



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



**CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM
KAYNOR TECHNICAL HIGH SCHOOL
JOB OPPORTUNITY
PART-TIME/INTERMITTENT
EDUCATION ASSISTANT
ADULT BILINGUAL EDUCATION PROGRAM**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE

Open To: The Public
Location: 43 Tompkins Street, Waterbury, CT 06708
Hours: 30 weeks – 9 hours per week
Job Posting # 59449
Salary: \$18.08 per hour
Closing Date: August 12, 2015

GENERAL KNOWLEDGE:

Oral and written communication skills; interpersonal skills; ability to maintain records and charts; ability to follow oral and written instructions; ability to prepare reports; ability to relate to students.

EXAMPLE OF DUTIES:

Monitors and/or supervises different areas of school buildings and grounds as assigned, e.g. cafeteria or restroom; provides clerical support including copying, collating and filing materials; prepares classroom materials and assists teacher in general maintenance of classroom and adaptive equipment; assists teacher in routine, necessary, school related duties (e.g. taking attendance, ordering supplies, reporting lunch count); performs related duties as required.

GENERAL EXPERIENCE:

Any experience and training which will provide the knowledge, skills, and abilities listed above.

PREFERRED EXPERIENCE:

Candidates with the ability to speak Spanish, experience working in an education institution and knowledge of the Adult Education Data System – CAE – Net / Connecticut Adult Education Net.

PHYSICAL REQUIREMENT:

Incumbents in this class may be required to pass a physical examination.

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

APPLICATION INSTRUCTIONS:

In addition to meeting the above requirements, candidates must submit the following information by close of business on the closing date in order to be considered for this position.

1. Cover letter
2. Three (3) current professional references
3. Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov>
4. Candidates currently employed in state service, please submit your two most recent service ratings with your application materials to:

**W. F. Kaynor Technical High School
43 Tompkins Street
Waterbury, CT 06708
ATTN: Anna Mauriello, Business Manager
TEL: (203) 596-4302**

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

The CTHSS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTHSS 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 Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Levy Gillespie
Equal Employment Opportunity Director/American with Disabilities Act Coordinator
State of Connecticut Department of Education
25 Industrial Park Road
Middletown, CT 06457
860-807-2071
Levy.Gillespie@ct.gov
(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Beatrice Tinty
Education Consultant
Connecticut Technical High School System
25 Industrial Park Road
Middletown, CT 06457
860-807-2220
(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education
Office for Civil Rights
5 Post Office Square, Suite 900
Boston, Massachusetts 02109-3921
617-289-0111
fax number 617-289-0150
TTY/TDD 877-521-2172
(Matters related to race, color, national origin, age, sex and/or disability)

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER