



STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION



EMPLOYMENT OPPORTUNITY

Office of Student Support and Organizational Effectiveness
Bureau of Health/Nutrition, Family Services and Adult Education

EDUCATION SERVICE SPECIALIST DURATIONAL

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS BELOW

Open To: The Public
Location: 25 Industrial Park Road, Middletown, CT 06457
Hours: 8:30 a.m. – 4:30 p.m.
Job Posting # #834 - 108374
Salary Range: \$74,149 - \$96,224 (salary effective 7/1/14)
Closing Date: July 1, 2014

*New hires to state employment start at the minimum of the above salary range.

The Connecticut State Department of Education (CSDE) is currently recruiting for the position of Education Service Specialist in the Bureau of Health/Nutrition, Family Services and Adult Education. **This is a durational position with an end date of September 2017.**

GENERAL STATEMENT OF DUTIES:

The successful candidate will coordinate the development and implementation of the Connecticut Safe Schools/Healthy Students Diffusion Project (CSSHSDP). The CSSHSDP focuses on five elements geared toward supporting the social and emotional well-being of students: safe school environments and violence prevention activities; alcohol and drug prevention; student behavioral, social and emotional supports; mental health services; and early childhood social and emotional learning. The CSSHSDP project coordinator will hold a Master's Degree in a relevant field with specific training in prevention and will collaborate with the CSDE, Department of Mental Health and Addiction Services (DMHAS) and other key staff. The project coordinator will: 1. Assist with the daily oversight and all aspects of the grant and serve as the liaison to DMHAS and the Substance Abuse and Mental Health Services Administration (SAMHSA). 2. Maintain current knowledge of the Safe Schools/Healthy Students (SS/HS) framework and develop and maintain holistic knowledge of populations being served including cultural, ethnic, sexual orientation, gender differences and differing abilities.

EXAMPLE OF DUTIES:

- assist the identified public school programs with strategies to improve opportunities for students to increase their participation in school, learning time and academic achievement;
- develop, implement and revise as necessary strategies for assisting the identified public school programs implement prevention programs that decrease violence and increase healthy behaviors;

- monitor enrollment, attendance and discipline in the identified public school programs; analyze data to detect patterns, trends and anomalies;
- monitor contract compliance and recommend incentives, corrective actions, or sanctions;
- collect, summarize and analyze information about successful public school prevention programs impacting the entire school community and determine best practices for creating and sustaining academically excellent and racially integrated public school programs;
- market and promote public school opportunities to individuals and groups to maximize participation in programs which will contribute to meeting desegregation goals;
- analyze achievement gaps in selected programs and provide technical assistance to help programs to close gaps; and
- review and monitor budgets.

QUALIFICATIONS:

Knowledge, Skill and Ability:

Knowledge of and experience with public school prevention and health programs; understanding and knowledge of community building practices and programs; experience in culturally-responsive education theory and practice; ability to work as part of a program improvement team; written and oral communication skills.

Minimum Experience and Training Required:

A Master’s degree and three (3) years of relevant professional experience or in lieu thereof, an equivalent combination of experience and training as approved by the appointing authority.

PREFERRED EXPERIENCE:

Experience with coordinating and engaging schools, community-based mental health and related programs and state agencies in collaborative activities; previous knowledge in coordinating the responsibilities of a federal grant focusing on mental health and related services; evidence of interpersonal skills.

APPLICATION PROCEDURE:

Interested candidates should reference announcement #834, submit a letter of application and resume with details of experience and training, three pertinent 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> . **Applications should be addressed to: John Frassinelli, Bureau Chief, Bureau of Health/Nutrition, Family Services and Adult Education, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457. Telephone: (860) 807-2050. Fax: (860) 807-2127. All required documents must be received by close of business on the closing date to be considered for interview.**

Please note: Applications will be accepted via fax, U.S. mail or hand delivered only.

Closing date for applications: July 1, 2014

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. 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, 860-807-2071, Levy.Gillespie@ct.gov.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

#834
6/10/14