



**JOB OPPORTUNITY
BUREAU OF SPECIAL EDUCATION**

ASSOCIATE EDUCATION CONSULTANT

EDUCATION SERVICE SPECIALIST

**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 # 00062404 – File #784

Salary Range: Associate Education Consultant - \$81,893 – \$105,251
Education Service Specialist - \$69,892 - \$90,700

Closing Date: February 4, 2013

General Knowledge:

The Connecticut State Department of Education is recruiting for an Associate Education Consultant/Education Service Specialist position in the Bureau of Special Education. *The selected candidate's credentials will determine the job classification.*

General Statement of Duties:

An opportunity for an instructional leader to provide leadership and technical assistance in the area of special education for Connecticut's public schools. A key responsibility will include serving as state consultant in the Due Process unit of the Bureau of Special Education with an emphasis on the legal matters associated with the state's role in assuring a free and appropriate public education for students with disabilities in the least restrictive environment.

Example of Duties:

- Assist in the management and coordination of the special education due process hearing system;
- Provide training and technical assistance to a variety of stakeholders on the requirements of the IDEA, other federal laws and the state statutes and regulations concerning the provision of special education;
- Develop, review, revise and comment on circular letters, policy memos, regulations, statutes, guidelines and other documents for the Department of Education, and other state agencies impacting the provision of special education to eligible children to remain in compliance with the Individuals with Disabilities Education Act; other federal requirements that impact education and eligible for federal financial assistance;
- Represent the CSDE at the request of the Commissioner on various interagency committees;

- Prepare and submit the Individuals with Disabilities Education Improvement Act (IDEA) Part B Application for federal financial assistance and serve as contact for the Office of Special Education Programs on the Part B Application;
- Assist the Office of the Attorney General in appeals of hearing officer decisions and other claims made against the state;
- Provide training and regular information to Department of Education personnel on IDEA and other legislative matters relating to the education of children with disabilities;
- Manage and coordinate the destruction of bureau records in accordance with the State Record Retention Schedule;
- Program monitoring of state and federal law and regulation, preparation of state and federal reports, and grant management;
- Mediation and complaint investigation; and
- Other duties as required by the Chief, Bureau of Special Education.

Qualification:

Knowledge, Skill and Ability:

Specific knowledge of special education law including that related to complaint resolution; knowledge, skill and ability in reading, researching and crafting legislation; knowledge of the philosophy and methods of education, with particular reference to the least restrictive environment provisions under IDEA 2004; familiarity with national trends and other state practices related to student support services; knowledge of public school systems and knowledge of special education programs both public and private; knowledge of services and support for students with disabilities, knowledge of research-based practices and processes for creating access to the general education curriculum for students with disabilities; skill in report writing and grantsmanship; ability to contribute to small group meetings and individual discussions through interpersonal skills and professional knowledge; and ability to develop and maintain cooperative working relationships.

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.

Preferred Experience and Training:

An advanced degree in the field of special education or law with concentration and experience in the education of students with disabilities in the least restrictive environment, ten years professional experience, serving as an attorney or in another role within a legal practice, regular and special education teacher and administrator, and demonstrated skills in oral and written communication, decision-making, and delivering presentations. Candidates should indicate a record of successive advancements and serving in leadership positions. Candidates should demonstrate expertise in professional development; experience in evaluation of program effectiveness; and the ability to communicate and work cooperatively with family members of students with disabilities, persons in the Department, within other agencies or community organizations and in the field concerning relevant and quality educational programs for special education children.

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 #784, 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
Lystra Julien
165 Capitol Avenue – Room 359
Hartford, CT 06106
Telephone: (860) 713-6912
Fax: (860) 713-7051
E-Mail: lystra.julien@ct.gov**

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.”

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER