OFFICE OF SCHOOLS

Traditional 235 work days per year
FTE: 1.0
Salary Range: $69,362 - $80,441

**Essential Functions and Objectives:**

Administers and manages activities within a specific area of a responsibility. Serves as the subject matter expert and applies gained knowledge to execute, maintain and improve systems, programs, or processes.

- Collaborates with other central office departments in order to provide District schools with guidance and support in the planning of instructional interventions for literacy.
- Audits the quality of READ (Reading to Ensure Academic Development) plans; supports schools in the improvement of READ plans.
- Collaborates with other department staff in the management, development, and analysis of District-supported assessments.
- Works in conjunction with the Senior member of the team in a particular assessment strand within the department.
- Works with central office and regional staff to support and coach District schools in the areas of assessment literacy and using the District’s online systems to deliver assessments, obtain assessment results electronically, and identify instructional next steps.
- Assists the Reporting and Data Services teams in conducting analyses of assessment results and the development or modification of stakeholder-specific assessment reports; supports school personnel in interpreting READ assessment results, linking results to curriculum, instruction, and assessment.
- Supports training and staff development in the areas of assessment administration, ethical assessment practices, scoring documentation, and the use of assessment information for READ plan development and instructional improvement.
- Support Universal Flexibility process by helping to source, vet, engage with appropriate assessments for READ.
- Collaborates with Culturally Sustaining Curriculum and Instruction (CSCI) personnel on various projects and reports, prepares and conducts presentations for various groups; and responds to administration and school requests for information.

**Knowledge, Experience & Other Qualifications:**

- Five (5) years of successful K-12 teaching experience required.
- Three (3) plus years of substantial knowledge of and experience working with Colorado Academic Standards and/or Common Core State Standards.
- Three (3) plus years experience analyzing and interpreting data.
- Three (3) plus years experience with the administration and processing of Istation or an equivalent early literacy assessment program preferred.
- Three (3) plus years professional learning development and/or instructional coaching experience preferred.
- Experience and proficiency with Google Suite (e.g. Google Docs, Sheets, and Slides).
- Effective time management and organizational skills.
- Effective communication skills.
- Strong attention to detail.
- Effectively handle multiple demands and competing deadlines.
- The ability to take responsibility for one’s own performance.
- Work collaboratively with others on a team.
- Aptitude for variety and changing expectations and a fast-paced environment.

**Education Requirements:**

- Bachelor's Degree in Education or related field (required).
- Master's Degree in Curriculum and Instruction, Education or related field (preferred).

**Additional Information:**

- Compensation Structures: [http://thecommons.dpsk12.org/Page/244](http://thecommons.dpsk12.org/Page/244)
- Employee must live and work with a permanent home address in Colorado while working for Denver Public Schools

**About Denver Public Schools:**
Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school graduation. DPS, comprised of nearly 200 schools including traditional, magnet, charter and alternative pathways schools, with an enrollment of more than 90,000 students.

DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at dpsk12.org.

*Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.*