

**DEPARTMENT OF EDUCATION
JOB OPPORTUNITY
ASSISTANT PRINCIPAL
ELLIS TECHNICAL HIGH SCHOOL**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Ellis Technical High School
613 Upper Middle Street
Danielson, CT 06239
Annual Salary: \$108,386 - \$119,638*
Closing Date: September 30, 2011

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

The Connecticut State Department of Education, for its Technical High Schools, invites outstanding educational leaders to apply for the position of High School Assistant Principal at Ellis Technical High School in Danielson, CT. The new applicant pool replaces any former applicant pools; individuals who have applied previously must reapply to become part of the new pool created pursuant to this job announcement.

The Connecticut Technical High School system is a statewide system of secondary schools offering strong instruction in academics and a wide variety of trade technologies. The administrative team is developing/implementing curriculum in both academic and trade areas and providing intensive professional development. The scheduling model offers schools more flexibility and students more electives. The position offers a competitive starting salary and state benefits.

GENERAL STATEMENT OF DUTIES:

To provide support and leadership in improving the teaching and learning process within the high school.

EXAMPLE OF DUTIES:

- Assists in the planning, development and implementation of school improvement plans;
- Responsible for the student assessment process including collecting and analyzing student data to insure student achievement over time;
- Oversees the use of technology for instruction and other professional development activities;
- Supervises and evaluates instructional staff on and off site;
- Leads scheduling team to improve student instructional schedules and assists in the implementation of the computerized student information system;
- Implements the student discipline policy;
- A clear understanding of No Child Left Behind;
- Attends or provides supervision to after-school student or staff activities;
- Other duties as assigned by the Principal, Assistant Superintendent and/or Superintendent.

QUALIFICATIONS:

Knowledge, Skill and Ability:

Demonstrated achievement in such areas: experience with Title I; knowledge of supervisory/evaluation methods; familiar with school reform initiatives; ability to demonstrate strong instructional methodology; use of technology to support instruction and special education programming; ability to communicate in a fair and equitable manner with students, parents, staff, district office, business/industry and the community at large.

Minimum Experience and Training Required:

A Master's degree and 18 credit hours. At least five (5) years of teaching experience and three (3) years of leadership/supervisory experience or combination of experiences approved by the State Board of Education.

Preferred Experience and Training:

Experience in the techniques of supervision and evaluation; experience utilizing student data to improve student and school performance, and mentor/assessor training. Experience working with adolescent population in urban/suburban/rural areas depending on location.

Special Requirements or Certification:

Intermediate Administration and Supervisor Certificate (Endorsement 092).

The Department encourages those applicants who do not meet the stated qualifications but who believe they possess equivalent qualifications to submit, in addition to their resumes, written statements indicating how their background and experience qualify them for the position. Appropriate certification by the date of application is required; no substitutions are permissible. Application packets must include proof of certification.

APPLICATION PROCEDURE:

Interested candidates should reference announcement #748 and submit a letter of application and resume with details of experience and training, transcripts, three professional letters of recommendation, proof of certification 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:

Cheryl Fredette
Connecticut Technical High Schools
25 Industrial Park Road
Middletown, CT 06457
Tel. # (860) 807-2164.

All required documents must be submitted to be considered for interview.

Closing date for application: September 30, 2011

Anticipated date of employment: October 28, 2011

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. 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 Connecticut Technical High School system's nondiscrimination policies and practices should be directed to:

Levy Gillespie
Equal Employment Opportunity Director
State of Connecticut Department of Education
25 Industrial Park Road
Middletown, CT 06457
(860)-807-2071
(Equal Employment Opportunity Director/American with Disabilities Act Coordinator)

Beatrice Tinty
Education Consultant
Connecticut Technical High School System
25 Industrial Park Road
Middletown, CT 06457
(860)-807-2220
(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education
Office for Civil Rights
5 Post Office Square, Suite 900
Boston, Massachusetts 02109-3921;
(617) 289-0111
Fax number (617) 289-0150
TTY/TDD (877) 521-2172
(matters related to race, color, national origin, age, sex and/or disability).

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.