



Open Position Opportunity

POSITION:

UIP Senior Consultant
Office of Improvement Planning
Position #1164

ANNUAL SALARY RANGE:

\$65,000-\$78,000 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.

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:

The UIP Senior Consultant is a liaison for schools and districts on the Unified Improvement Plan (UIP), and other related accountability functions. This position provides technical assistance to the field, internal staff and other stakeholders. The position also supports integration of State and Federal expectations within the UIP.

Minimum Qualifications:

- Bachelor's degree
- Leadership experience in education or related field
- Knowledge of school/district organization and practice
- Ability to develop and deliver trainings in diversity of situations (e.g., online, in person) and different settings (e.g., urban, rural)
- Outstanding written, verbal, and presentation and training skills
- Ability to work effectively with diverse stakeholders
- Use of Microsoft Word, PowerPoint, Excel
- Ability to travel within/outside of Colorado as needed
- Ability to manage detail oriented projects across different units
- Ability and willingness to travel.
- The ability to pass a background check.

Preferred:

- Master's degree or higher in education, public policy or related field
- Understanding of and commitment to using accountability data and the improvement planning process to support schools and districts
- Understanding of Colorado's assessment and accountability system, and other related data systems
- Understanding of Colorado's education initiatives and programs (e.g., Colorado Academic Standards, ESSA, special education, graduation guidelines)
- Ability to build trust and rapport with a diverse body of stakeholders internal and external to CDE
- Demonstrated ability to present, train, and work effectively with school board members, superintendents, district administrators, school administrators, teachers, families and community members
- Skilled at bringing together and facilitating disparate groups to achieve shared objectives
- Experience with data collections (e.g., TELL Colorado Survey), data management and data analysis
- Experience with matching identified needs with practical solutions in an education setting
- Experience with data visualization tools (e.g., Tableau)

Major Duties and Responsibilities:

- A. Work as a member of the Improvement Planning team to implement the work of the unit, specifically supporting cross-departmental processes (e.g., Special Education, Literacy, Title I) with school and district improvement
- B. Create guidance and resources on UIP processes and coordinate CDE review of UIPs.
- C. Develop and participate in the delivery of training and technical assistance for school, district, BOCES, accountability committees, CDE staff and other stakeholders for school improvement and accountability purposes, including Unified Improvement Plans.
- D. Participate in the continued implementation and improvement of the state accountability system for schools and districts. This includes internal work of the Coordinated Support Teams and integration of laws (e.g., ESSA, IDEA) and policies.
- E. Co-coordinate the state's teaching and learning conditions survey.
- F. Other duties as assigned.