



**JOB OPPORTUNITY
CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM**

**ASSISTANT SUPERINTENDENT
(DURATIONAL)**

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

Open To: The Public

Location: 25 Industrial Park Road, Middletown, CT 06457

Hours: 8:00 a.m. – 5:00 p.m.

Job Posting # 103971 – File #794

Salary Range: \$99,559 – 127,707

Closing Date: April 15, 2013

GENERAL STATEMENT OF DUTIES:

Plan, administer, supervise and coordinate data systems and research as well as manage the federal school meals programs for the Connecticut Technical High School System which includes 17 high schools and one technical education center, enrolls 11,000 secondary and 4,000 adult students, and has 1,400 staff. Supervise, support and evaluate building principals and Central Office staff in developing and meeting district and school goals.

EXAMPLE OF DUTIES:

- Manage a group of professionals in the maintenance of a strong data collection and reporting system for the district to support school operations and improve student academic achievement, including data on student and staff schedules, school programs and school lunch;
- Keep informed on latest research, trends and developments in areas related to academic and technical education;
- Oversee and implement a research plan to support data driven decision making and school improvement at the school and district level;
- Provide supervisory guidance and support to school Principals;
- Coordinate the development and implement a plan for professional development in data use for central office and school administrative staff;
- Assure all state and federal data reporting requirements are met;
- Stay current with applicable laws, policies and programs and develop appropriate procedures to meet their requirements;
- Prepare board reports, policies and administrative rules for effective oversight and operation of the school system;
- Oversee the implementation of 5 year district wide technology plan and ensure fidelity to fiscal, professional development and calendar imperatives. Oversee the preparation of district, state and federal data and research reports;

- Create a learning environment and cohesive team by demonstrating leadership ability coupled with the collaborative skills and temperament to oversee strong teamwork;
- Supervise and evaluate staff in developing, improving and supporting the data and research needs of the system;
- Supervise and evaluate staff in developing, improving and supporting the federal school meals program operations in all district schools;
- Supervise, support and evaluate building principals and Central Office staff in developing and meeting district and school goals;
- Direct oversight of the Data Unit, oversee the preparation of district, state and federal data and research reports;
- Oversee facilities unit, including school renovation projects;
- Supervise the adult education programs and compliance with federal and state regulations.

Qualification:

Knowledge, Skill and Ability:

Knowledge of principles and practices of educational research and data collection and reporting especially as they pertain to school districts; proven ability to manage large scale information systems, including a data warehouse model; ability to use technology and computer software applications relative to school systems and student achievement; successful implementation of principles and practices of leadership and management; knowledge of and experience with educational environments, preferably within a technical high school context; written, verbal and analytical skills; ability to prepare comprehensive written reports; ability to assist schools in the presentation and use of data to improve school operation; ability to train, supervise and evaluate staff; and ability to develop and maintain cooperative working relationships.

Minimum Experience and Training Required:

An earned advanced degree and 10 years of experience or, in lieu thereof, any equivalent combination of experience and training as approved by the appointing authority.

Special Requirement:

Must possess Intermediate Administration (092) certification.

Special Experience:

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

Preferred Experience and Training:

An advanced degree in educational research or closely related field; proven leadership in large school system; successful experience in data and research management of technical high school system; successful experience hiring, training and supervising school level and central office staff; successful experience developing comprehensive data system, including data warehouse. Successful professional experience serving as an administrator for a large school system, with responsibilities for data management and research.

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.

APPLICATION PROCEDURE:

Interested candidates should reference announcement #794, 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: **Mr. Chris Beloff, Bureau of Human Resources, 25 Industrial Park Road, Middletown, CT 06457. Telephone (860) 807-2162. All required documents must be submitted to be considered for interview.**

Closing date for applications: **April 19, 2013**

Anticipated date of employment: **Immediate upon selection**

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