

**DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY**

**Vacancy
Pupil Services Specialist
Full time**

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

Open To: The Public
Location: Hartford-Manchester Regional Offices (Hartford Area Office - 250 Hamilton Street, Hartford, CT; Manchester 364 West Middle Tpke, Manchester, CT 06040)
Hours: 35.0 Hours Per Week (M-F)
Salary: \$53,237.00-\$101,304.00 (Annually)
Closing Date: November 21, 2011

Purpose of Class: In a state institution, facility or region within a state unified school district, performs professional services within the area of pupil personnel and special education services in a school setting and serves in a resource capacity and consultant to teachers.

Examples of Duties:

This Pupil Services Specialist will serve as an Education Consultant in Region 4, which includes Hartford and Manchester Area Offices. The primary duties of the Education Consultant are to provide direct services, consultation and training to DCF staff regarding education, with a primary purpose of assisting DCF social workers and parole officers in assuring that each child and youth under the care and supervision of DCF receives an appropriate education. Duties include, but are not limited to: Provide day-to-day consultation to Area Office staff regarding educational issues; Assist DCF social workers and parole officers in the identification of the responsible school district for children and youth under the care and supervision of DCF; Attend and participate in planning and placement team (PPT) meetings and 504 meetings conducted by local education agencies (LEAs), as appropriate; Attend and participate in various DCF interdisciplinary team meetings, as appropriate; Attend and participate in school-related hearings, as appropriate; Provide clarification to DCF staff regarding state and federal education mandates, statutes and DCF education policy; Review case specific information to advise DCF social workers and parole officers and other DCF staff regarding the educational needs of individual children and youth, making recommendations for their educational plans; Confer with LEAs, as necessary, to address issues related to ensuring that children are enrolled in school and are receiving an appropriate educational program; Assist with the assignment of surrogate parents to DCF children and youth, as needed; Provide pre-service and in-service training to DCF social workers, parole officers, and other DCF staff regarding critical educational issues; Assist in the drafting of special education complaints and requesting special education due process hearings with administrative approval; Provide training and technical assistance to foster parents regarding educational issues and rights pertinent to children and youth in their care; Participate in statewide or regional meetings regarding the education of children and youth under the care and supervision of DCF; Serve as a liaison to LEAs to improve communication regarding the educational needs of children and youth under the care and supervision of DCF and to facilitate resolution of difficulties; Assist all DCF staff in all matters related to the assurance that all children and youth under the care and supervision of DCF receive an appropriate education; Collect, analyze and submit data and reports related to the work of the position of an Education Consultant.

Minimum Qualifications Required Knowledge, Skill and Ability:

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

Preferred Qualifications:

Five years of professional experience in education with working knowledge of special education and related services, pre-K-grade 12; Knowledge of state and federal mandates regarding all education matters; Knowledge of state mandates pertaining to the educational responsibilities of the Department of Children and Families; Understanding of the tenets and applicability of the variety of formal and informal assessments used in regular and special education; Effective interpersonal skills; Refined written and oral communication skills; Excellent conflict resolution, mediation, problem-solving and advocating skills; Ability to plan and conduct effective training sessions and staff development workshops; Ability to perform multiple duties and effectively manage time.

Experience and Training:

Earned Master's Degree in Special Education or a Pupil Services area, inclusive of school psychology, school social work, or school counselor; Connecticut certification in one or more of the following areas: school psychology, comprehensive special education, school social worker, or school counselor.

Special Requirements:

Incumbents in this class must possess an appropriate certificate issued by the Connecticut Stat Board of Education in special education or special services areas such as school counselor (elementary or secondary), speech and hearing consultant, school psychologist, psychological examiner or school social worker. Incumbents in this class may be required to possess and retain a current Connecticut Motor Vehicle operator's license.

Character Requirements:

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.

Application Instructions: Please send the CT-HR-12(State Employment Application), resume, letter of intent, and 3 letters of professional reference, state employees must submit 2 most recent performance appraisals for references. When applying you must include the posting #DF47287RG4.

**DEPARTMENT OF CHILDREN AND FAMILIES
250 HAMILTON STREET
BRENDA FOURNIER - HUMAN RESOURCES
HARTFORD, CT 06106
FAX: 860.418.8005**

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.