



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



EMPLOYMENT OPPORTUNITY

PERFORMANCE OFFICE

EDUCATION SERVICE SPECIALIST

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE

Open To: The Public
Location: 165 Capitol Avenue, Hartford, CT 06106
Hours: 8:30 a.m. – 4:30 p.m.
Job Posting # 96836 – File #859
Salary Range: \$76,374 - \$99,111
Closing Date: October 13, 2015

***New hires to state employment start at the minimum of the above salary range.**

The Connecticut State Department of Education is currently recruiting for an Education Service Specialist to serve as a data collection and analysis specialist in the Performance Office.

GENERAL STATEMENT OF DUTIES:

The chosen candidate will work collaboratively with colleagues in the Office and across the agency to:

- Manage data collection systems, support districts, verify/finalize data, and plan upgrades;
- Analyze data using data analysis software and apply basic statistics to facilitate interpretation; and
- Prepare reports for compliance and informational purposes.

EXAMPLE OF DUTIES:

- Manage data collections, support districts to submit data that are timely and accurate, and verify/finalize the data for integration into the data warehouse;
- Collaborate with the information technology staff to update collection applications and incorporate additional elements, data validations, and reports that are responsive to legislative changes, department priorities, and/or district needs;
- Analyze large datasets from one or more domains in order to conduct meaningful analyses that are responsive to federal/state reporting requirements, department priorities, and data requests from internal/external stakeholders;

- Prepare reports and presentations that display results in an easily understandable manner and inform decision-making at all levels;
- Provide professional development, technical assistance, and documentation to school district personnel and the general public around the collection, interpretation, and use of education data; and
- Other duties assigned by the Chief Performance Officer.

QUALIFICATIONS:

Knowledge, Skill and Abilities:

Knowledge and expertise in student data systems, data analysis methods, and analysis tools; Proven experience with analyzing education data and interpreting results; demonstrated abilities in written and oral presentations of results from data analyses; ability to interact effectively and cooperatively with diverse individuals including principals, teachers, data managers, and external constituents; and ability to develop and maintain cooperative working relationships with colleagues.

Minimum Experience and Training Required:

A Master’s degree and three (3) years of professional experience, or in lieu thereof, an equivalent combination of experience and training as approved by the appointing authority.

Preferred Experience and Training:

An advanced degree in research, measurement or evaluation. Proven experience in using SAS to analyze large datasets and generate reports. Ability to make complex data and results understandable to diverse audiences. An entrepreneurial and collaborative mindset with a track record of success.

APPLICATION PROCEDURE:

Interested candidates should reference announcement #859, submit a letter of application and resume with details of experience and training, the names and contact information for three (3) pertinent professional references and an Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education’s Web site at <http://www.sde.ct.gov>: **Ajit Gopalakrishnan, Chief Performance Officer, Department of Education, 165 Capitol Avenue, Room 361, Hartford, CT 06145. Telephone: (860) 713-6880. All required documents must be received by close of business, on the closing date to be considered for interview.**

Closing date for application: **October 13, 2015**

Anticipated date of employment: **Immediate upon selection**

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

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education 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 State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071, Levy.Gillespie@ct.gov.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

#859
9/22/15