

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

STATE SCHOOL DEPARTMENT HEAD

Open To: Current Department of Correction Employees Only

Location: Statewide

Hours: 1st Shift, Monday - Friday

Salary: \$72,996.00 - \$105,710.00 (No Sixth Year Degree)
\$79,147.00 - \$112,149.00 (Sixth Year Degree)

Position Number: 101235

Closing Date: May 5, 2015

Minimum Qualifications:

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.

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 an Intermediate Administrator/Supervisor #092.
2. Incumbents in the class may be required to possess and retain a current Connecticut Motor Vehicle operator's license.

Preferred Experience:

Knowledge of and experience with the design and implementation of school improvement projects.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

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.

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the above requirements should mail the requested documents as follows;

1. Cover letter,
2. Application for Employment (Form CT-HR-12) which is available at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf
3. State of Connecticut Addendum-Criminal Conviction (Form CT-HR-13) which is available at http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf
4. Resume,
5. Copy of college transcripts,
6. Copy of current certification,
7. Two (2) most recent performance evaluations.

Applications must be received by the closing date above. Incomplete or late application packages will not be considered.

**Heather DiMauro
Department of Correction
24 Wolcott Hill Road
Wethersfield, CT 06109**

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

