



Open Position Opportunity

POSITION: ID&R Coordinator
Migrant Education Unit
Position #9029

ANNUAL SALARY RANGE: \$50,000 – \$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:

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

Minimum Qualifications:

- Bachelor Degree (Masters Degree preferred)
- Bilingual in English and Spanish
- Three years of Title I-C program experience
- Understanding of Colorado Agriculture
- Valid driver's license
- Understanding of data systems, data collections and data privacy
- 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.
- Knowledge of and experience in using MS Project.
- Excellent communication skills-written and verbal
- Excellent time-management and organization skills
- Excellent presentation skills
- Team player and results-oriented

Major Duties and Responsibilities:

- A. Continuous research of best and promising practices in Identification and Recruitment activities and programs in migrant education programs.
- B. Lead the Identification and Recruitment Rapid Response Consortium (IRRC) for Colorado.
- C. Create and/or sustain collaborations with other state and national agencies to improve services and dissemination of information related to the education of migratory children, youth and families.
- D. Lead training, monitoring, and consultative services for migrant personnel regarding identification and recruitment of eligible migrant families.
- E. Coordinate and execute an annual state Identification and Recruitment conference, webinars and other professional development that will support statewide recruitment of Migrant families.
- F. Identify, conduct and disseminate periodic analysis of state and national agriculture trends and industry development for the purposes of recruitment.
- G. Analyze identification and recruitment needs related to recruitment personnel, equipment and program operation.
- H. Maintain an understanding of the Migrant Education Program policy at both the state and federal levels.
- I. Assist with the data collection and processing for the Migrant Education Program.
- J. Lead annual re-interviewing as prescribed by statute.
- K. Other duties as assigned.