



Open Position Opportunity

POSITION: Assessment Content Development Principal Consultant
Assessment Unit
Position #1028

ANNUAL SALARY RANGE: \$65,000 - \$85,000 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.

Applications will be reviewed as they are received. The position will remain open until a candidate is selected.

- 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:

This position is responsible for oversight of the development of the CMAS mathematics and science assessment materials and all activities associated with content development.

Minimum Qualifications:

- Bachelor's degree in education (science and/or mathematics concentration preferred), educational measurement, assessment, research or related field from an accredited college or university.
- At least three (3) years' experience in K-12 education, preferably in mathematics and/or science.
- Excellent oral and written communication skills.
- Strong knowledge of the Colorado Academic Standards and multi-dimensional science standards, and an understanding of the relationship between standards and assessment.
- Experience with large-scale online and paper-based assessment tasks, including development, production, administration, scoring, and reporting.
- Experience in implementing proactive project management techniques to manage complex projects and multiple simultaneous tasks to achieve high stakes/high visibility goals.
- Strong ability to work successfully as an independent self-starter in a high pressure environment.
- Knowledge of statistics and their interpretations related to assessment development, scoring, and reporting.
- Proven ability to exercise judgment and discretion in implementing departmental and agency policies and procedures.
- Proficiency with Microsoft Office Word, Power Point, and Excel.
- Experience in representing organizations and interacting with a variety of constituents, including meeting facilitation, presentations, and trainings.
- Familiarity with federal and state laws,

Major Duties and Responsibilities:

- A. Provide primary authority over determining the final content included on the 10 mathematics assessments and the 3 science assessments administered across Colorado each spring.
- B. Provide state-level leadership for mathematics and science assessment development, including maintaining primary authority over the development of assessment materials and all activities associated with content development.
- C. Implement and maintain a management and oversight system through which vendor activities for all content development-related aspects of the mathematics and science assessment programs are monitored on a daily basis for quality and timeliness.
- D. Coordinate with various CDE units to meet the requirements of assessment per state and federal law to ensure that content is aligned to Colorado's academic standards and that it is accessible to all students, including students with disabilities and English learners.
- E. Communicate with national organizations to gather and disseminate state-of-the-art information related to assessment in mathematics and science.
- F. Co-develop and co-facilitate educator meetings (e.g., item writing workshops; item review; data review; anchor review), providing final approval over all plans and materials created for the meetings.
- G. Represent CDE as the authority for the mathematics and science assessments by developing presentations, coordinating discussion meetings, and providing training to a variety of audiences.
- H. Communicate effectively with districts, vendors, units, and assessment stakeholders.
- I. In coordination with the Technology Specialist and the Online Administration Specialist, serve as the final authority over determining when mathematics and science assessment content is ready to be

rules, and policies regarding assessment and accountability.

- Ability to pass a background check, which includes a motor vehicle records search.
- Ability and willingness to travel.

Preferred:

- Master's degree in education (mathematics and/or science concentration preferred), educational measurement, assessment, research or related field from an accredited college or university.
- At least five (5) years' experience in K-12 education, preferably in mathematics and/or science.
- Three (3) years or more experience in assessment item development (preferably mathematics and/or science, including selected and constructed response online items) including writing and reviewing assessment items (e.g., participation in state item writing and item review educator meetings).
- Experience in monitoring contracts and adhering to strict schedules and deliverable timelines.
- Experience with students with disabilities and/or English learners.
- Proficiency in reading Spanish.
- Familiarity with current practice and trends in large scale assessments.
- PMI certification.

delivered to students across Colorado through the vendor's test engine.

- J. Provide development support for the 3 alternate science assessments developed for students with the most significant cognitive disabilities and for the English language arts and social studies assessments developed by Colorado.
- K. Other duties as assigned.