Improving Academic Achievement
Colorado Department of Education

COLORADO DEPARTMENT OF EDUCATION
Open Position Opportunity

POSITION:

Title III EL Specialist
Unit of Federal Programs
Position #1167

ANNUAL SALARY RANGE:

$ 57,000 – 70,000, plus benefits.

APPLICATION PROCEDURE:

Please email a completed Colorado Department of Education Employment Application, letter of interest, and resume to hr@cde.state.co.us. A confirmation will be sent out that HR has received your materials. If you do not receive a confirmation within 24 hours, please send an email to hr@cde.state.co.us.

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.

CLOSING DATE:

Applicant materials must be received by 4:00 p.m., Tuesday, July 15, 2014.

CONDITIONS OF EMPLOYMENT:

- All offers of employment are conditional to a successful background and references check.
- Please be advised that the 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.
- Position is exempt from overtime and may require work outside of normal office hours
- Selected applicant is an employee at will.
- Candidates with family relationships working in the same Office/Work Unit in which the position is announced will not be considered.
- Direct deposit of paychecks is required.
- Smoking is not allowed in the State Office Building and is allowed only in designated areas outside the State Office Building.
- Selected applicant must comply with the Colorado State Board of Education's Drug-Free Workplace policy.
- 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, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in admissions, access to, treatment, or employment in educational programs or activities in which it operates. The following person has been designated to handle inquiries regarding the CDE's compliance with Title IX and Section 504: Director of Human Resources; Colorado Department of Education; 201 E. Colfax Ave. #201; Denver, CO 80203.

Minimum Qualifications:

- Bachelor's degree from an accredited college or university in the field of Education or related field.
- Strong knowledge and expertise in school and district organization.
- Excellent organizational, written, verbal, and presentation skills.
- Ability to work effectively with diverse stakeholders in difficult or uncertain circumstances.
- Ability to understand and provide technical assistance concerning use of state, district, school, and student level data.
- Ability to manage, develop and provide web-based resources and professional development.
- Experience in developing and organizing professional development trainings and conferences.
- Proficiency in the full suite of MS Office products.
- Ability and willingness to travel, primarily Front Range.
- Ability to pass a background check, which includes a motor vehicle records search.

Preferred:

- Master's Degree in Education or related field.
- Experience developing school or district improvement plans.
- Understanding of the state's ESEA Consolidated Application and Unified Improvement Planning requirements, tools, and framework.
- Three (3) years of education related experience, such as teaching, coaching, or administration.
- Strong understanding of federal and state legal requirements specific to Title III, the state's ESEA Flexibility Waiver, the Colorado Growth Model, and English language development.
- Experience with successfully managing or administering grants.
- Communications experience, including website content development, program messaging, newsletter development.

Major Duties and Responsibilities:

A. Title III and Title III Set-Aside Consolidated Application

- Conduct statewide Consolidated Application Trainings in coordination with other Title programs related to applications for Title III and Title III Set-Aside funds and compliance requirements.
- Provide technical assistance to districts and BOCES for the completion of the application.
- Review of Districts'/BOCES' applications and budgets for program approval
- Collaborate with Grants Fiscal management in reviewing consolidated applications and budgets from Districts and BOCES.

B. Title III and Title III Set-Aside State Performance Report

- Assist in the completion of the Title III State Performance Report. Will be required to compile and analyze Title III data that is submitted through the State Performance Report annually for the U.S. Department of Education (USDOE) and the Office of English Language Acquisition (OELA). This information is collected for Title III and III-SA

C. Title III and Title III SA – Continuous Improvement of Programs

- Assist in the Continuous of Improvement of ESEA program development and implementation.
- Work strategically with Districts to identify challenges and strengths in ELD programs.
- Work actively with Districts to improve upon areas of challenges in their ELD programs.
- Work actively with Districts to maintain compliance with Federal and State policies that include ELs.
- Serve as an expert for Districts on how to improve/enhance programs for English Learners, how to develop ELD programs, and how to evaluate ELD programs that are supplemented with Title III grants.
- Participate with the ESEA team for Continuous Improvement of ESEA programs. This includes overall coordination of potential onsite visits, reporting of observations, as well as pre and post communication.
- Plan and conduct desk reviews for Title III and produce written reports regarding findings.
- Help write and revise indicators, as needed with Title III Coordinator, for monitoring documents for Title III and Title III Set-Aside compliance indicators.
- Review and provide feedback for Unified Improvement Plans submitted by districts and BOCES.

D. Bridging Title I and Title III

- Provide Technical Assistance and support to Title I Districts and Schools that have significant achievement gaps in their EL population.
- Provide resources and guidance on serving ELs in effective Title I programs.

E. General

- Collaborate with Office of Language, Culture and Equity Unit of Federal Program Administration, and Office of

Student Assessment in carrying out legislative mandates and guidance under the different funding formulas.

- Ensure that Title III requirements and the needs of English learners are adequately addressed in applications, continuous improvement cycles, and improvement planning and reporting.
- Respond to requests for information from school districts and BOCES.
- Assist school districts and BOCES in coordinating federal, state, and local programs, and resources to improve program quality and effectiveness.
- Work with members of the Language, Culture and Equity Unit and other units across CDE on parent engagement activities.
- Collaboratively work with members of the Language, Culture and Equity Unit, Research and Evaluation Unit, the Assessment Unit and other members of the Unit of Federal Program Administration to collect, process, and disseminate English Learner (EL) student academic progress data and to provide trainings about the data.
- Serve as an active participant cross unit EL data team at the Department.
- Assist in coordinating efforts with Data and Research, Unit of Student Assessment and EDAC in all aspects of Student October reporting.
- Attend statewide Unified Improvement Plan trainings and provide technical assistance at the trainings for local education agencies that are required to submit Title III unified improvement plans.
- Maintain an open communication channel with community and other CDE entities.
- Attend Stakeholder meetings as needed such as MEGA meetings for EL/Title Directors,-IHE, NCLB, ADOBE, COP, and CABE.
- Take part in professional development opportunities.
- Other duties as assigned.