

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY
ASSISTANT SUPERINTENDENT OF SCHOOLS
UNIFIED SCHOOL DISTRICT II

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

Open To: The Public
Location: Hartford, CT
Job Posting No: MB0855CO
Hours: 40
Salary: \$99,559 - \$127, 707 (Annually)
Closing Date: November 30, 2011

The Unified School District #2 (USD #2) of the Department of Children and Families is seeking applicants for the position of Assistant Superintendent of Schools. The selected candidate will serve at the discretion of the Appointing Authority, in accordance with the Connecticut General Statutes and will assist the Superintendent of Schools/Education Services in the administration of USD #2 and in the administration of all Education Services within the Department of Children and Families.

The primary function of this position will be: to serve as the school district's Director of Special Education and Pupil Services and as the Director of USD #2's No-Nexus Unit. Examples of these duties will include, but not be limited to: the assurance of the school district's compliance with federal and state special education laws and regulations, the proposal of school district policies to ensure such compliance; the development of school district procedures, practices and guidelines for the appropriate identification, evaluation, individualized education program (IEP) development and progress monitoring of all students with disabilities; the supervision of administrative and pupil services staff in all special education and pupil services matters; the management of all school district and Connecticut State Department of Education(CSDE) data collection systems, including, but not limited to the SEDAC and PSIS systems; coordination of the school district's 504 program and services and coordination of the school district's testing program, including the Connecticut Mastery Test (CMT), the Modified Assessment System (MAS), the Connecticut Academic Performance Test (CAPT) and all district wide assessment and progress monitoring systems.

The Assistant Superintendent of Schools will be responsible for the administration of USD #2's No-Nexus Unit with on-site responsibility for the operation of that unit and for the supervision and evaluation of the pupil services specialists assigned to that unit; clarification of USD #2 jurisdictional issues related to students in the No-Nexus Unit; verification and resolution of payment issues and/or disputes related to the educational costs associated with the education of the students within that unit. This Assistant Superintendent of Schools will also supervise and evaluate the pupil services specialists who serve as post-secondary education consultants and will assist the Director of Education Services/Superintendent of Schools in the administrative and programmatic oversight of the agency's post-secondary education work.

The Assistant Superintendent of Schools will assume the duties of Superintendent of Schools/Education Services in the absence of the Superintendent of Schools/ Education Services and will perform any and all other duties as required in the administration of all education programs and services within the Department of Children and Families. Please click on the class code for more details regarding the description and qualifications of this appointed position.

Preference will be given to applicants that possess the following experience: Extensive knowledge of special education federal and state laws and regulations and of the CSDE's guidelines and recommended practices; experience in the development and review of IEPs and education records in the assurance of compliance with federal and state laws and regulations; an in-depth understanding of the provision of a free and appropriate public education to students with disabilities and in the appropriate referral of students who may be in need of a special education evaluation; knowledge of laws and practice related to Section 504 of the Rehabilitation Act; experience in the supervision of administrators; experience in the supervision of pupil services specialists or other education case managers; demonstrated skills in conflict resolution at planning and placement team (PPT) meetings; knowledge of standardized evaluation instruments and of other forms of assessment; knowledge of Scientific Research-Based Interventions (SRBI), Positive Behavioral Interventions and Supports (PBIS) and progress monitoring systems; knowledge of, and the ability to manage, SEDAC, PSIS and other educational data systems; demonstrated understanding of Connecticut's educational jurisdiction system (nexus/no-nexus); knowledge and skills related to the content, administration, modifications to, and management of, the CMT, MAS and the CAPT statewide testing programs; knowledge of DCF's post-secondary education policy and demonstrated experience with educational transition services; ability to manage multiple administrative tasks; refined leadership and interpersonal skills. Additional Connecticut State Board of Education certification in special education or in a pupil services area of school psychology, school social work or school guidance.

General Experience: A Master's degree in education or related field plus eighteen (18) semester hours of graduate credit and completion of fifty (50) school months of successful teaching or service employment as identified in State of Connecticut, Regulation of State Board of Education, Sec. 10-145d-574 (a - f).

Special Requirement: Connecticut State Board of Education certification as an Intermediate Administrator/Supervisor will be required at time of appointment. Incumbents in this class may be required to possess and retain a current Connecticut Motor Vehicle operator's license.

Character Requirement: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made prior to appointment.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, as well as applicable licenses and an Application for Employment to:

**DEPARTMENT OF CHILDREN AND FAMILIES
505 HUDSON STREET
HARTFORD, CT 06106
FAX NUMBER: (860) 707-1954**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.