

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
OFFICE OF THE COMMISSIONER
Employment Opportunity

STATE SCHOOL PRINCIPAL 1 – OC23689

[PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

NOTE: Responses to postings must be sent to the facility where the vacancy exists; therefore, it is important to follow the specific application instructions at the bottom of this posting.

Open To: The Public

Location: On the Grounds of Connecticut Valley Hospital, Page Hall, Middletown, CT

Program/Unit: Statewide Services

Shift/Schedule/Hours: 1st Shift; Monday through Friday; 8:00 a.m. to 4:30 p.m.

Salary: \$88,505.00 Annually

Posting Date: November 9, 2011

Closing Date: December 8, 2011

Duties may include but not limited to: Full-time employee of the State Department of Mental Health and Addiction Services Director is chief operating officer for DMHAS Special Education Services; identified by the State Department of Education as principal of all 6 DMHAS Schools. Based in an office in Middletown, travels throughout the State to conduct or participate in meetings, supervise teachers, and consult with staff at various DMHAS Facilities and programs. The incumbent of this position conducts the special education operations of the Department as mandated under State statutes, coordinates with vendors to ensure the provision of special education and related services to eligible 18 to 21 year-old residents. This incumbent directly supervises all staff in the provision of special education services to the students enrolled in school in DMHAS facilities. Director evaluates the performance of each staff. Enables students to continue to progress in their goal to obtain a high school diploma or GED when appropriate and encourages students to continue their education in the community. This incumbent is responsible for designing an annual budget, initiating and overseeing all contracts and outside agencies presenting it to DMHAS fiscal officer for approval, gaining approval of same in a timely fashion from the State Department of Education; Chairs the Planning and Placement Team meetings; Collaborates with sending school districts upon admission to secure all education records; Acts as a liaison with public and private schools, family and other providers; ensures the implementation, development and revision of DMHAS Special Education Policy and Procedures as required and monitored by the State Department of Education; maintains student records; acts as a consultant to DMHAS Young Adult services central office and L.M.H.A. (Local Mental Health Authority) staff on an as-needed basis on such issues as special education eligibility; related duties as required.

GENERAL EXPERIENCE AND TRAINING: A Master's degree in education or related field plus eighteen (18) semester hours of graduate credit and completion of fifty (50) school months of successful teaching or service employment as identified in State of Connecticut, Regulation of State Board of Education, Sec. 10-145d-574 (a - f).

SPECIAL REQUIREMENTS: Connecticut State Board of Education certification as an Intermediate Administrator/Supervisor will be required at time of appointment. Incumbents in this class are required to **possess and retain** a current Connecticut Motor Vehicle operator's license.

ELIGIBILITY REQUIREMENT: Candidates who possess the general and special requirements may apply. State employees currently holding the above title or those who have previously attained permanent status may apply.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Due to the large number of applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) OR at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

To be considered for this position: Individuals must complete a State Employment Application for Examination and Employment (CT-HR-12) form. Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application. **PLEASE SEND APPLICATIONS TO:**

Human Resource Services Center – Employment Services Division
P.O. Box 1508, 460 Silver Street, Middletown, CT 06457
Via Fax: (860) 418-6697 or
Via Email: Edra.Knight@po.state.ct.us

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

PLEASE READ THE INSTRUCTIONS ON THE FOLLOWING PAGE BEFORE APPLYING TO DMHAS POSTINGS

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

**TO ENSURE YOUR LATERAL TRANSFER REQUEST OR APPLICATION IS PROPERLY RECEIVED AND PROCESSED
PLEASE READ THESE INSTRUCTIONS BEFORE APPLYING TO DMHAS POSTINGS**

**STATE OF CONNECTICUT
DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES (DMHAS)
HUMAN RESOURCES SERVICES CENTER/EMPLOYMENT SERVICES DIVISION
Shaping a quality, diverse workforce through competence, commitment and pride.**

Thank you for your interest in employment opportunities with the Department of Mental Health and Addiction Services (DMHAS). DMHAS promotes and administers comprehensive, recovery-oriented services in the areas of mental health treatment and substance abuse prevention and treatment throughout Connecticut.

To be considered as a valid candidate for employment opportunities with the Department, please follow the instructions on the individual DMHAS postings.

The DMHAS postings, Lateral Transfer Request Form and State Application for Examination or Employment (CT-HR-12) with the DMHAS Addendum to the State of Connecticut Employment Application (CT-HR-12) can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities.

Lateral Transfer Request Forms and State of Connecticut Employment Applications (CT-HR-12) must be received by the DMHAS Employment Services Division on or before midnight of the posting closing date.

Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Employment Application (CT-HR-12). Remember to attach copies of applicable academic certificates/diplomas (i.e. Masters' Degree), certifications and licenses.

There are three ways to submit the DMHAS Lateral Transfer Request Form and/or this page and the State of Connecticut Application for Examination or Employment (CT-HR-12):

- Fax: 860-262-6770 this page and State of Connecticut Application (CT-HR-12) (preferred method) - **The fax receipt is your confirmation that the Employment Services Division received your form/application.**
- Send this page and the State of Connecticut Application (CT-HR-12) via US mail: DMHAS Employment Services Division, P.O. Box 1508, 460 Silver Street, Middletown, CT 06457
- E-mail this page and State of Connecticut Application (CT-HR-12) (e-mail address can be found on posting)

All DMHAS prospective employees are subject to clearance through appropriate criminal background, Office of Inspector General Federal Sanctions check, State of Connecticut Departments of Children and Families and Developmental Services abuse and neglect registries and reference checks as well as a pre-employment physical which may include but not limited to medical history, drug testing results, limited functional capacity evaluation, laboratory reports, and other medical information. Employment is contingent upon successful clearance through these processes. A valid driver's license is required for certain positions.

Some positions require taking and passing a state examination. Visit <http://das.ct.gov/employment> of the Department of Administrative Services' (DAS) **examination announcements**. [To apply for DAS examinations, please follow the examination instructions on the DAS examination announcement.](#)

DMHAS positions will be filled in accordance with State policies and procedures and established reemployment, transfer, promotion and SEBAC employment obligations.

DMHAS has many locations across the State of Connecticut. Please indicate your location choice(s):

<input type="checkbox"/> Connecticut Valley Hospital (Middletown) (General Psychiatry, Addiction Service-Middletown, Forensic, Administrative and Support Divisions) <input type="checkbox"/> Addiction Service - Blue Hills Hospital-Hartford <input type="checkbox"/> River Valley Services (Middletown) <input type="checkbox"/> Southeastern MH Authority (Norwich) <input type="checkbox"/> Connecticut Mental Health Center (New Haven) <input type="checkbox"/> Capitol Region Mental Health Center (Hartford) Office of the Commissioner <input type="checkbox"/> Statewide Locations <input type="checkbox"/> Hartford	Southwest CT Mental Health System <input type="checkbox"/> Greater Bridgeport Community MH Center (Bridgeport) <input type="checkbox"/> F.S. Dubois Center (Stamford) Western CT Mental Health Network <input type="checkbox"/> Torrington Area Office (Torrington) <input type="checkbox"/> Administrative Office (Waterbury) <input type="checkbox"/> Danbury Area Office (Danbury) <input type="checkbox"/> Waterbury Area Office (Waterbury)
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If you have questions or need further information, please call 860-262-6749 between the hours of 10:00 a.m. and 3:00 p.m.