



# STATE OF CONNECTICUT

## DEPARTMENT OF EDUCATION



### EMPLOYMENT OPPORTUNITY

### ANTICIPATED VACANCY REANNOUNCED

### BUREAU CHIEF BUREAU OF SPECIAL EDUCATION

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE

**Open to:** The Public

**Location:** 165 Capitol Avenue, Hartford, CT 06106

**Hours** 40 hours per week

**Job Posting #** 770 - 60096

**Salary Range:** \$102,546 - \$131,539

The Connecticut State Department of Education (CSDE) is currently recruiting for a position of Bureau Chief for the Bureau of Special Education.

#### GENERAL STATEMENT OF DUTIES:

The Chief of the Bureau of Special Education will provide guidance and leadership to a wide spectrum of stakeholders in Connecticut, ensuring compliance with all federal and state requirements. The Bureau Chief will work with colleagues within and outside the CSDE to help ensure high expectations and improved outcomes for students with disabilities and their families.

#### EXAMPLE OF DUTIES:

- Ensure that all federal and state requirements regarding special education are met in an accurate and timely manner;
- Provide CSDE leadership and support in developing and implementing effective policies and practices to support improved outcomes for students with disabilities and their families. These include increased academic achievement, increased graduation rates, reduced dropout rates, and reduced suspension/expulsion rates;
- Manage federal and state special education funds, including LEA entitlement grants, discretionary grants and state set aside funds;
- Provide effective leadership, supervision and evaluation of all staff within the Bureau of Special Education;
- Develop effective strategies to help ensure families are knowledgeable about their child's education, are knowledgeable about their rights, and are full participants in the education of their child;
- Provide direction and oversight for the completion of the Annual Performance Report (APR) to ensure that it is completed and submitted to the Office of Special Education Programs (OSEP) in an accurate and timely manner. This includes oversight of the APR's 20 performance indicators, setting targets for each, and developing strategies to achieve those targets;

- Provide leadership and oversight for a system of general supervision and focused monitoring to help ensure compliance with federal and state special education requirements throughout the state as well as positive outcomes on key performance indicators;
- Ensure that an effective system of due process, consistent with the requirements of the Individuals with Disabilities Education Improvement Act (IDEA), is in place, including a system of complaint resolution, mediations and due process hearings;
- Provide expert knowledge and leadership in insuring that students with disabilities receive a free appropriate public education in the least restrictive environment;
- Ensure that all approved private special education programs are operating in compliance with federal and state requirements;
- Ensure that the Surrogate Parent Appointment System operates consistent with federal and state requirements;
- In collaboration with the State Education Resource Center (SERC), ensure that appropriate professional development and technical assistance is provided to all relevant stakeholders;
- Serve as a member of and collaborate with the federally-mandated State Advisory Council for Special Education;
- Represent the CSDE at regional and national meetings;
- Provide timely and ongoing communication to the field regarding policies, guidance, initiatives and other relevant information; and
- Oversee development of new and, as needed, revision of existing publications related to special education and related services.

### **QUALIFICATIONS:**

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

Knowledge of the philosophy and methods of special and general education; knowledge of and experience implementing Connecticut (C.G.S. 10-76) and federal special education statutes and regulations (IDEA); ability and commitment to collaborate with other partners and familiarity with early intervention strategies, response to intervention and positive behavioral supports.

Expert-level knowledge of current research, best practices, state and federal legislation, and CSDE initiatives related to students with disabilities; the ability and interest to develop knowledge and awareness level to support staff experts in all areas associated with this management assignment. Skills include: effective oral and written communication skills in brief and expanded presentation formats; strong analytical skills as related to legal, legislative and statistical applications; effective interpersonal and leadership skills, including persuasion, motivation and collaboration; ability to delegate responsibility; ability to use technology to foster efficiency and effectiveness in work-related tasks; and the ability to manage multiple tasks in a high accountability organization.

#### **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 oversight of the development or administration of an education bureau, system, operation, school or service.

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

**Substitution Allowed:**

1. A 092 Certificate (Intermediate Administrator), or 093 Certificate (Superintendent), or Sixth Year Diploma in Educational Leadership, or an Ed.D. (Doctorate in Educational Leadership) may be substituted for one (1) additional year of the General Experience.
2. An advanced degree and three (3) years of managerial experience in the oversight of the development or administration of an educational bureau, system, operation, school or service may substitute for the General Experience and the Special Experience.

**Special Requirement:**

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

**Preferred Experience and Training:**

An earned doctorate degree and ten (10) years of relevant professional experience. Teaching and administrative experience at the local, regional and state levels; experience with public and private schools and state agencies and experience administering special education and general education programs, laws and regulations.

**APPLICATION PROCEDURE:**

Interested candidates should reference announcement #770, 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: **Charlene Russell-Tucker, Chief Operating Officer, 165 Capitol Avenue, 3<sup>rd</sup> floor, Room 303, Hartford, CT 06106. Tel. # (860) 713-6550. All required documents must be submitted in order to be considered for an interview.**

**Closing date for application:** **December 20, 2013**

**Anticipated date of employment:** **Immediate Upon Selection**

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State 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 Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction and provides equal access to school facilities and school premises to Boy Scouts and other designated youth groups.** Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101, Levy.Gillespie@ct.gov.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

#770  
updated 10/25/13