



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



**EMPLOYMENT OPPORTUNITY
OFFICE OF STUDENT SUPPORTS AND ORGANIZATIONAL EFFECTIVENESS
BUREAU OF CHOICE PROGRAMS**

***ASSOCIATE EDUCATION CONSULTANT
EDUCATION CONSULTANT***

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 # 112917 – File #875

Salary Range: Associate Education Consultant - \$89,488 - \$115,012
Education Consultant - \$97,041 - \$123,971

Closing Date: January 5, 2016

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

The Connecticut State Department of Education (CSDE) is recruiting for an Associate Education Consultant/Education Consultant position in the Bureau of Choice Programs. ***The selected candidate's credentials will determine the job classification.***

GENERAL STATEMENT OF DUTIES:

This is an opportunity to provide leadership and technical assistance in the area of public school choice for Connecticut's public schools. Key responsibilities will include serving as a consultant for the charter school program and other public school choice related programs determined by the Bureau. Responsibilities and assignments may change to meet departmental needs.

EXAMPLE OF DUTIES:

- Oversight of the charter school program. This will include managing the charter school grant, providing technical assistance to charter school operators as well as serving as the Bureau's contact with stakeholder and public inquiries about the program;
- Oversight of other public school choice related programs to be determined by the Bureau. This may include researching existing or potentially new public school choice opportunities in Connecticut and determining the efficacy and technical assistance needs for such programs;

- Assist in the development and continuation of charter school programming and accountability including, new charter awarding, charter contracting, the school renewal process, performance frameworks and contracts with schools, and ongoing performance evaluation,;
- Program monitoring of compliance with state and federal laws and regulations, preparation of state and federal reports, data analysis and grant management;
- Identification and dissemination of best practices and models that evolve from charter schools; and
- Perform other duties and special assignments as assigned by the Bureau Chief.

QUALIFICATIONS:

Knowledge, Skill and Ability:

Knowledge of the philosophy and methods of education, with particular reference to school choice programs in Connecticut; skill in report writing; data analysis; experience in developing and managing grants; knowledge of laws governing public school choice programs in Connecticut; knowledge of public school systems; familiarity with national trends and state practices related to public school choice programs; knowledge of implementation of charter school accountability methods in Connecticut; knowledge of charter school statutory requirements; ability to facilitate and contribute to small group meetings and individual discussions through interpersonal skills and professional knowledge; and ability to develop and maintain cooperative working relationships.

Minimum Experience and Training Required:

Education Consultant: An earned advanced degree and eight (8) years of relevant professional experience or in lieu thereof, an equivalent combination of experience and training as approved by the appointing authority.

Associate Education Consultant: An earned advanced degree and five (5) years of relevant 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 the field of education, educational measurement and assessment, or educational administration and demonstrated skills in oral and written communication, decision-making, and delivering presentations. Candidates should indicate a record of successive advancements. Candidates should demonstrate familiarity with state laws concerning public school choice programs; expertise in professional development; experience in evaluation of program effectiveness; and the ability to communicate and work cooperatively with persons in the Department and in the field concerning relevant quality educational programs in public school choice settings such as charter schools, OPEN CHOICE programs, magnet schools, and other full and part-time interdistrict programs.

Application Instructions:

Interested candidates should reference announcement #875, submit a letter of application and resume with details of experience and training, the names and contact information for three pertinent professional references and an Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov> to: **Mark O. Linabury, Bureau Chief, Bureau of Choice Programs, 165 Capitol Avenue, Room 344 , Hartford, CT 06106. Tel. # (860) 713-6556. All required documents must be submitted by close of business on the closing date to be considered for interview.**

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 AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

#875
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