

DEPARTMENT OF EDUCATION
JOB OPPORTUNITY
REGIONAL SCHOOL CHOICE OFFICE (RSCO)
MANAGER OF COMMUNITY ADVOCACY

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS BELOW!

Open To: The Public
Location: 165 Capitol Avenue, Hartford, CT 06106
Hours: 8:00 a.m. – 5:00 p.m.
Salary Range: \$75,653 - \$97,032
Closing Date: April 15, 2011

Eligibility Requirement: **Candidates must have applied for and passed the MANAGER OF COMMUNITY ADVOCACY exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.**

General Knowledge:

The Manager of Community Advocacy will develop and manage community relationships that promote awareness and understanding of RSCO's educational programs.

EXAMPLE OF DUTIES:

Directs staff and operations of a program; coordinates, plans and manages unit activities; formulates program goals and objectives; develops or makes recommendations on development or revision of policies and standards; interprets and administers pertinent laws; evaluates staff; prepares or assists in preparation of unit/division budget; maintains contacts and acts as liaison with municipal, corporate, community and legislative leaders to identify and resolve issues relative to impact of agency programs on local operations and programs; provides technical assistance and administrative oversight to local and regional boards in development and implementation of plans and programs; serves as an advocate with federal and/or state government or providers on behalf of agency and community programs; develops action plans and works with community programs to implement these plans; may review and make recommendations on requests for additional funding or expanded services; may perform related duties in areas of grant management and administration; prepares reports and correspondence; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of relevant agency policies and procedures; considerable knowledge of public or urban policy; considerable knowledge of program evaluation and monitoring functions; knowledge of and ability to apply management principles and techniques; considerable interpersonal skills; considerable oral and written communication skills; ability to develop, implement and evaluate goals and objectives; ability to develop and manage budgets and grants.

PREFERRED EXPERIENCE:

A Master's degree in marketing, community relations with demonstrated experience in using internet-based, social network strategies for marketing and advertising programs and services throughout a large metropolitan region. Experience in web-site design and maintenance; demonstrated experience in developing and implementing marketing action plans. Bilingual (Spanish/English).

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

APPLICATION INSTRUCTIONS:

In addition to meeting the above requirements, candidates **must** submit the following information in order to be considered for this position:

1. Letter of application and resume with details of experience
2. Application for Employment (CT-HR-1), available online at <http://www.sde.ct.gov>.

3. Three (3) pertinent professional letters reference to:

**State Department of Education
Dr. James A. Caradonio, RSCO Bureau Chief
43 Vernon Street, Learning Corridor/Commons Building
Hartford, CT 06101
TEL: (860) 757-6477
FAX: (860) 947-9953
E-MAIL: jim.caradonio@ct.gov**

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education 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, disability (including, but not limited to, mental retardation, past or present history of mental disability, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Department of Education's nondiscrimination policies should be directed to:

Levy Gillespie
Equal Employment Opportunity Director
Title IX /ADA/Section 504 Coordinator
State of Connecticut Department of Education
25 Industrial Park Road
Middletown, CT 06457
(860)-807-2071

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.