

**STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION
JOB OPPORTUNITY
CONNECTICUT TECHNICAL HIGH SCHOOL**

***ASSOCIATE EDUCATION CONSULTANT
EDUCATION SERVICE SPECIALIST
EDUCATION SERVICES ASSISTANT***

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE

Open To: The Public

Location: 25 Industrial Park Road, Middletown, CT 06457

Hours: 8:30 a.m. – 4:30 p.m.

Job Posting # 00060171– File #763

Salary Range: *ASSOCIATE EDUCATION CONSULTANT* - \$81,893 – \$105,251
EDUCATION SERVICE SPECIALIST - \$69,892 – \$90,700
EDUCATION SERVICES ASSISTANT - \$57,529 - \$74,110

Closing Date: August 19, 2013

The Connecticut State Department of Education is recruiting for an Associate Education Consultant position in the Connecticut Technical High School System Central Office. ***The selected candidate's credentials will determine the job classification.***

General Knowledge:

The consultant will be expected to provide program leadership, support and technical assistance in the appropriate use of PowerSchool software to over 1000 school users and district office staff. PowerSchool is the student information system for the school district that encompasses school master scheduling, student records, teacher grading and attendance as well as parent communication. The consultant will also assist in the preparation of required district, state and federal reports.

General Statement of Duties:

- Provide leadership, technical assistance, phone/email, HelpDesk support and training to school staff on the appropriate use of PowerSchool in regards to maintaining accurate student records and reports, and also teachers' electronic grade books;
- Provide leadership, technical assistance and support with school master schedule entry to PowerSchool as well as course scheduling for students and teachers;
- Collaborate with district data teams and data unit staff to analyze and compile student and teacher data from PowerSchool for required reporting purposes and school improvement initiative evaluation;
- Assist with district response preparation to federal, state, local and public requests for data;
- Develop and publish training tools such as Web-Ex's and website training aids in the use of PowerSchool for teachers and school staff;
- Provide leadership and assistance to school staff in the use of periodic new software features after upgrades have been installed to the student information system;
- Perform other duties and special assignments as assigned by the Superintendent and Assistant Superintendents.

Qualification:

Knowledge, Skill and Ability:

Experience in and knowledge of Connecticut public schools; ability to work with Microsoft Office; solid working knowledge and skills in the use of student information software and the ability to train/teach others to use it; demonstrated oral and written communication skills; ability to design, implement and manage a project as well as support it; ability to develop and maintain cooperative working relationships; ability to prepare comprehensive reports and to deliver information effectively in presentations.

Minimum Experience and Training Required:

Associate Education Consultant: An earned advanced degree and five (5) years of relevant professional experience or in lieu thereof, an equivalent combination of experience and training as approved by the appointing authority.

Education Service Specialist: 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.

Education Services Assistant: A Master's degree and one (1) year of professional experience, or in lieu thereof, an equivalent combination of experience and training as approved by the appointing authority.

Preferred Experience and Training:

Experience managing and supporting users of student information systems such as PowerSchool; project management experience; proven ability to create reports using the PowerSchool reporting tools.

The Department encourages those applicants who do not meet the stated qualifications, but 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 #763, submit a letter of application and resume with details of experience and training, three (3) current professional references 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
Mr. Chris Beloff, Bureau of Human Resources
25 Industrial Park Road
Middletown, CT 06457
Telephone: (860) 807-2162
Fax: (860) 807-2167
E-Mail: chris.beloff@ct.gov**

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

The CTHSS 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 CTHSS 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 Connecticut Technical High School System's nondiscrimination policies and practices 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
(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

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 EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER