Colorado Education Association
Vacancy Announcement
Professional Staff – Assignment: Director of Professional Practice

Posting Date: February 20, 2018  Closing Date: March 9, 2018 (5:00pm MST)

The Colorado Education Association (CEA) is seeking candidates with the skills and experience to help the organization expand its efforts in support of teacher quality and the improvement of student achievement. The successful candidate will be an effective member of CEA’s professional headquarters staff based in Denver, Colorado.

The focus of this position will be teaching and learning activities. In addition, as with all professional staff positions, the full range of an organizer’s duties will be part of the job.

The successful candidate will need knowledge and/or experience related to a variety of issues such as professional development, teacher certification and licensure, education policy development, standards and assessments for both teachers and students, accountability systems, and conference planning.

This position will interact with all major programs in the Association as well as with administrators and school board groups, the State Board of Education, the Colorado Department of Education, and other groups and foundations interested in public education.

In addition, the successful candidate will provide support to our community outreach, membership development and retention, bargaining and member rights, and political organizing efforts, especially as related to teaching and learning issues.

Minimum Qualifications Required

- Bachelor’s degree
- Demonstrated use of sound professional judgment
- Excellent oral, written, and interpersonal communication skill
- Knowledge of organizing principles and ability to develop and implement organizing plans
- Proficiency in basic computer technologies
- Ability to work in a team environment
- Conflict resolution skills
- Understanding of membership-based organizations
- Project planning and management skills
- Ability to effectively manage multiple priorities and manage time and financial resources
- Ability to work with minimum supervision
- Willingness and ability to expand knowledge and skills in a rapidly changing environment
- Training and presentation skills
- Ability to build and maintain effective working relationships with staff and leaders
- Willingness and ability to advocate for the membership and goals of the organization
- Willingness and ability to travel
Additional Qualifications Desired

- A Master’s Degree or equivalent in education field
- Classroom teaching/education administration experience
- Proficient understanding and use of adult learning theory principles
- Ability to develop and maintain effective professional relationships with external organizations
- Knowledge of Colorado’s statewide educational system and licensing procedures
- Advanced knowledge of education policy
- Instructional leadership in professional learning and educator growth experience
- Knowledge and/or experience in a variety of teaching and learning policies and opportunities on the local, state and national levels.
- Advanced knowledge and experience with the use of many technologies
- Experience in applying for and managing grant opportunities

Compensation and Benefits

This is a bargaining unit position with a salary range of $68,218 to $123,475 based upon prior experience. Fringe benefits include auto allowance; liberal vacation and sick leave; holidays; health, dental, disability, and life insurance; defined contribution retirement benefit and 401(k) plan.

Application Procedure

Applications will not be considered complete unless they include 1) a letter of interest, 2) a resume with three (3) references, and 3) the completed CEA application form. Applications must be received by March 9, 2018, at 5:00pm (MST). The CEA application form and job posting may be obtained at https://www.coloradoea.org/content/association-job-vacancies.

Applications may be submitted by email or by U.S. Mail.

Email to: ppracticejobs@coloradoea.org

Mail to: Suzanne Zimmer, Assistant Executive Director-Human Resources; Colorado Education Association, 1500 Grant Street, Denver, CO 80203.

CEA is an Equal Opportunity Employer
Women, Ethnic Minorities, and LGBTQ Individuals are Encouraged to Apply