

**DEPARTMENT OF EDUCATION
A.I. PRINCE TECHNICAL HIGH SCHOOL
JOB OPPORTUNITY
SUMMER PROGRAM
EDUCATION ASSISTANT**

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

Open To: The Public

Location: 500 Brookfield Street, Hartford, CT 06106

Hours: 4 weeks/6 weeks

File # 102177

Salary: \$16.54 per hour

Closing Date: June 12, 2013

GENERAL KNOWLEDGE:

Oral and written communication skills; interpersonal skills; ability to maintain records and charts; ability to follow oral and written instructions; ability to prepare reports; ability to relate to students.

EXAMPLE OF DUTIES:

Monitors and/or supervises different areas of school buildings and grounds as assigned, e.g. cafeteria or restroom; provides clerical support including copying, collating and filing materials; prepares classroom materials and assists teacher in general maintenance of classroom and adaptive equipment; assists teacher in routine, necessary, school related duties (e.g. taking attendance, ordering supplies, reporting lunch count); performs related duties as required.

GENERAL EXPERIENCE:

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

PHYSICAL REQUIREMENT:

Incumbents in this class may be required to pass a physical examination.

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

PREFERRED EXPERIENCE:

Experience working in an education institution.

APPLICATION INSTRUCTIONS:

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) current professional reference to:

A.I. Prince Technical High School
500 Brookfield Street
Hartford, CT 06106
ATTN: Theresa Ginley
TEL: (860) 951-7112
FAX: (860) 951-1529
E-MAIL: theresa.ginley@ct.gov

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 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
860-807-2101
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 AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER