

DEPARTMENT OF EDUCATION
H.H. ELLIS TECHNICAL HIGH SCHOOL
JOB OPPORTUNITY
SUBSTITUTE BUILDING AND GROUNDS PATROL OFFICER (PART-TIME)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS BELOW!

Open To: The Public
Location: 613 Upper Maple Street, Danielson, CT 06239
Hours: As Needed Basis
Salary: \$17.63 Hourly
Closing Date: May 2, 2011
Job Posting #: 62725

KNOWLEDGE, SKILLS AND ABILITIES: Interpersonal skills, communication skills, ability to think and act quickly in an emergency with judgment and discretion.

EXAMPLE OF DUTIES:

Enforces regulations relating to parking and traffic control on school property; issues tickets for violations; gives information and assistance to visitors; guards entrances and exits to prevent trespass, vandalism, theft and other violations; performs routine patrol duty and monitors security and alarm systems to detect theft and other criminal acts; provides security escorts; may provide first aid; performs dispatching and record keeping functions at a desk post; may assist in fire prevention and fire fighting activities; performs related duties as required.

GENERAL EXPERIENCE:

Any experience and training which would provide the knowledge, skills, and abilities listed above.

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 before persons are certified for permanent appointment.

PHYSICAL REQUIREMENT:

Candidates must be in good health; candidates must have and retain sufficient physical strength, stamina, agility, visual and auditory acuity to perform the duties of the class. Applicants may be required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be exposed to the attendant discomforts of working outdoors, to the effort of prolonged periods of walking and standing while on foot patrol and/or guard duty and to some danger of injury in performing the duties of the class.

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

APPLICATION PROCEDURE:

In addition to meeting the above requirements, candidates **must** submit the following information in order to be considered for this position.

1. Cover letter
2. Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov>.
3. Three (3) pertinent letters of professional reference to:

H.H. Ellis Technical High School
613 Upper Maple Street
Danielson, CT 06239
ATTN: Todd St.Louis, Business Manager
TEL: (860) 774-8511
FAX: (860) 779-1563
E-MAIL: Todd.St.Louis@ct.gov

The State of Connecticut Department of Education 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 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, disability (including, but not limited to, mental retardation, past or present history of mental disability, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.** The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding Connecticut Technical High School system's nondiscrimination policies and practices should be directed to:

Levy Gillespie
Equal Employment Opportunity Director
State of Connecticut Department of Education
25 Industrial Park Road
Middletown, CT 06457
(860)-807-2071
(Equal Employment Opportunity Director/American with Disabilities Act Coordinator)

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 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.