



Open Position Opportunity

POSITION: ID&R Specialist
Migrant Education Unit
Position #1603

ANNUAL SALARY RANGE: \$45,000 - \$50,000 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:

This position is part of the Office of Migrant Education (OME) within the Federal Programs Unit.

Minimum Qualifications:

- Bachelor's Degree in education/communication related field, Master's Degree preferred
- Experience working with diverse and underserved populations
- Understanding of data systems
- Background/experience on Migrant Education preferred
- Ability and willingness to travel
- The ability to pass a background check.

Preferred:

- Bachelor's degree from an accredited university in Education or a related field.
- Experience in a school or district setting.
- Strong communication skills
- Experience working with team
- Strong planning and organizational skills
- Understanding of data collections and data privacy
- Knowledge of Microsoft Suite
- Bilingual in English and Spanish

Major Duties and Responsibilities:

- A. Develop weekly and monthly data reports and present reports to stakeholders as needed (Ex. Nutrition list, Homeless list).
- B. Develop and maintain recruitment resources such as qualifying activity list, Identification and Recruitment manual, and other guiding documents.
- C. Develop, update and maintain Identification and Recruitment materials and display on the Migrant webpage.
- D. Plan, Organize, and carry out annual re-interviewing of 50 Certificates of Eligibility in coordination with the ID&R Coordinator. (at least 4 days of travel in Colorado per month).
- E. Maintain an understanding of Identification and Recruitment legislation, regulation and guidance at both the state and federal levels
- F. Maintain positive outside communication with various agencies and provide accurate program information, including developing, documenting and maintaining positive relationships with Colorado Agribusinesses.
- G. Support State Eligibility Specialist with Certificate of Eligibility approvals, approximately 20%.
- H. Support state and regional recruitment activities.
- I. Support the office of migrant education program with monitoring local education agencies and migrant regional regions.
- J. Provide support to regions i.e. Synplicity.
- K. Investigate, document and verify agricultural businesses that qualify for the migrant program.
- L. Other duties as assigned.