



# STATE OF CONNECTICUT

## DEPARTMENT OF EDUCATION



### EMPLOYMENT OPPORTUNITY

#### CONNECTICUT TECHNICAL HIGH SCHOOLS

\*\*\*REVISED\*\*\*

#### EDUCATION CONSULTANT

May be underfilled at the level of  
ASSOCIATE EDUCATION CONSULTANT

**Open to:** The Public

**Location:** 25 Industrial Park Road, Middletown

**Hours:** 8:30 a.m. – 4:30 p.m.

**Job Posting: #** #830 - 58298

**Salary Range:** Associate Education Consultant - \$86,881 - \$111,662\*  
Education Consultant - \$94,214 - \$120,360\*

**Closing Date:** August 5, 2014

\* 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 Associate Education Consultant or Education Consultant position within the Connecticut Technical High School System (CTHSS) for Transportation Programs. *The selected candidate's credentials will determine the job classification.*

The CTHSS is engaged in a large-scale strategic plan of action for continuous and purposeful improvement that refines and expands accessibility for all CTHSS learners and promotes college and career readiness. CTHSS is focused on developing the capacity of teachers to use research-based practices and deliver explicit and systematic instruction for both trade and academic areas in order to improve the achievement of all students. Applicants for this position should be passionate about helping all students succeed and closing the achievement gap.

#### **GENERAL STATEMENT OF DUTIES:**

Provides leadership, technical assistance and consultative services in the maintenance, improvement and expansion of programs in the Transportation Technologies cluster in the state's technical high schools. Designs, develops, implements and evaluates current programs and services in the transportation technology based trades including but not limited to Automotive Technology, Automotive Collision Repair and Refinishing, Diesel and Heavy Equipment Repair and other related duties as specified by the Superintendent.

#### **EXAMPLE OF DUTIES:**

- Coordinate development and implementation of curriculum aligned to state standards, industry standards and assessments;
- Conduct and direct steering committees to address curriculum issues;
- Design, conduct and evaluate professional development activities for teachers;
- Provide programmatic support to school administrators, teachers and support staff;

- Coordinate the screening, interviewing, selection and placement of program instructors;
- Prepare budget requests for program implementation and monitors budgetary expenditures;
- Review, recommend, select and order instructional resources;
- Review and recommend changes to Standard Equipment Lists;
- Review National Occupational Competency Testing Institute (NOCTI) examinations, orders supplies and assists in test administration;
- Support new teachers;
- Attends and participates in Trade Technology Advisory Committees and serve as liaison between school district and business and industry;
- Conduct periodic Trade Reauthorization and assists in the development of new programs;
- Work with Higher Education to articulate programs;
- Work with business and industry, state and national organizations to keep technical programs current;
- Maintain public information services to assist in promotion of programs and monitor the need to develop new programs or enhance current programs;
- Write proposals for Federal or State funding to pilot new programs as needed;
- Perform other duties and special assignments as requested by the Superintendent or Assistant Superintendents.

### **QUALIFICATIONS:**

#### **Knowledge, Skill and Ability:**

Considerable knowledge of computer (both hardware and software) and electronic technology; knowledge of technology industries and current and projected occupational requirements; knowledge of teaching and educational principles, methods and techniques; knowledge of technology program curriculum development and student assessment; ability to work cooperatively with business and industry and higher education. In addition, candidates should possess the ability to work well with others, the ability to prioritize, and the ability to assist others in the interpretation and application of policy to resolve problem situations as they arise. Candidates should possess strong oral and written communication skills.

#### **Minimum Experience and Training Required:**

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

#### **Preferred Experience and Training:**

Occupational subject Certification, Connecticut Technical High School (endorsement 090) in one of the computer technology trades.

#### **APPLICATION PROCEDURE:**

Interested candidates should reference announcement #830, submit a letter of application and resume with details of experience and training, three (3) 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.cttech.org> to: **Mr. Chris Beloff, State Department of Education, 165 Capitol Avenue, Room G-16, Hartford, CT 06106. Tel. #860 713-6697. 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.**

**Closing date for application is: August 5, 2014**

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

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**

#830  
7/14/14