience.

Interested applicants are asked to submit a cover letter and resume to the Department of Higher Education, Human Resources, Cindy Langan, 1801 Broadway, Suite 360, Denver, CO 80202 or email clangan@college-assist.org

The Colorado Department of Higher Education is an EEO/AA employer, and follows a policy of non-discrimination in complying with all requirements of the Immigration Reform control Act and the Americans with Disabilities Act.