

STATE OF CONNECTICUT
Bureau of Rehabilitative Services/Services for the Blind
EDUCATION SUPERVISOR (12 MONTH POSITION)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THE PAGE!

Open To: Public
Location: 184 Windsor Avenue, Windsor, CT
Schedule: Full Time – Monday through Friday
Hours: 7 hour days; 35 hour workweek
Salary: **EA33/Step 1** \$78,654 (new state employees)
Closing Date: **February 8, 2012**

PURPOSE OF CLASS: In the Board of Education and Services for the Blind this class is accountable for supervising professional staff providing instruction and other services to visually impaired students.

SUPERVISION RECEIVED: Works under the supervision of the Division Head.

SUPERVISION EXERCISED: Supervises Education Consultants and other assigned staff in the Division.

EXAMPLES OF DUTIES:

Supervises professional instructional and service staff assigned to division; performs on site visits to local schools to evaluate prescribed individual educational programs; evaluates teaching effectiveness of instructional staff; facilitates professional staff development through individual conferences, discussion of best teaching practices and in-service training programs; coordinates administration of special projects for visually impaired individuals such as low vision services, career education services, or vocational rehabilitation; interprets state policies and procedures to itinerant and staff instructors, students, parents, professional and community organizations or local school authorities; assists in directing routine operations of division; may represent division in case conferences regarding individual program planning and development and administration of educational programs and services offered by the state; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Knowledge of philosophy, methods and technologies of education with particular emphasis upon blindness and visual impairment; knowledge of social factors which influence attitudes and behaviors of blind or visually impaired individuals and their families; knowledge of supervisory principles and techniques; ability to understand and explain complex written material; ability to prepare reports; ability to develop effective relationships with those contacted in the work; ability to teach.

EXPERIENCE AND TRAINING:

General Experience: Eight (8) years of professional employment in education of the blind or visually impaired.

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

SPECIAL REQUIREMENT: Educator Certification issued by the Connecticut State Board of Education leading to professional certification within three (3) years of employment.

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the above experience and training requirements should submit a **cover letter, resume and application for Examination or Employment (Form CT-HR-12 and CT-HR-13 at <http://www.das.state.ct.us/cr1.aspx?page=13>)** to:

Deborah Craig, Human Resources Specialist
Department of Administrative Services, Small Agency Resource Team – SmART Unit
165 Capitol Avenue, 5th Floor East
Hartford, Connecticut 06106
Confidential Fax: **(860) 622-4921** (*preferred method of submission*)
If you recently applied for this position, do not reapply!

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities. Position filled pending clearance of SEBAC/Re-Employment lists.