



Vacancy Announcement
Director of Special Projects
APPLICATION CLOSING DATE:
JUNE 8, 2021

Position: Director of Special Projects
Location: 301 West Powell, Haxtun, CO 80731
Districts: 12 member school districts
Teacher Count (K-12): 350-400
Student Count (Pre, K-12): 4,600 – 5,000
Salary: \$70,000 - \$75,000, plus benefits
Start Date: July 1, 2021

Major Job Responsibilities:

1. Provides leadership and facilitation of professional development programs, activities, and events for member school districts and BOCES personnel to improve student achievement, school and/or BOCES performance, and/or to address federal and state initiatives.
2. Coordinates the Alternative Teacher Licensure Program, and Alternative Principal Licensure Program, when applicable, on behalf of member school districts and the BOCES to include enrollment of eligible participants, scheduling of courses, recruitment of instructors, teaching courses, when appropriate, facilitation of instructional coaching, and overall program development and review.
3. Serves as a consultant for questions related to professional licensure and facilitates induction for educators and BOCES personnel, as needed, on behalf of member school districts and BOCES.
4. Development, implementation, and administration of the following federal and state programs, including budget, in partnership with member school districts based on needs assessment and in accordance with federal and state statutes, rules and regulations, and Northeast Colorado BOCES policies and procedures:

Carl Perkins Grant	Title I
E-Rate	Title II Part A Teacher Quality
Gifted and Talented	Title III Part A ELL
Migrant Title I Part C	Title IV

5. Facilitates and/or conducts grant writing, facilitation, and evaluation to support cooperative efforts of member school districts and/or the BOCES related to student achievement, school performance or other.
6. Serves as the resource person for curriculum planning, academic achievement standards, and assessment practices on behalf of member school districts and the BOCES.
7. Provides leadership in all facets of technology to improve accessibility and performance.
8. Fulfills any other responsibilities as designated by the Executive Director.

Qualifications:

1. Master's Degree or higher in a leadership, education or related field.
2. Valid CO Dept of Education administrative or educator license. Administrative license preferred.
3. At least five years successful experience in a supervision capacity preferred.
4. Such alternatives to the above qualifications as may be appropriate and acceptable.
5. Grant writing experience or training desirable.

Supervises: Special Projects Assistant; Special Projects Staff

Reports to: Executive Director

Submit downloadable application from the Northeast BOCES website (www.neboces.org) and send with a letter of interest, resume, transcript(s), copy of CDE license and two reference letters to Northeast BOCES, P.O. Box 98, Haxtun, CO 80731 or email to clockwood@neboces.org.

For questions, contact Colleen Lockwood, BOCES Executive Assistant, at 970-521-2771, x1228, or Tamara Durbin, Executive Director, at 970-521-2771, x1222. Application closing date is June 8, 2021.