



Internal Position Opportunity

- POSITION:** eLearning Consultant
Exceptional Student Services Unit
Office of Special Education
Position #1727
- ANNUAL SALARY RANGE:** \$48,300 - \$55,000 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 consultant is responsible for working in conjunction with the eLearning Coordinator and the Professional Learning Team Director to: propose, develop and produce electronic professional development options for internal staff and external clients; support ESSU staff in designing eLearning opportunities; train users in eLearning strategies. The consultant contributes to team efforts in planning and implementing procedures for ESSU professional development, meetings, and events. The consultant should understand and be able to use software, computer programs, or other technology in a manner to help others to do the same.

Minimum Qualifications:

- B.A. in technology, education, or related field or demonstrated skills and capability to perform job duties
- Knowledge and ability to carry forward the work of online, eLearning, and web-based systems used by the Office
- Excellent written and oral communication skills
- Ability to synthesize material to describe and/or develop a project or online program
- Successful experience working on a team and collaborating in team decisions
- High level of proficiency in the use of Microsoft Office products and other common office tools
- Aptitude to learn new software and online formats for Office and professional development improvements
- Ability to multi-task despite frequent interruptions
- Understands the needs of users and explain solutions to less technical people
- Ability to take initiative and make decisions in a fast-paced work environment
- Ability and willingness to travel
- Ability to pass a background check.

Preferred Qualifications:

- Ability to bridge the language of experts in technical and educational fields
- Experience with developing eLearning modules
- Experience with building course-shells on Moodle, and/or other LMS
- Experience with Zoom, Adobe Connect, Adobe InDesign, video, and editing software
- Experience with micro-credentialing or willingness to learn

Major Duties and Responsibilities:

- A. Support Professional Learning Director and eLearning Coordinator in the implementation of eLearning strategy for delivering professional development internally and to the field
- B. Manage e-Learning content to align with Colorado Rules and Regulations, ESSU philosophy, and CDE policies and procedures. Develop/adapt and deliver technical support including training documents, online resources, short tutorials and courses, webinars, and other resources to support users.
- C. Coordinate acquisition of content from ESSU experts to ensure accuracy and consistency in eLearning modules and activities
- D. Develop process for replacing and/or updating outdated modules, courses, or other professional learning content.
- E. Collect feedback from users and generate reports on utility, frequency of use, ease of use, relevance, depth and complexity of content and eLearning options.
- F. Design and implement solutions with limited resources
- G. Other duties as assigned.