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To: Undisclosed recipients.;

Subject: NVC 072214 Job Opportunity-Colorado State Office

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Attachments: image002.png (28K)

NAEPDC

News, Views, and Clues

July 22, 2014

Job Opportunity: Colorado State Office



POSITION:

Consultant

Position #1047

Office of Adult Education and Family Literacy

ANNUAL SALARY RANGE:

\$68,000 - \$78,000 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:

Applicant materials must be received by 4:00 p.m., Monday,
August 11, 2014

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
- 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:

- Experience in educational settings, including school and district level, community college, or community based organization, with 3+ years in program management areas.
- Bachelors' degree in Education, workforce, program management or relevant field.
- Proven ability to implement, lead, and monitor large-scale project with accountability for measurable outcomes.
- Effective communication and conflict resolution skills.
- Ability to develop, maintain, and strengthen partnerships with others inside or outside the Organization.
- Ability to collaborate among diverse constituent groups and across multiple work teams and State Agencies.
- Demonstrated ability to work through ambiguity to bring clarity to roles and tasks to meet deliverables.
- Ability and willingness to travel.

- The ability to pass a background check, which includes a motor vehicle records search.

Major Duties and Responsibilities:

- Lead the State's efforts to meet the literacy and student employment goals as set forth in HB-1085.
- Develop and manage the execution of a comprehensive work plan to implement HB 14-1085.
- Monitor and report on performance measures associated with the HB 14-1085 work plan and make midcourse corrections as necessary to ensure that final grant deliverables are met.
- Support local partnership success in implementation of HB 14-1085 local partnerships.
- Identify resources and offer technical assistance to aid in local partnership implementation of HB 14-1085 activities.
- Coordinate departmental and program collection, analysis, and reporting of all required data related to HB 14-1085.
- Other duties as assigned.

Preferred:

- Advanced Degree in Adult Education, Program Management, or relevant field.
- Knowledge of the College and Career Readiness Standards for Adult Education.
- Demonstrated knowledge of research-based practices related to Adult Education or Workforce Preparation.
- Knowledge of the importance of factors contributing to effective workforce preparation, integrated basic skills instruction, and partnership development.

All NAEPDC *News, Views, and Clues* are archived at:

http://naepdc.org/news_views_clues/nvc_home.html

Keep up the good work. Let me know when we can help.

NAEPDC

A Natural Resource For Adult Education State Directors and their Staff Members

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1 Attached Images

