

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

Curriculum Manager

Open To: Lateral Transfers or candidates on the current examination list.

Location: Maloney Center for Training and Staff Development, Cheshire, CT

Job Posting No: 00107739

Shift: Monday – Friday – 1st Shift

Hours: 40 hours per week

Salary: \$70,662 - \$96,351 annually

Closing Date: November 18, 2014

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of principles and techniques of inservice training and staff development; considerable knowledge of educational methods and techniques; knowledge of relevant state and federal laws, statutes and regulations; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to assess training needs and determine objectives.

EXPERIENCE AND TRAINING:

General Experience:

Seven (7) years of professional employment in inservice training, human resource development or adult education.

Special Experience:

One (1) year of the General Experience must have had primary responsibility for planning, developing, coordinating or implementing an inservice training or staff development program.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in a closely related field may be substituted for one (1) additional year of the General Experience.

Preferred Experience:

Completion of the Connecticut Training and Development Network train-the-trainer.

Note:

The filling of this position will be in accordance with reemployment, transfer, promotion and merit employment rules. Department of Correction 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.

Application Instructions:

Qualified candidates who meet the above requirements need to submit a cover letter, resume, your last two (2) Performance Evaluations, an application for Employment (Form CT-HR-12) which is available at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf and a 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 Please submit your information to:

**Kathy Callahan, Human Resources Specialist
Department of Correction Recruitment Unit
24 Wolcott Hill Road
Wethersfield, CT 06109**