



STATE OF CONNECTICUT



DEPARTMENT OF EDUCATION

JOB OPPORTUNITY

CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM WINDHAM TECHNICAL HIGH SCHOOL

PRINCIPAL

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE

Open To: The Public
Location: Windham Technical High School
210 Birch Street, Willimantic, CT 06226
Salary Range: \$125,078 - \$138,062
Job Posting # #835 - 58409
Closing Date: May 22, 2014

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

The Connecticut State Department of Education, for its Technical High Schools, invites outstanding educational leaders to apply for the position of High School Principal at Windham Technical High School in Willimantic.

The Connecticut Technical High School system is a statewide system of high schools offering strong instruction in academics and a wide variety of trade technologies. The administrative team is developing/implementing new curriculum in both academic and trade areas and providing intensive professional development. The scheduling model offers schools more flexibility and students more electives. The position offers a competitive starting salary, great benefits and teacher or state retirement.

GENERAL STATEMENT OF DUTIES:

Provide instructional, fiscal and facilities leadership.

EXAMPLE OF DUTIES:

- Provide teacher evaluation, recruitment, hiring and board policy oversight.
- Provide leadership in establishing adequate yearly progress of student goals.
- Promote the continuous improvement of student learning by: working with staff to ensure that all groups of students achieve at high levels; ensuring that all students are provided with the opportunities for learning; and by understanding and supporting the instructional needs of high-needs students by using differentiated instructional strategies.
- Create a learning environment and cohesive team by: demonstrating the leadership ability coupled with the collaborative skills and temperament to oversee strong teamwork.
- Establish a climate of collegiality and cooperation where staff accepts collective responsibility for improved teaching and learning.
- Ensure the care and safe keeping of the school buildings and grounds by: complying with district policies and regulations in facilities management.

- Maintain an organized, clean, safe and secure environment for school learning.
- Conduct regular inspection of school plant and oversight of physical plant including asset management related to building maintenance and school renovations.
- Monitor the teaching and learning process, curriculum implementation, student assessment, and fiscal process. Develop and monitor data-driven school improvement plans, including professional development, instructional technology and teacher evaluation. Develop and maintain positive relationships within the school community including parents, staff, district office, local business, community organizations, state and regional organizations and the community at large.
- Responsible for district, state and federal reports and other duties assigned by the Assistant Superintendent/Superintendent.

QUALIFICATIONS:

Knowledge, Skill and Ability:

Demonstrated achievement in such areas as: school reform, including collection and use of data; instructional excellence; curriculum development; technology applications; facility renovations; effective management practices; knowledge of teaching and educational principles, methods and techniques; commitment to high student achievement; commitment to technology and staff development; ability to motivate students, staff and parents; confidence to work in a larger complex organization; commitment to foster the teaching and learning process within a technology program of considerable scope; and ability to maintain a positive school environment.

Minimum Experience and Training Required:

A Master’s Degree and 18 credit hours. At least five (5) years of teaching experience and three (3) years of leadership/supervisory experience or combination of experiences approved by the State Board of Education.

Preferred Experience and Training:

At least three (3) years of experience working as a school administrator or comparable experience, working with adolescent population within a high school in an urban area; Mentor/Assessor trained; Experience with System for Educator Evaluation Development (SEED); Experience with Teacher Evaluation and Mentoring Program (TEAM).

Special Requirements or Certification:

Intermediate Administration and Supervisor Certificate (Endorsement 092).

Appropriate certification by the date of application is required; no substitutions are permissible. **Application packets should include proof of certification.**

APPLICATION PROCEDURE:

Interested candidates should reference announcement #835, submit a cover letter, Application for Examination or Employment (CT-HR-12), proof of certification, resume, and three (3) current professional references to: **Ryan Howe, Bureau of Human Resources, 25 Industrial Park Road, Middletown, CT 06457. Tel. # (860) 807-2162 Fax. # (860) 807-2167.** You may obtain a copy of the application form at <http://www.cttech.org/central/career-ops/application.pdf> . **All required documents must be received by close of business on the closing date to be considered for interview.**

Closing date for application: **May 22, 2014**

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

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

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, ex, 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 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
860-807-2071
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

#835
5/1/14