

The Department of Children and Families - CJTS (Caddy School)

JOB OPPORTUNITY

PUPIL SERVICES SPECIALIST

Cady School

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

Open To: The Public

Location: **CJTS - 1225 SILVER STREET, MIDDLETOWN, CT 06457**

Job Posting No: MB9620CJTS

Hours: 35.00

Salary: **\$54,568.00-\$61,314.00**

Closing Date: 4/25/2013

Eligibility Requirement: This specialist performs services for students in the area of special training such as educational diagnosis and remediation, GED and SAT preparation and coordination. This Specialist serves in a resource capacity to educational staff and other appropriate individuals; confers with parents and teachers concerning individual students and assists in planning educational programs; keeps records and prepares necessary reports; may serve as liaison with school systems and community services. This Specialist, in working with key facility personnel, develops and oversees individualized programming for both the post graduate and GED populations and acts as a direct liaison to Universities, trade schools, driver education programs, community based organizations such as Habitat for Humanity and a host of other suitable programmatic components for this population. In addition, this specialist is the facilitator for developing the Student Success Plan (legally mandated in CT) through the use of specific technology and software (Career Cruising) designed to create a tailored student portfolio replete with all the components necessary for the student to use as he takes the next steps in his post secondary experience. Performs related duties as required.

Knowledge, Skills and Abilities: Knowledge of the philosophy and methods of service delivery to the assigned disciplines; knowledge of the principles and practices of education and or services for special needs population; ability to motivate students; ability to communicate at the appropriate level; ability to establish cooperative relationships with those contacted in planning educational programs; ability to prepare written reports; ability to perform educational testing.

General Experience: A Master's degree which includes a planned program of preparation for the field in which the special services are performed.

Special Requirement: 1. Incumbents in this class will either possess an appropriate certificate issued by the Connecticut State Board of Education such as school guidance counselor (elementary or secondary), or will have successfully served in a Higher Education Institution for a period of five (5) years or more.

2. Incumbents in this class may be required to possess and retain a current Connecticut Motor Vehicle operator's license.

Character Requirement: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made prior to appointment.

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

Application Instructions: Interested and qualified candidates who meet the above requirements must submit the CT-HR-12 [State of Connecticut Application for Employment](#), indicating the Job Posting No. MB9620CJTS, a letter of intent, resume, three (3) letters of professional supervisory reference or contact information and a copy of any license, degree and certification required by close of business 2013 to:

Mail Application to:
DCF - CJTS
Lizette Basile
1225 Silver Street, Middletown CT 06457
humanresources.dcf@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.