



## Open Position Opportunity

**POSITION:** Data Operations Principal Consultant  
Unit of Student Assessment  
Position # 1017

**ANNUAL SALARY RANGE:** \$63,000.00 – \$90,000.00 plus benefits.

**APPLICATION PROCEDURE:** Please email a completed Colorado Department of Education Employment Application, letter of interest, and resume to [careers@cde.state.co.us](mailto: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 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.
  - 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, 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 responsible for the data management of all assessment files.

**Minimum Qualifications:**

- Master's degree from a nationally recognized institution of higher education in information management, statistics, social science, or related field.
- Experience with the refinement of data management practices to ensure the accuracy and reproducibility of results.
- Data knowledge and coding proficiency using SPSS or other statistical software.
- At least three years of development experience with complex SQL queries.
- Experience working with multiple data file formats including conversions between formats.
- Experience with data quality protocols.
- Excellent written and oral communications skills with people of varying levels of knowledge of data, assessments, and results.
- Focus on customer service.
- Proficiency with Microsoft Office products.
- Ability to work under pressure and maintain quality of detailed work while meeting competing deadlines.
- Ability to manage multiple priorities; excellent organizational skills. Highly detail oriented.
- Ability and willingness to travel.
- The ability to pass a background check, which includes a motor vehicle records search.

**Preferred:**

- Five years' experience working with K-12 education data at a district or state level.
- Familiarity with state-wide, large-scale assessment.
- Database certification and extensive experience with SQL.
- Experience developing database and data file layout requirements.
- Familiarity with federal and state laws, rules, and policies regarding assessment and accountability.

**Major Duties and Responsibilities:**

- A. Provide support to districts through technical assistance and documentation to ensure that assessment data reflects accurate demographics.
- B. Work collaboratively with vendor(s) to:
  - Ensure schedule and quality expectations are met regarding data files. Actively participate in weekly project management calls as needed.
  - Create and review report and data file layout specifications.
  - Lead the development and implementation of data validation processes to ensure the accuracy of assessment data received from vendors.
- C. Support the documentation of procedures for all data analyses conducted by the Assessment Unit. This includes creating, maintaining, and revising sets of business rules and technical specifications.
- D. Lead the development of data validation processes to ensure the accuracy of data loading, transformation, aggregation, and reporting duties performed by the Information Services Unit (IMS).
- E. Advocate for CO interests in multi-state consortia regarding data processes.
- F. Fulfill internal and external data requests, and provide associated technical assistance.
- G. Oversee data components on the web including, but not limited to, assessment manuals, data tables, and collection materials.
- H. Oversee validation of performance data in School View and Data Center.
- I. Oversee validation of performance data for state and federal reporting.