

**JOB OPPORTUNITY  
BUREAU OF STUDENT ASSESSMENT  
BUREAU CHIEF**

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

**Open To:** The Public  
**Location:** 165 Capitol Avenue, Hartford, CT 06106  
**Hours:** 8:00 a.m. – 5:00 p.m.  
**Job Posting #** 00058055 – File #759  
**Salary Range:** \$99,559 - \$127,707  
**Closing Date:** April 2, 2012

**General Knowledge:**

The Connecticut State Department of Education (CSDE) is currently recruiting for the position of Bureau Chief for the Bureau of Student Assessment. This individual will report to the Chief Academic Officer.

**General Statement of Duties:**

Provide leadership to the state's student assessment programs, including all aspects of the Connecticut Mastery Test (CMT), Connecticut Academic Performance Test (CAPT), Alternate and Modified Assessments for students with disabilities, the Kindergarten Inventories, the National Assessment of Educational Progress (NAEP) and state benchmark assessments. Lead the efforts to develop a new generation of assessments to address the national Common Core Standards in Mathematics and Language Arts and high school end-of-course examinations required under PA 10-11.

**Example of Duties:**

- Provide leadership for the development, administration, scoring and reporting for the CMT and CAPT programs;
- Provide guidance and expertise to staff and contractor on the complex psychometric and reporting decisions related to the continued implementation of the CMT and CAPT programs and new generation of assessments under development;
- Provide leadership in the transition from paper-pencil to computer-based testing to ensure comparability and continuity of the state's high-quality student assessment program;
- Provide leadership for the development and administration of the Alternate and Modified Assessment, the Kindergarten Inventories and Connecticut Benchmark Assessment System benchmark assessments, and the administration of NAEP, Trends in International Mathematics and Science Study (TIMSS) and Programme for International Student Assessment (PISA);
- Serve as the state liaison for the SMARTER Balanced Assessment Consortium and coordinator of staff serving on workgroups;
- Serve as a member of the state team participating in the Council of Chief State Schools Officers (CCSSO), Implementing Common Core Standards (ICCS), State Collaboration on Assessment and Student Standards (SCASS);
- Serve as the state co-lead for the New England Secondary School Consortium;
- Supervise the bureau responses to federal, state, local and public requests for student assessment data;
- Coordinate the preparation of written and oral reports to meet the requirements of state and federal legislation and to inform the public;
- Coordinate the development of Requests for Proposals (RFPs) for assessment services and the review of proposals to satisfy state procurement requirements;
- Assign, supervise, develop and evaluate the bureau's professional staff;
- Prepare and administer budgets, and allocate fiscal and human resources to meet the bureau's goals;
- Collaborate with the Chief Academic Officer on furthering the vision and mission of the Bureau of Student Assessment.; and
- Perform other duties and related special assignments as required by the Chief Academic Officer.

**Qualification:**

**Knowledge, Skill and Ability:**

- Knowledge of best practices in large-scale assessment;
- Knowledge of statistics and measurement, test development and design theory, and reporting requirements for the CMT and CAPT;
- Knowledge of appropriate assessments for special populations of students and of benchmark and formative assessments;
- Clear understanding of state and federal legislation related to reporting student academic performance for the CMT and CAPT;
- Strong oral and written communication skills and effective public presentation skills;
- Solid interpersonal skills in working effectively and cooperatively with staff within and across bureaus and the CSDE, public school professionals, government representatives, contractor staff and the public; and
- Effective management skills such as the ability to organize complex projects, facilitate groups, solve problems, develop staff and resolve conflict.

**Minimum Experience and Training Required:**

An earned advanced degree and ten (10) years of experience in the field of education or in related areas.

**Special Experience:**

Three (3) years of the General Experience must have been in the full advanced working level in the development and administration of a comprehensive educational program and/or services.

Note: For State employees this is interpreted at the level of Education Consultant.

**Substitution Allowed:**

An appropriate combination of education and professional experience as determined by the appointing authority.

**Special Requirement:**

May be required to possess an appropriate certificate issued by the State Board of Education.

**Preferred Experience and Training:**

A strong background in testing and educational measurement. An advanced degree in research, testing or educational measurement, and experience in effectively managing large-scale assessment projects.

**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 #759, 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:

**Department of Education**  
**Karen Shaw, Agency Human Resources Administrator**  
**Bureau of Human Resources**  
**165 Capitol Avenue – Room G-16**  
**Hartford, CT 06106**  
**Telephone: (860) 713-6693**  
**Fax: (860) 713-7011**  
**E-Mail: karen.shaw@ct.gov**

*Applications must be postmarked no later than the closing date listed above. **All required documents must be submitted to be considered for interview.***

“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.”