

Colorado Department of Higher Education

Position Description

POSITION TITLE: ACADEMIC POLICY OFFICER FOR EDUCATOR PREPARATION

DIVISION: ACADEMIC AFFAIRS

REPORTS TO POSITION TITLE: ASSISTANT DEPUTY DIRECTOR FOR ACADEMIC AFFAIRS

DATE: May 29, 2013

POSITION SUMMARY:

The Academic Policy Officer for Educator Preparation supports educator preparation programs at institutions of higher education. The Academic Policy Officer for Educator Preparation serves as the Department of Higher Education's (DHE) primary liaison to the Colorado Department of Education (CDE) for educator preparation program matters. The position oversees DHE's communication and engagement strategy related to educator preparation and related research and reporting. Key stakeholders include state agencies, institutions of higher education, business and workforce leaders, early childhood education, P-12 representatives, the Governor's office, and philanthropy. In partnership with CDE, this position manages the co-facilitation of state-level site visits for the reauthorization of educator preparation programs, integration of K12 standards and educator effectiveness with educator preparation programs, new program decisions, compliance, reporting, and collaborates with DHE's Research officer on educator effectiveness research & data analysis for program self-improvement. The Academic Policy Officer serves as a resource for students, higher education administrators, policymakers and the public.

RESPONSIBILITIES:

Essential Duties/Responsibilities

Educator Preparation Program Support and Management

- A. Support institution of higher education based educator preparation programs, including:
 - a. participate in Colorado Council of Deans of Education (CCODE) meetings when invited;
 - b. continue DHE's webinar series on timely topics as needed;
 - c. co-Represent Colorado (with CDE) to Council for Accreditation of Educator Preparation (CAEP), including assisting with CAEP (NCATE/TEAC) review and accreditation and serve as DHE's state contact for CAEP;
 - d. co-Represent Colorado (with CDE) to CAEP's State Alliance for Clinically-based Teacher Preparation; and
 - e. work as a team with the *Project Manager for Engaging Educator Preparation in K12 Reforms* to integrate educator effectiveness and Colorado Academic Standards into educator preparation programs.
 - f. collaborate with CDE's Educator Effectiveness Unit to ensure dissemination of information on changes to educator preparation and licensure, including alignment of Colorado educator preparation standards with CAEP standards and State Board of Education educator quality standards.
- B. Serve as the primary state contact, coordinator, and facilitator for institution of higher education based educator preparation programs, including:
 - a. reauthorization visits;
 - b. review of new educator preparation program proposals;
 - c. facilitate CCODE Reauthorization Committee meetings;
 - d. ensure compliance with educator preparation statewide articulation agreements;

- e. address student inquiries concerning educator preparation; and
 - f. collaborate with the Department's Research & Information staff on data collection, statistical analysis, and reporting needs.
- C. Collaborate with Information and Research representatives from CDE (and other state agencies) and Colorado's Statewide Longitudinal Data System initiative to ensure successful data links between different state agencies, Educator Evaluation System data (per SB 10-191), institutions of higher education data, and DHE's own data files for the purpose of evaluating the effectiveness of educator preparation programs and collaborate with institutions of higher education on how to appropriately present findings to the public.
 - D. Collaborate with the Department's Research & Information staff to design studies using institutional research files to evaluate key features of educator preparation programs and completers.
 - E. Collaborate with DHE Research Officer, DHE Web Administrator, Colorado Council of Deans of Education and Data Advisory Group to ensure accurate collection of Educator Preparation File data in SURDS database.
 - F. In conjunction with the Assistant Deputy Director for Academic Affairs, responsible for preparing materials for Commission meetings and reports to the Colorado State Legislature concerning educator preparation.

Other Duties/Responsibilities

- A. Oversee implementation, review and revisions to state's educator preparation policies and related matters.
- B. Administer the federal Elementary and Secondary Education Act (ESEA) Title II, A Improving Teacher Quality subgrants.
- C. Collaborate with the Department's Academic Policy Officer for P20 Alignment on implementation of CAP4K legislation.
- D. Other duties as assigned.

ESSENTIAL JOB QUALIFICATIONS:

Education

Master's degree from an accredited institution required, with coursework or experience in education, curriculum & instruction, Ed Psych, assessment, higher education policy or a related field.

Doctoral degree in a related field preferred.

Knowledge, Skills and Abilities

Must possess a disposition oriented toward the support of innovation in education, the preparation of effective educators, and approaches to improving student outcomes and access to postsecondary education opportunities. Should have knowledge of educator preparation best practices. Should understand current education policy landscape and both state and national education initiatives and educator preparation program accreditation. Should understand diversity and operations of educator preparation programs (both public and private).

Skills required include strong communication and organizational skills; ability to facilitate both small and large groups; experience in presenting technical information to nontechnical audiences and in leading collective decision making; the ability to synthesize information concisely; proficiency in Microsoft Office and a willingness to take initiative and work in a team environment; and comfort working in a fast-paced and public environment.

Ability to plan, organize, and complete assignments independently and on time; attention to detail; ability to carry out multiple assignments and to effectively respond to deadlines required.

Experience

At least three years of professional experience in educator preparation program teaching and/or administration, including program review and accreditation at a college or university required.

Prefer experience in P12 teaching and administrative experience in a P12 setting. Prefer experience working with state agencies; demonstrated ability to oversee program monitoring and evaluation, and compliance.

Physical Activities

- **Sedentary** - Exert up to 10 lbs. of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time, but may involve walking for brief periods of time.
- **Light** - Exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and or a negligible amount of force constantly to move objects. Physical demands are in excess of those of Sedentary work. Light work usually requires walking or standing to a significant degree.
- **Stooping** - Bending body downward and forward. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- **Reaching** - Extending hand(s) and arm(s) in any direction.
- **Handling** - Seizing, holding, grasping, turning, or otherwise working with hand or hands, fingers are involved only to the extent that they are an extension of the hand.
- **Talking** - Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which workers must impart oral information to clients, or to the public, and in those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Hearing** - Perceiving the nature of sounds. Used for those activities that require ability to receive detailed information through oral communication.
- **Near Acuity** - Clarity of vision at 20 inches or less.
- **Far Acuity** - Clarity of vision at 20 feet or more.
- **Depth Perception** - Three dimensional vision. Ability to judge distances and spatial relationships.
- **Cognitive Abilities** - Able to understand complex cognitive issues.
- **Computer Literacy** - Able to use all functionality of a computer.
- **Written Communication** - Strong written communication abilities.

Working Conditions

Works in a normal office environment with standard office equipment (such as phones, fax, copiers and personal computers). The normal working hours are 8 am to 5 pm, Monday through Friday, year round and may be required to work additional hours depending on needs of the business. Some travel and overnight stays required. Must have a valid driver's license and ability to pass a criminal background screen.

Salary Range

Salary requisite with education and experience.

This position is non-classified and exempt from the rules of the Colorado State Personnel Board. Position is not eligible for overtime compensation.

Application Procedures:

Interested applicants are asked to submit a cover letter, resume, salary history, and salary requirements to the Colorado Department of Higher Education, Human Resources, Cindy Langan, 1560 Broadway, Suite 1700, Denver, CO 80202 or email clangan@college-assist.org

Application Deadline: This position is open until filled. Initial consideration of candidates will take place immediately.

The Colorado Department of Higher Education is an Equal Opportunity employer. In compliance with federal and state anti-discrimination laws, the Department does not discriminate in matters of employment based on disability, race, creed, color, sex, sexual orientation, transgender status, religion, age, national origin, or ancestry.