



## Open Position Opportunity

- POSITION:** Adult Education Program Consultant  
Office of Adult Education Initiatives (AEI)  
Position #1621
- ANNUAL SALARY RANGE:** \$55,600 to \$69,500 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](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 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 Adult Education Program Consultant supports grantees that receive state Adult Education and Literacy Act and federal Adult Education and Family Literacy act grants. Support includes assisting programs to improve outcomes via phone, email, and onsite visits. The Program Consultant will also conduct monthly data monitoring and ensure compliance with state and federal laws. This position is located in Denver.

**Minimum Qualifications:**

- Bachelor's degree in education or related field.
- Experience in state or federal grant management.
- Experience in data analysis of adult education performance measures, high school equivalency (HSE) attainment, employment or other relevant indicators or metrics.
- Proven experience supporting continuous program improvement in educational programs or related programs.
- Experience in conducting program evaluation and producing reports.
- Experience in providing training and support in adult education programs, institutes of higher education, local communities or related programs.
- Proven experience in collaborating with adult education programs or related programs.
- Proficiency in project management and coordination.
- The ability and willingness to travel.
- The ability to pass a background check.

**Preferred:**

- Experience administering assessments used to measure educational gain (e.g. CASAS, TABE).

**Major Duties and Responsibilities:**

- A. Serve as a team member of the Office of Adult Education Initiatives to efficiently and effectively utilize resources and align funding to strengthen adult education instructional delivery in region(s) of Colorado.
- B. Serve as regional point of contact for adult education programs and associated partners.
- C. Assist in the implementation of Colorado's state plan required by the Workforce, Innovation and Opportunity Act (WIOA) by focusing on performance goals and state plan objectives as well as the state Adult Education and Literacy Act of 2014.
- D. Assist in implementation and continuous improvement of career pathways strategies for the field of adult education.
- E. Engage in planning with programs to support goals, metrics and outcomes for state plan.
- F. Work with local programs to assist in identifying partners in workforce areas that have similar interests and goals.
- G. Monitor and report on performance measures associated with WIOA and Adult Education and Literacy Act of 2014 work plan as well as local program metrics.
- H. Identify and coordinate with director to make midcourse corrections as necessary to ensure deliverables/goals are met.
- I. Identify and promote best practices in adult education programming and implementation.
- J. Provide support for continuous improvement to adult education grantees.
- K. Develop internal and external partnerships to identify and promote best practices in adult education programming to support the adult education field.
- L. Other duties as assigned by the immediate supervisor.