

**CONNECTICUT STATE DEPARTMENT OF EDUCATION
DIVISION OF FAMILY AND STUDENT SUPPORT SERVICES
BUREAU OF HEALTH/NUTRITION, FAMILY SERVICES AND ADULT EDUCATION
EMPLOYMENT OPPORTUNITY
EDUCATION SERVICE SPECIALIST
DURATIONAL POSITION**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS BELOW!

OPEN TO: THE PUBLIC
POSTING DATE: December 9, 2010
CLOSING DATE: January 21, 2011
ANNUAL SALARY RANGE: \$69,892 - \$90,700*

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

The Connecticut State Department of Education (CSDE) is currently recruiting for a durational Education Service Specialist in the Bureau of Health/Nutrition, Family Services and Adult Education. **This is a three-year durational position with an end date of December 31, 2013.**

GENERAL STATEMENT OF DUTIES:

To provide leadership and technical assistance for the implementation of Supports for Pregnant and Parenting Teens grant program. This individual will work collaboratively with staff supporting Connecticut's existing Young Parents Program and Coordinated School Health Program. Serve as the coordinator of the grant, building on existing state and federal programs and services that focus on the health of the pregnant and or parenting teens and their children. Examples of programs include but are not limited to physical activity, nutrition, tobacco prevention, asthma, diabetes, cardiovascular, obesity, school based health clinics, injury prevention, immunizations, adolescent health, Children and Youth with Special Health Care Needs, primary care, HIV and STD.

EXAMPLE OF DUTIES:

- Develop, manage and monitor the project to ensure that the objectives are met on time and within budget;
- Prepare reports required by the United States Department of Health and Human Services, and the CSDE;
- Coordinate activities including visits, reports and the providing of support and technical assistance;
- Manage grants, evaluate plans, assess programs and operations, and provide technical assistance to individual programs, applicants, and local, state and national organizations;
- Work closely with the CSDE financial management system that is under the direction of the Bureau of Grants management to ensure fiscal accountability. This system will provide detailed monthly reports on grant receipts and disbursements that will be promptly reviewed by the Project Manager;
- Represent the CSDE in meetings with the partners, stakeholders and the general public;
- Work closely with the evaluator to ensure performance measures are met for each objective, determine if new performance measures should be included and provide written reports on program progress and success; and
- Performance of duties and special assignments as requested by the bureau chief.

QUALIFICATIONS:

Knowledge, Skill and Ability:

Experience in grant administration, strong verbal and analytic skills, ability to deal effectively with administrators, teachers, business and industry and other stakeholders, ability to prepare communications such as letters, project reports, resource materials and program support materials, and ability to develop and maintain cooperative working relationships.

Minimum Experience and Training Required:

A master's degree and three (3) years of relevant professional experience or in lieu thereof, an equivalent combination of experience and training as approved by the appointing authority.

Preferred Experience and Training:

A master's degree in social work, nursing or education. Work in the field of social work, nursing or education with an emphasis in the areas of youth prevention, underserved populations, or public health; ability to provide guidance and leadership to school districts to develop systems that support pregnant and parenting teens and their children; and develop and manage grant programs aligned to federal and state initiatives. Bilingual language skills in Spanish are preferred.

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

Application Procedure:

Interested candidates should reference announcement #735 and submit a letter of application and resume with details of experience and training, three current professional letters of recommendation and a 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:

**Paul Flinter, Chief,
Bureau of Health/Nutrition, Family Services and Adult Education,
25 Industrial Park Rd,
Middletown, CT 06457
Tel. # 860-807-2050.**

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 21, 2011

Anticipated date of employment: February 25, 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

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