

Position Announcement:

Assistant Director, Implementation and Partnership

[Colorado Education Initiative](#) (CEI) is seeking an **Assistant Director of Implementation and Partnership** to advance our mission to champion, empower, and ignite Colorado leaders to deliver on the promise of public education to develop thriving young people and flourishing communities. This is a new position to provide support and leadership within CEI's Artificial Intelligence (AI) and career-connected learning (CCL) portfolios as part of our growing team and organization.

The Assistant Director, Implementation and Partnership, will work closely with the Director of Implementation and Partnership and the Vice President of Field Implementation to design and lead projects to support partner school districts statewide. The ideal candidate for this role brings experience with AI in K-12 education, grounded in best practices for implementing change and supporting innovation in public education. The candidate is familiar with CCL, brings instructional expertise, and shares a passion for transforming learning experiences for young people across Colorado's middle and high schools.

The Assistant Director will be responsible for tracking the evolving landscape of AI in K-12 education, staying ahead of emerging AI trends, resources, and research to inform implementation strategies. With an ability to build strong relationships with educators and school district leaders, they will collaborate with others on the CEI team to design and deliver implementation support and lead internal project management. The Assistant Director will also work with school leaders, educators, postsecondary and industry partners, and community stakeholders to develop CCL programs and systems that prepare students for future careers.

In addition to the qualifications described throughout this description, the candidate exhibits belief in the [CEI Design Commitments](#), including diversity, equity, and inclusion; youth activation; family and community partnership; social emotional development; relevant learning; and leadership and change management. The candidate is excited to join a team grounded in the CEI mindsets: Dream Big & Act with Purpose; Service & Partnership Oriented; and Listen Deeply & Improve with Intention.

About Colorado Education Initiative

CEI's mission is to champion, empower, and ignite Colorado leaders to deliver on the promise of public education to develop thriving young people and flourishing communities. CEI is a nonprofit organization that works across the state as an implementation expert, strategic partner, and statewide convener. Over the past 18 years, we have partnered directly with educators and community members in over 150 urban, suburban, and rural school districts across Colorado, and we currently partner with 85 school districts. In addition to our field implementation work, we engage in important policy and innovation agendas in Colorado. Our success is driven by a passionate team of diverse individuals who truly enjoy working together.

We are committed to prioritizing equity-seeking outcomes in the work that we support across Colorado. We have embedded inclusive practices in our culture and talent systems and have made a focused set of investments in the related professional development of our team. We believe our work demands this because of the historic and current outcomes in the school systems in which we operate. In all roles, we welcome candidates who are eager to participate in and contribute to this work and whose lived experiences deepen our perspectives on the education system.

Responsibilities

Project Management and Collaboration

- Lead and co-lead project design, management, and facilitation of AI projects. Coordinate multiple aspects of a project, including budget, contracts, deliverables, and successful completion.

- Lead and co-lead implementation of CCL projects. Based on relevant experience, this could include Career and Technical Education (CTE), pathways design, internship programming, concurrent enrollment, industry credentials, and/or work-based learning experiences.
- Lead the integration of AI into CCL learning experiences, including incorporation of digital literacy and AI competencies into work-based learning.
- Partner with school leaders, educators, and postsecondary and industry partners to develop CCL systems and programs.
- Work collaboratively with internal and external teams to build cross-team relationships, demonstrate flexibility and openness to different viewpoints, and commitment to collective success.

Coaching and Facilitation

- Plan and facilitate discussions, workshops/sessions, and project-specific convenings that engage and inspire participants, including development of supporting materials for in-person and virtual convenings (agendas, decks, tools, resources, etc.).
- Coach individuals and teams to enhance their skills and achieve their potential.

Thought Leadership and Communication

- Research emerging AI trends, resources, and research to inform implementation strategies and share with internal team members
- Participate in strategic planning sessions; use data to drive decisions.
- Utilize excellent written and verbal skills to translate complex information for diverse stakeholders.

Qualifications

In addition to the competencies noted above, a successful candidate has five plus years of professional experience in education or related sectors and demonstrated experience with technology in education, including knowledge of AI tools, ethics, policies, and best practices. Additionally, they have instructional expertise, ideally in AI and/or STEM, and familiarity with Colorado's education system, CCL initiatives, and project-based learning.

Candidates will anticipate and take the initiative to solve problems and know how to work across teams to build relationships and develop collaborative work products. They have a record of working with humility and persistence to serve partners and teams to whom they are accountable, with outstanding interpersonal skills.

They are organized, detail-oriented, and are an outstanding verbal and written communicator, who can manage multiple projects simultaneously in partnership with leaders and peers who need the support of an outstanding project manager. They are an assets-based educator, who is passionate about building relationships and sees opportunity for excellence across the entire state of Colorado. They are a strong facilitator in both in-person and virtual contexts and have expertise and knowledge of adult learning techniques. A creative and curious mindset and a deep commitment to student success are essential in this role. The candidate must be available and willing to travel as needed, up to 50 percent of working days, mostly within Colorado.

Compensation

- Full-time position.
- Salary commensurate with experience in a range of \$87,000 – \$92,500.
- Comprehensive benefits package.
- Hybrid work environment that includes some flexible scheduling and work-from-home options (with regular need to attend in-person meetings in Denver and across the state).
- CEI's office is in Denver, but if you live elsewhere in Colorado, we would love to talk with you.

To Apply

Please send a resume and cover letter to jobs@coloradoinitiative.org. Applicants should indicate the position in the subject line of the email, and cover letters should address areas of interest and aligned experience. Note: Applications submitted directly through a job listing site will not be considered. Applications will be reviewed on a rolling basis beginning April 2, 2025, and the position will remain open until filled. No phone calls, please.

CEI is an equal opportunity employer that values diversity in the workplace. CEI strives to be an inclusive organization, and as such takes affirmative action to ensure that discrimination does not occur against an employee or applicant on the basis of race, creed, color, age, sex, national origin, marital status, sexual identity, sexual orientation, religious or political affiliation, disability or any other classification considered discriminatory under applicable law.