

State of Connecticut
JOB POSTING

**EMPLOYMENT OPPORTUNITY
DIVISION OF TEACHING, LEARNING & INSTRUCTIONAL LEADERSHIP
BUREAU OF TEACHING & LEARNING
EDUCATION SUPPORT TECHNICIAN**

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

Open To: The Public
Salary: \$48,633 – \$61,216*
Closing Date: January 10, 2011

***New hires to state employment start at the minimum of the above salary range.**

GENERAL STATEMENT OF DUTIES:

The selected professional will perform a variety of increasingly difficult statistical and technical education-related tasks and coordinate and support project operations.

EXAMPLE OF DUTIES:

- Maintain databases for all aspects of program data collection;
- Analyze and report student- and program-level data;
- Provide technical assistance to external stakeholders;
- Develop statistical reports, graphs and charts based on requests from program managers, Bureau Chief and external stakeholders;
- Prepare correspondence on behalf of program managers and Bureau Chief;
- Other projects as assigned by Bureau Chief.

QUALIFICATIONS:

Knowledge, Skill and Ability:

Knowledge of principles and practices of public administration; knowledge of organization and operation of public schools; knowledge of general office procedures; some knowledge of statistical methods and procedures; interpersonal skills; oral and written communication skills; ability to analyze and evaluate applications and similar material.

EXPERIENCE AND TRAINING:

General Experience:

Five (5) years of experience in technical work in an area of education i.e. statistical analysis, data program collection.

Substitutions Allowed:

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

Special Requirement:

Incumbents in this class may be required to travel.

The Department encourages applicants who do not meet the stated qualifications, but believe they possess equivalent qualifications to submit written statements indicating how their background and experience qualify them for the position.

APPLICATION PROCEDURE:

Interested candidates should reference announcement #721, submit a letter of application and resume with details of experience and training, three current professional letters of recommendation and an Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov> to: **Deb Paradis, Bureau of Human Resources, 165 Capitol Avenue, Room G-16, Hartford, CT 06106. Telephone: (860) 713-6695.** *Applications must be postmarked no later than the closing date listed below. All required documents must be submitted to be considered for interview.*

Closing date for applications: January 10, 2011

Anticipated date of employment: February 18, 2011

"The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, national origin, sex, disability, age, religion or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to Levy Gillespie, Equal Employment Opportunity Director in the Affirmative Action Office, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071."

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER