



Open Position Opportunity

- POSITION:** Computer Science Content Specialist – 50% time
Teaching and Learning Unit
Position #1713
- ANNUAL SALARY RANGE:** \$28,000-33,000 plus eligible benefits.
- APPLICATION PROCEDURE:** Please email a completed Colorado Department of Education 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 to successful background and reference checks.
- 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.
- 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, 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 computer science content specialist position provides leadership, guidance, and support with respect to the administration of the computer science education grants for teachers program, facilitation support and implementation of optional secondary computer science standards, assessment, educator professional development, and the dissemination of research-proven instructional practices and resources.

Minimum Qualifications:

- Master's degree or equivalent experience in computer science education or related field;
- Demonstrated leadership experience in the K-12 educational system;
- Demonstrated project management and grant administration skills;
- Experience developing and providing professional development for a variety of stakeholders;
- Knowledge of factors contributing to opportunity and achievement gaps and knowledge of effective strategies for closing both gaps;
- Ability to communicate effectively orally and in writing;
- Excellent facilitation and presentation skills;
- Effective communication and conflict resolution skills;
- Wide range technology skills, particularly Microsoft Word, Power Point, Excel, website development;
- Willingness to travel as required during the performance of assigned tasks;
- Knowledge of effective professional development practices and programs both nationally and statewide;
- Knowledge of post-secondary and workforce opportunities in the computer science field;
- Ability to build and sustain higher education and community partnerships to foster a strong computer science education network state-wide;
- Ability to work independently and as part of a collaborative team.

Major Duties and Responsibilities:

- A. Serve as the primary administrator of the computer science education grants for teachers program pursuant to section 22-97-101 C.R.S.
- B. Prepare and disseminate annual legislative report on grant activities as required by section 22-97-101 C.R.S.
- C. Provide state level leadership and support for computer science education within the Preschool-12 and postsecondary systems.
- D. Work with the CDE content specialists to support school districts with standards implementation and resource development.
- E. Sustain and enhance computer science education collaboration with state-wide networks.
- F. Further the development of quality computer science instruction through collaboration with state higher education and community partners.
- G. Work with other units within the Colorado Department of Education to further the development of quality computer science instruction.
- H. Work with CDE's Communication office and other relevant CDE offices to further develop a computer science web page with regular communication related to the computer science education grant program and related initiatives.
- I. Communicate with state and national computer science organizations to gather and disseminate state of the art information relative to computer science teaching and learning.
- J. Other duties as assigned.