



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



EMPLOYMENT OPPORTUNITY

**OFFICE OF THE COMMISSIONER
EDUCATION STAFF ASSISTANT
*DIRECTOR OF STRATEGY AND DELIVERY***

Open to:	The Public
Location:	165 Capitol Avenue, Hartford, CT 06106
Hours:	8:00 a.m. – 5:00 p.m.
Job Posting #	#866 - 60812
Salary Range:	\$86,813 – \$118,362
Closing Date:	July 31, 2015

The Connecticut State Department of Education (CSDE) is currently recruiting for the position of Director of Strategy and Delivery. The job classification for this role is Education Staff Assistant.

The Connecticut State Department of Education (CSDE) is engaged in an ambitious set of educational initiatives to ensure that Connecticut students set a national standard for academic achievement and for closing achievement gaps. Applicants for this position should be passionate about educational equity, have high-expectations for all learners, and be committed to addressing some of the most significant obstacles standing in the way of every student having the opportunity to graduate high school ready to succeed in college and careers.

GENERAL STATEMENT OF DUTIES:

This is an exciting opportunity for a collaborative, systems-builder and results-oriented professional to lead cross-agency efforts by providing exceptional project management for priority projects and initiatives, including oversight of the State Board of Education's (SBE's) strategic planning process. In addition, this person will develop and implement internal processes and systems to support and ensure internal organizational coherence, alignment of programs to agency goals as articulated in the SBE's comprehensive master plan, and implementation effectiveness.

EXAMPLE OF DUTIES:

- Manage the SBE's strategic planning process and ensure that internal and external stakeholders are meaningfully engaged in the development of the SBE's five-year comprehensive master plan.
- Collaborate with various offices within the agency and manage cross-functional teams to ensure that strategic priorities are aligned to the State Board of Education and agency-wide goals, to build coherence among the various initiatives, and to identify key metrics to measure progress towards the agency's internal and external goals.

- Support collective impact around the State Board of Education and agency's strategic plan by designing systems to support coherence, improve implementation, and find efficiencies.
- Design and support the implementation of replicable systems, promoting optimal internal communication, collaboration, efficiency, and effectiveness.
- Support high levels of customer service by focusing intently on the delivery of high-quality and timely services and supports to Connecticut schools and districts.

QUALIFICATIONS:

Knowledge, Skill and Ability:

Knowledge of the basic philosophy of education; knowledge of organizational behavior and planning; ability to plan educational policy; ability to prepare comprehensive reports; ability to develop and maintain cooperative working relationships; administrative ability; considerable skill in oral and written expression.

Experience and Training:

Demonstrated competence to perform the duties and responsibilities of the position as determined by the State Board of Education.

SPECIAL REQUIREMENT:

Incumbents in this class may be required to travel.

Preferred Experience and Training:

- An earned advanced degree and four (4) years of professional experience in the field of Education or in a related area.
- Two (2) years of the General Experience in a managerial capacity with managerial responsibility for a major program including formulating goals and objectives, developing and implementing program procedures, initiating program policies, developing and/or monitoring a budget.
- Three (3) years of work experience with an emphasis designing and implementing systems-wide change.
- Knowledge of and ability to apply project management and delivery systems principles and techniques.
- Considerable knowledge of the philosophy and methods of education and familiarity with Connecticut's major education reform policies and programs.
- Exceptional ability to plan and organize; demonstrated decision making ability.
- Considerable aptitude for creative problem solving.
- Entrepreneurial and collaborative mindset with a track record of execution in a time of growth and change.
- Experience managing change and building consensus in large, complex environments with multiple stakeholders and a wide array of divergent points of view.
- Strong writing, communication and presentation skills.
- Exceptional interpersonal skills.

APPLICATION PROCEDURE:

Interested candidates should reference announcement #866, submit a letter of application and resume with details of experience and training, three pertinent and current professional letters of recommendation and an Application for Examination or Employment (CT-HR-12) which may be obtained from the

Department of Education web site at <http://www.sde.ct.gov> to: **Kelly Donnelly, Chief of Staff, 165 Capitol Avenue, Room 300, Hartford, CT 06106-1630 Tel. # 860-713-6525. All required documents must be submitted by close of business on the closing date to be considered for interview.**

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

Closing date for applications: July 31, 2015

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

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