



# STATE OF CONNECTICUT



## *OFFICE OF EARLY CHILDHOOD*

### **EMPLOYMENT OPPORTUNITY**

#### **DIVISION OF EARLY CARE AND EDUCATION**

#### ***EARLY CHILDHOOD EDUCATION ADVISOR (DURATIONAL)***

**Open to:** The Public

**Location:** 165 Capitol Avenue, Hartford, CT 06106

**Hours:** 8:30 a.m. – 4:30 p.m.

**Job Posting #** #003 - 108186

**Salary Range:** Education Advisor - \$53,651 - \$72,369\* - P3-B

**Closing Date:** September 23, 2014

\* New hires to state employment start at the minimum of the above salary range.

The Office of Early Childhood's Division of Early Care and Education is currently recruiting for a durational Early Childhood Education Advisor position to support early childhood workforce development. **This durational position ends on June 30, 2015.**

#### **GENERAL STATEMENT OF DUTIES:**

To provide individual and program consultation to support advancing degrees, credentials and competencies in Early Care and Education.

#### **EXAMPLE OF DUTIES:**

- Advises individuals in career development plans, goal setting and professional development opportunities in early childhood education;
- Analyzes educational transcripts to determine requirements to meet various certificates and credentials;
- Assesses deficiencies and recommends educational plan to develop competencies;
- Instructs individuals in the utilization of Registry system;
- Assesses eligibility for scholarship assistance;
- Assists participants with finding resources to remove barriers to achieving educational goals;
- Serves as liaison between colleges and academic advisors;
- Keeps current with state, regional and national organizations that provide specialized training;
- Prepares reports and maintains relevant documentation;
- Presents at workshops and conferences; and
- Performs related duties as required.

**QUALIFICATIONS:**

**Knowledge, Skill and Ability:**

Considerable knowledge of early care and education programs, workforce training opportunities and state and federal scholarship programs; knowledge of relevant agency policies and procedures; knowledge of career development milestones, knowledge of state and community resources that would eliminate barriers to career development; strong oral, written and interpersonal communication skills; ability to support diverse ability levels, learning styles, cultures and languages; ability to assess individual experience and education to support career development goals; ability to solve problems to support individual advancement of career development goals; ability to conduct presentations and facilitate workshops; ability to utilize computer software.

**Minimum Experience and Training Required:**

Six (6) years of professional experience providing advice on career development opportunities in an educational setting.

**Substitutions Allowed:**

1. College training may be substituted for Minimum Experience and Training on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's Degree.
2. A Master's Degree in education, education counseling, vocational guidance or a closely related field may be substituted for one (1) additional year of the Minimum Experience and Training.

**Preferred Experience and Training:**

Knowledge of the requirements for Early Childhood professional positions; knowledge of adult learning and development; experience in providing resource and referral strategies to promote career planning; demonstrate communication and interpersonal skills including interactional skills via the telephone and the internet; proficiency in Spanish is desirable.

**SPECIAL REQUIREMENTS:**

1. Incumbents in this class may be required to travel;
2. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license; and
3. Incumbents in this class may be required to possess fluency in a foreign language for designated positions.

**Application Procedure:**

Interested candidates should reference announcement #003, submit a letter of application and resume with details of experience and training, three (3) pertinent professional references and an Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov> to: **Harriet Feldlaufer, Director, Division for Early Care and Education, Office of Early Childhood, 165 Capitol Avenue, Hartford, CT 06106. Telephone: 860-713-6707. All required documents must be submitted by close of business on the closing date to be considered for interview.**

**Please note: Applications will be accepted via U.S. mail or hand delivery only.**

**Closing date for applications: September 23, 2014**

**Anticipated date for employment: Immediate upon selection**

The Office of Early Childhood is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Office of Early Childhood does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Office of Early Childhood does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding Office of Early Childhood's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071, [Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov).

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

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