

DEPARTMENT OF CHILDREN AND FAMILIES  
CONNECTICUT JUVENILE TRAINING SCHOOL  
WALTER G. CADY SCHOOL  
STATE SCHOOL DEPARTMENT HEAD

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

**Open To:** The Public  
**Location:** Walter G. Cady School in Middletown, CT  
**Job Posting No:** BA43914CJT  
**Hours:** Full Time, 35 hours per week, 1<sup>ST</sup> Shift  
**Salary:** TS N6Y \$68,804 - \$96,689---TS 6Y \$74,602 - \$105,710  
**Closing Date:** September 27, 2012

The Unified School District #2 of the Department of Children and Families is currently seeking qualified candidates to fill one State School Department Head position for the Walter G. Cady School at the Connecticut Juvenile Training School, Middletown, Connecticut. This is a full-time (35 hours per week), 1<sup>st</sup> shift, Monday through Friday position. Qualified candidates must possess a valid Connecticut State Board of Education certification as a Intermediate Administrator or Supervisor (092) prior to appointment. Experience in an educational program within a residential treatment facility and experience with a culturally diverse student population is preferred.

**Example of Duties:**

Provides supervision to staff of an educational program; plans and directs certain phases of education and training program; evaluates staff performance; ensures that the educational program is in compliance with Federal and State regulations and agency policies and procedures; obtains and safeguards necessary program resources such as supplies and equipment; interviews students and assigns them to proper class level; plans and organizes curricula for assigned subject areas; supervises extra-curricular activities; maintains records of students' progress; makes reports on students, teachers, and programs to administrators and other officials as required; may teach classes, performs related work as required.

**Minimum Qualifications**

**Knowledge, Skills and Abilities:**

Knowledge of philosophy and methods of education and teaching; knowledge of the principles and practices of education for special needs population; ability in written and oral expression; ability to work effectively with others; supervisory ability. The preferred candidate will be familiar with data-driven progress monitoring, as well as curriculum development with a strong emphasis on the integration of technology. Likewise, the preferred candidate will also have a working knowledge of PowerSchool, IEPDirect and SWIS, and have a strong knowledge of technology, as a part of this position will be dedicated to the updating and maintenance of these systems for administrative, special education and teaching purposes.

**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 Requirements:**

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

**Character Requirements:**

In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate will 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 the CT-HR-12 [State of Connecticut Application for Employment](#), indicating the Job Posting No. BA100623CJ, a letter of intent, resume, three (3) letters of professional reference and a copy of any license, degree or certification required to:

Department of Children and Families  
Human Resources  
Attn: Lizette Basile  
1225 Silver Street  
Middletown, CT 06457  
Fax: (860) 638-2441

***State employees must submit two most recent performance appraisals in lieu of references***

**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.