Improving Academic Achievement
Colorado Department of Education

COLORADO DEPARTMENT OF EDUCATION
Open Position Opportunity

POSITION: Assessment Content Development Specialist
Assessment Unit
Position #1028

ANNUAL SALARY : $70,273 plus benefits.

APPLICATION PROCEDURE: Please email a completed Colorado Department of Education Employment Application, letter of interest, and resume to hr@cde.state.co.us. A confirmation will be sent out that HR has received your materials. If you do not receive a confirmation within 24 hours, please send an email to hr@cde.state.co.us.

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.

CLOSING DATE: Open Until Filled.

CONDITIONS OF EMPLOYMENT:

- All offers of employment are conditional to a successful background and references check.
- 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.
- Candidates with family relationships working in the same Office/Work Unit in which the position is announced will not be considered.
- 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, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in admissions, access to, treatment, or employment in educational programs or activities in which it operates. 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.

Minimum Qualifications:

- Bachelor's degree in education (science and/or social studies concentration preferred), educational measurement, assessment, research or related field from an accredited college or university.
- At least three (3) years' experience in K-12 education, preferably in science and/or social studies.
- Excellent oral and written communication skills.
- Strong knowledge of the Colorado Academic Standards and an understanding of the relationship between standards and assessment.
- An understanding of large-scale assessment tasks, including development, production, administration, scoring, and reporting.
- Experience in implementing proactive project management techniques to manage complex projects and multiple simultaneous tasks to achieve high stakes/high visibility goals.
- Strong ability to work successfully as an independent self-starter in a high pressure environment.
- Knowledge of statistics and their interpretations related to assessment development, scoring, and reporting.
- Proven ability to exercise judgment and discretion in implementing departmental and agency policies and procedures.
- Proficiency with Microsoft Office Word, Power Point, and Excel.
- Experience in representing organizations and interacting with a variety of constituents, including meeting facilitation, presentations, and trainings.
- Familiarity with federal and state laws, rules, and policies regarding assessment and accountability.
- Ability to pass a background check, which includes a motor vehicle records search.
- Ability and willingness to travel.

Preferred:

- Master's degree in education (science and/or social studies concentration preferred), educational measurement, assessment, research or related field from an accredited college or university.
- Three (3) years or more experience in assessment item development (preferably science/and or social studies), including writing and reviewing assessment items (e.g., participation in state item writing and item review educator meetings).
- Experience in monitoring contracts and adhering to strict schedules and deliverable timelines.
- Experience with students with disabilities and/or English learners.
- Familiarity with current practice and trends in large scale assessments.
- PMI certification.

Major Duties and Responsibilities:

A. Provide primary authority over the development of the CMAS science and social studies assessment materials and all activities associated with content development.
B. Provide management and oversight over an assessment program, monitoring vendor content development activities on a daily basis for quality and timeliness.
C. Coordinate with various CDE units to meet the requirements of assessment per state and federal law, including standards support.
D. Co-develop and co-facilitate educator meetings (item writing workshops, item review, data review, anchor review).
E. Develop presentations, coordinate discussion meetings, and provide training to a variety of audiences.
F. Communicate effectively with districts, vendors, units, and assessment stakeholders.
G. Provide support to districts in using the vendor data management system and test engine.
H. Work closely with the Technology Specialist and the Online Administrator Specialist to administer the science and social studies assessments online.
I. Provide development support for the English language arts and mathematics assessments.
J. Other duties as assigned.