



Open Position Opportunity

POSITION: Senior Literacy Consultant
Teaching and Learning Unit
Positions #1470 and #1551

ANNUAL SALARY RANGE: \$68,000 - \$72,000 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 senior consultant for literacy is a field based position to support the implementation of the Colorado READ Act. The senior consultant provides guidance, data analysis, professional development and coaching to schools and districts in support of scientifically based reading instruction.

Minimum Qualifications:

- Master's degree in literacy, reading, elementary education or other related field with course work to support expertise in literacy aligned with scientifically based reading instruction.
- 5 plus years of experience in public education inclusive of classroom experience.
- Proficiency in Microsoft Excel, Word, PowerPoint, Outlook.
- Exceptional organizational skills, including ability to multitask, balance competing priorities, track and meet deadlines. Ability to handle multiple projects simultaneously.
- Ability to communicate effectively orally and in writing.
- Experience developing and providing professional development for a variety of stakeholders;
- Ability and willingness to travel as required during the performance of assigned tasks.
- The ability to pass a background check.

Preferred:

- Demonstrated Instructional leadership experience could include instructional coaching, administrations, and district leadership experience.

Major Duties and Responsibilities:

- A. Works as part of a team with the CDE Literacy Office including Executive Director, Assistant Director(s), Program Consultants and Technical Assistance/Regional Offices to accomplish the mission of the office with adherence to the policies of CDE.
- B. Understands the Legislation of HB 12-1238 (The READ Act) and the necessary implementation requirements for the LEAs.
- C. Provides professional development to schools and districts as they implement the READ Act.
- D. Supports schools and districts in the identification of the students with significant reading deficiencies.
- E. Provides guidance to LEAs in completing READ Plans.
- F. Utilizes Scientifically Based Reading Research knowledge to equip schools with effective literacy strategies.
- G. Works with schools and districts to analyze K-3 reading data and provide strategies to increase literacy achievement.
- H. Attends all required meetings by the Office of Literacy.
- I. Attends all required professional development offered by the Office Of Literacy.
- J. Other duties as assigned.