

**JOB OPPORTUNITY
BUREAU OF DATA RESEARCH AND EVALUATION
DATA COLLECTION AND REPORTING
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 # 00058813 – File #760
Salary Range: \$99,559 - \$127,707
Closing Date: April 2, 2012

General Knowledge:

The Connecticut State Department of Education (CSDE) is currently recruiting for a position of Bureau Chief for the Bureau of Data Research and Evaluation, Data Collection and Reporting. This individual will report to the Chief Performance Officer.

General Statement of Duties:

Provide leadership to the state's data collection, research and evaluation programs, including reports to satisfy requirements of state and federal legislation.

Example of Duties:

- Provide leadership for planning, collecting, analyzing and reporting complete and accurate Connecticut education data, including on-going improvements to the Connecticut Education Data and Research website;
- Supervise and provide direction to staff who perform complex statistical methods and appropriate reporting decisions related to the state's education data, including the provision of data for local, state and federal decision-making and school improvement;
- Provide leadership in the appropriate use of data to make decisions about school and district quality and in the development of the data warehouse;
- Supervise the continuing development and maintenance of the state's longitudinal data system;
- Supervise the bureau responses to federal, state, local and public requests for data.
- Lead the implementation of the new ESEA data requirements, and lead identification of schools in each of the new ESEA categories, with a special focus on identifying Focus and Priority Schools that will be targeted for special assistance as they and the Turnaround Office design strategies to improve student achievement and close achievement gaps;
- Coordinate the preparation of written and oral reports to meet the requirements of state and federal legislation, to inform the public about student performance in Connecticut, and most importantly to fuel the Turnaround Office and related partners with the data they need to guide interventions and reforms that improve student achievement, and help close achievement gaps – wherever they exist;
- Serve as a state co-lead on the New England Secondary School Consortium;
- Serve as the Department's representative on constituent committees regarding issues related to data and research, such as the P-20 Council Data Workgroup;
- Assign, supervise, evaluate and develop the bureau's professional staff;
- Prepare and administer the bureau's budget;
- Allocate fiscal and human resources within the bureau to meet its goals;
- Collaborate with other department leaders on furthering the vision and mission of the Department, particularly related to school reform and finding opportunities to identify and research best practices that can improve student achievement; and
- Perform other duties and related special assignments as required by the Chief Performance Officer.

Qualifications

Knowledge, Skill and Ability:

- Clear understanding of state and federal legislation related to collecting and reporting student, teacher and school data;
- 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, public school professionals, government representatives, and the public; and
- Effective management skills such as the ability to organize complex projects, facilitate groups, solve problems 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:

Advanced degree in research, statistics or educational measurement and experience in effectively managing large-scale data collection and reporting projects and experience in the field of educational research.

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 #760, 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.”

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