

DEPARTMENT OF EDUCATION  
JOB OPPORTUNITY  
EDUCATION SERVICE SPECIALIST  
DURATIONAL POSITION  
DIVISION OF FAMILY AND STUDENT SUPPORT SERVICES  
BUREAU OF HEALTH/NUTRITION, FAMILY  
SERVICES AND ADULT EDUCATION

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

**Open To:** The Public

**Location:** 25 Industrial Park Road  
Middletown, CT 06457

**Job Posting No.** 100977 – File #758

**Hours:** 8:30 a.m. – 4:30 p.m.

**Annual Salary:** \$69,892\*– \$90,700

**Closing Date:** March 23, 2012

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

The Connecticut State Department of Education is currently recruiting for a durational Education Service Specialist position in the Bureau of Health/Nutrition, Family Services and Adult Education. **This durational position has an end date of December 31, 2012.**

To assist in the development and improvement of services and programs for children in the Child Nutrition Programs (CNP), including the provision of the Summer Electronic Benefits Transfer for Children (SEBTC) program.

**Example of Duties:**

Duties may include the following administrative, consultative, and advisory activities:

- provide oversight of the SEBTC Demonstration Project in coordination with the Department of Social Services (DSS);
- collaborate with the various local educational agencies (LEAs) to recruit families, obtain consent, and develop household information;
- assist LEAs with the development of household databases;
- inform families of selection to participate in SEBTC program;
- enter data into the DSS SEBTC program;
- coordinate the issuance of SETBC cards for families;
- field calls from LEAs and families regarding benefits;
- participate in the US Department of Agriculture evaluation project of the program;
- perform related duties as required.

## EDUCATION SERVICE SPECIALIST

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### **Knowledge, Skill and Ability:**

A thorough knowledge of federal laws and regulations pertaining to the Child Nutrition Programs; knowledge of the philosophy and methods of education with particular reference to the field of nutrition, nutrient analyses, school wellness, and food service management.

### **General Experience:**

A Master's degree and three (3) years of professional experience, or in lieu thereof, an equivalent combination of experience and training as approved by the appointing authority.

### **Preferred Experience and Training:**

Data entry and database construction experience is preferred.

The Department encourages 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.

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

### **Application Instructions:**

Interested candidates should reference announcement #758, submit a letter of application and resume with details of experience and training, three pertinent professional letters of recommendation 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 Resha, Education Manager, Bureau of Health/Nutrition, Family Services and Adult Education, Department of Education, 25 Industrial Park Road, Middletown, CT 06457-1543. Telephone: (860) 807-2070.** *Applications must be postmarked no later than the closing date listed below. **All required documents must be submitted to be considered for interview.***

**Closing date for applications:** **March 23, 2012**

**Anticipated date of employment:** **May 4, 2012**

"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, 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 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/American with Disabilities Act Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101. [Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov)."

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER