



IOWA

Department of Education

Ryan M. Wise, Director

Kim Reynolds, Governor
Adam Gregg, Lt. Governor

Dear Applicant:

Thank you for your interest in applying for the position of Education Program Consultant with the Iowa Department of Education. Attached for informational purposes are a Job Opening Announcement and a Position Description Questionnaire.

In order to be considered for this position, the applicant must provide all requested information regarding the stated qualifications. Applications for this position must be submitted online through [Teachlowa.gov](https://teachlowa.gov). The selection process consists of these steps:

- I. Each applicant should submit the following:
 - A. Completed application form.
 - B. Cover letter describing your interest in the position.
 - C. Current resume/vita, which address the qualifications for this position.
 - D. Current set of college/university transcripts, including all training related to the position.
 - E. Three current letters of recommendation, which address the qualifications for the position.
 - F. Names of at least three other references with addresses and telephone numbers.

Letters of recommendation and transcripts should be uploaded to [Teachlowa.gov](https://teachlowa.gov).

- II. Based upon the initial screening process, selected applicants will be invited to participate in a formal interview with department staff.
- III. The formal interview will last approximately one hour in length. The same questions will be asked of all those interviewed. There will be an opportunity to ask the committee members questions as part of the interview process.

If your application for this position should be kept confidential, please indicate that in your application materials. Should you have any questions related to the selection process, please contact me. Again, thank you for your interest in becoming a consultant with our department.

Sincerely,

Kayli Burkhart
Human Resources Associate
Iowa Department of Education
Attachments

Creating excellence in education through leadership and service

Grimes State Office Building | 400 E. 14th St. | Des Moines, IA 50319-0146
Phone (515) 281-5294 | www.educateiowa.gov

Date Job Opening Posted: May 7, 2019-June 6, 2019

**JOB OPENING ANNOUNCEMENT
IOWA DEPARTMENT OF EDUCATION**

POSITION: Education Program Consultant (CTE)

PAY GRADE: Pay Plan 013, Pay Grade 32
Salary Range - \$ 2,225.60- \$ 3,441.60 biweekly
\$57,865.60 - \$89,481.60 annually

LOCATION: Grimes State Office Building

WORK UNIT: Department of Education; Division of Community Colleges and Workforce Preparation;
Bureau of Career and Technical Education

DESCRIPTION:

- Provide career and technical education (CTE) leadership, administration, and technical assistance to high schools and community colleges within any of the six CTE service areas, but especially targeting expertise either in the knowledge and skills in either the Agriculture, Food, and Natural Resources service area or the knowledge and skills in the Information Solutions service area that includes Computer Science/Information Technology and Arts, Audio/Video Technology and Communications.
- Understand how CTE programs, specifically those that are either the Agriculture, Food, and Natural Resources service area or the knowledge and skills in the Information Solutions service area that includes Computer Science/Information Technology and Arts, Audio/Video Technology and Communications, are developed, delivered, maintained, and improved within school districts and community colleges.
- Develop and maintain professional working relationships with K-12 school district officials and other partners.
- Understand the realignment of K-12 Career and Technical Education programming because of state and federal legislation.
- Assists the CTE Redesign Team to deliver technical assistance to CTE Regional Planning Partnerships, provide guidance in the program approval process, and serve as the primary liaison to one or more CTE Regional Planning Partnerships.
- Assist in the preparation of Iowa Grants and approval of Grants in the Iowa Grants system.
- Assist in the monitoring of finances and claims submissions made by school districts and community colleges under the Carl D. Perkins federal legislation.
- Assist with research and policy on other Career and Technical Education topics such work-based learning, industry-based certifications, career academy, and regional centers.
- Assist with other Career and Technical Education duties on behalf of the Iowa Department of Education.

8:00 a.m. – 4:30 p.m., Monday – Friday with some in and out of state travel, nights and weekends

QUALIFICATIONS: Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited four-year college or university and five years of full-time post-graduate work experience in any one or a combination of the following areas:
 - a. Professional training, teaching, or counseling experience in an educational setting;
 - b. Professional administrative experience in an educational setting;
 - c. Professional personnel administration including such areas as job analysis, performance appraisal systems, selection devices, or labor relations;
 - d. Professional experience in a major technical program area utilized by the Iowa Department of Education or Board of Educational Examiners.

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2) A combination of a total of five years of post-graduate education and full-time experience (as described in number one), where thirty semester hours of accredited post-graduate college or university course work equals one year of full-time experience.

3) Graduation from an accredited college or university with a Master's degree, possession of a valid Iowa Teaching Certificate, and three academic years of teaching and/or administrative experience in PK-12 and/or a post-secondary educational institution.

**DESIRABLE
QUALIFICATIONS:**

- Advanced degree aligned with either of the following two CTE service areas: Agriculture, Food, and Natural Resources service area or in the Information Solutions service area that includes Computer Science/Information Technology and Arts, Audio/Video Technology and Communications;
- Professional administration and leadership experience in an educational setting, specifically as it relates to career and technical education;
- Professional teaching and counseling experience in a major career and technical program area utilized by the Iowa Department of Education or Board of Educational Examiners;
- Professional experience in education and workforce research and policy in a public, non-profit, or private setting;
- Professional administration and leadership experience in an educational setting, specifically as it relates to career and technical education;
- Professional teaching and counseling experience in a major career and technical program area utilized by the Iowa Department of Education or Board of Educational Examiners;
- Professional experience in education and workforce research and policy in a public, non-profit, or private setting;

DEADLINE:

To ensure full consideration for this position, all requested materials must be completed and uploaded through the TeachIowa.gov online application process. This position will remain open until June 6, 2019. For additional information regarding this position or application materials contact:

Kayli Burkhart, Human Resources Associate
Iowa Department of Education
Grimes State Office Building
400 E 14th St
Des Moines, IA 50319-0146

It is the policy of the Iowa Department of Education not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). If you have questions or complaints related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319-0146, telephone number: 515-281-5295, or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, telephone number: 312-730- 1560, FAX number: 312-730-1576, TDD number: 877-521-2172, email: OCR.Chicago@ed.gov.