



Open Position Opportunity

- POSITION:** Executive Director of Accountability & Data Analysis
Office of the Accountability & Data Analysis
Position #1184
- ANNUAL SALARY RANGE:** \$116,000 – \$125,000 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:

The Executive Director of the Unit of Accountability and Data Analysis will direct the Colorado Department of Education (CDE)'s system of district accreditation and school performance plan assignments. The position will also lead Colorado's effort to ensure that the State's school and district performance frameworks are a valid assessment of performance. In the short-term, the position will lead the integration of the Every Student Succeeds Act (ESSA) requirements into the frameworks. Longer-term work will focus on options for accountability in Colorado, to work towards an accountability system that more deeply impacts student performance. The Executive Director will oversee the ongoing development of SchoolView.org, specifically the school and district dashboards, which provide CDE, districts, schools, parents, teachers, and the general public with access to meaningful data regarding school and district performance, enabling them to use the data to drive improvement efforts. The position works across the department in collaborative relationships with many, but especially with Assessment, Information Management, Improvement Planning, School and District Performance, Federal Programs and Communications units.

Minimum Qualifications:

- Master's degree in education, assessment, measurement or related field;
- 5+ years leadership experience in education or related field;
- Knowledge of school/district organization and practice;
- Knowledge of state and federal education legislation;
- Experience managing data systems, accountability measures, and reporting;
- Ability to develop and implement project plans;
- Outstanding written, verbal, and presentation skills;
- Ability to work effectively with diverse stakeholders;
- Use of Microsoft Word, PowerPoint, Excel, Access,
- Ability to travel within/outside of Colorado as needed.
- The ability to pass a background check.

Preferred:

- Strong leadership skills with experience and background in school and district accountability;
- Ability to develop, articulate, and implement strategic plans and project plans;
- Ability to build trust, rapport, and facilitate successful outcomes with a diverse body of stakeholders, both internal and external to CDE;
- Strong problem solving skills which are based on working with stakeholders with different perspectives
- Demonstrated ability to lead and manage change;
- Demonstrated ability to present, train, and work effectively with school board members, superintendents, district administrators, school administrators, teachers and legislators;
- Demonstrated commitment to using data to improve student outcomes;
- Understanding of how to use data to direct actions within CDE and in school and districts.

Major Duties and Responsibilities:**Leadership & Accountability**

- A. Serve as the voice of accountability for CDE;
- B. Provide leadership for accountability measures, innovative reporting and the use of data to prioritize work;
- C. Accelerate the use of data in CDE strategic planning and decision making;
- D. Serve as a member of the Commissioner's Cabinet.

Strategic Outreach, Communication, & Coordination

- E. Ensure cross-department and agency alignment of accountability work;
- F. Communicate with CDE staff, schools/districts, education associations, and advocacy and civil rights groups on an ongoing basis to collect feedback and revise policies;
- G. Manage staffing of external advisory boards including the Accountability Work Group and the Technical Advisory Panel for Longitudinal Growth (TAP) ;
- H. Engage in meaningful collaboration and learning with national organizations, multi-state initiatives, and other state agencies.

Policy Leadership, Development, and Implementation

- I. Oversee the implementation of school and district accountability measures, SchoolView.org, and the Colorado Growth Model;
- J. Serve as CDE's resource and policy expert on school and district accountability and data usage;
- K. Lead diverse stakeholders to determine pathway through complex issues (e.g., state assessment participation; ESSA implementation)
- L. Identify needed policy changes, over time, to better support effective accountability and school improvement practices which lead to improvements in student performance;
- M. Organize and negotiate state and federal accountability decisions.

Management and Oversight

- N. Provide direct supervision and support for unit staff
- O. Support CDE staff that work on functions that impact data analysis and use outside of the unit;
- P. Ensure the work of the unit supports CDE's goals to improve the performance of schools and districts as measured by student outcomes;
- Q. Other duties as assigned.