



**JOB OPPORTUNITY
OFFICE OF THE COMMISSIONER
OFFICE OF REGIONAL PARTNERSHIPS AND CHOICE**

EDUCATION DIVISION DIRECTOR

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

Open To: The Public

Location: 165 Capitol Avenue, Hartford, CT 06106

Hours: 8:00 a.m. – 5:00 p.m.

Job Posting # 00059754 – File #7846

Salary Range: \$117,084 - \$149,403

Closing Date: May 10, 2013

The Connecticut State Department of Education is currently recruiting for the position of Division Director in the Office of Regional Partnerships and Choice Programs. In this role, the Division Director will report to the Department's Chief Operating Officer (COO) and be a senior member of the COO's leadership team.

GENERAL STATEMENT OF DUTIES:

The Division Director will manage strategy and operations of the Regional School Choice Office in the collaborative effort among the Department, Sheff plaintiffs' representatives, the Capitol Region Education Council (CREC), the Hartford Public Schools, and Hartford area stakeholders to support Sheff initiatives and programming designed to reduce the racial, ethnic and economic isolation of Hartford-resident minority students. In all these partnerships, the Division Director will help bring greater focus on the need to align initiatives to the Department's strategies to close achievement gaps and improve all students' readiness for College and/or Career. The Division Director will also manage relationships, grant programs, and collaborative initiatives with all regional partners including the Regional Educational Service Centers (RESC's).

The office is responsible for the following activities:

- Collaboration, planning and oversight that facilitates: (1) the development and implementation of exemplary school choice models, to enable existing Magnet Schools to attain Sheff compliant enrollment and improve educational performance; (2) achievement of the Desegregation Standard in quality integrated programming; (3) replication of programming and practices through training centers that teach best practices to districts, teachers and administrators in the Greater Hartford Region and throughout Connecticut; (4) develop robust measures of performance that guide the

program and all its stakeholders towards strategies and practices that efficiently and effectively improve student academic outcomes;

- Comprehensive and collaborative regional marketing and recruitment of students for all Sheff programming, including the coordination of such efforts with the Connecticut Technical High Schools, Regional Vocational Agriculture Centers, and any newly created interdistrict magnet programs and state charter schools in the Greater Hartford Region;
- Development of a comprehensive strategy for outreach to Hartford and suburban parents to inform the development of, and participation in Sheff programming opportunities in the Greater Hartford Region;
- Transportation of Hartford and suburban students who participate in Sheff programs;
- Development and implementation of a common application process for all Interdistrict Magnet Schools, Sheff Charter Schools, Connecticut Technical High Schools, and Open Choice programming in the Greater Hartford Region;
- Management of an Information Service Center within the RSCO to provide a single location to obtain applications and information regarding all Sheff Region Programming including information about Connecticut Technical High Schools and Regional Vocational Agriculture Centers;
- Development and maintenance of statistics and data, including information regarding: demand for school choice programming (e.g., number of applicants, demographics for applicants, program choices); placement; enrollment; retention; student achievement and growth metrics; return on spending analyses; and Hartford and suburban wait list data for reporting purposes; and
- Development and implementation of a uniform and transparent lottery process for Sheff compliant programming in the Greater Hartford Region;
- Oversee all state and federal grant programs with all RESCs ensuring they are aligned to legislation and/or to policies that have been implemented to improve academic and social well-being of students in Connecticut's public schools. This includes – in collaboration with the Commissioner and the Commissioner's cabinet – developing and implementing the process for review, approval, and performance analysis of state funded RESC initiatives – with particular focus on efficiency and effectiveness;
- Develop and or oversee implementation of RESC collaborations that assist the Department with its education reform strategies in critical areas such as, but not limited to:
 - Educator and Leader Effectiveness;
 - Common Core Standards, Curriculum and Assessment transitions;
 - Turnaround of low performing schools

EXAMPLE OF DUTIES:

- Prepare reports as required for the Connecticut State Department of Education Sheff Office, the Commissioner of Education; the State Board of Education; and the Connecticut State Supreme Court at the direction of the Commissioner or his designee;
- Manage the RSCO budget including the five (5) year contracts with both CREC and Hartford Public Schools; specify their roles and responsibilities in the RSCO Office;
- Supervise and direct staff as necessary to meet the Regional School Choice Office's goals as provided for in the stipulated agreement;
- Provide support to all collaborating entities in the Hartford region in obtaining and maintaining the objectives and goals established in the agreement;
- Collaborate with other internal and external entities in order to support success of educators and students in academic and career goals.

QUALIFICATIONS:

Knowledge, Skill and Abilities:

Considerable knowledge of the philosophy of methods of education, with an emphasis on educational administration and management; considerable knowledge of the objectives and purposes of educational programs within area of specialty; considerable knowledge of the principles of professional management; considerable knowledge of public school administration; considerable knowledge of the principles and techniques of budgetary preparation and fiscal management; considerable interpersonal skills; considerable written and oral skills; considerable ability to understand and apply relevant state and federal laws, statutes and regulations; administrative ability.

Minimum Experience and Training Required:

An earned advanced degree and twelve (12) years of experience in the field of education or in related areas.

Substitution Allowed:

An equivalent combination of experience and training as determined by the State Board of Education.

Preferred Experience and Training:

- Experience and demonstrated success in:
 - Implementing school desegregation plans;
 - Working effectively with an urban school district, and racially, ethnically and economically diverse communities;
 - Developing capacity within communities to invest in meaningful innovation, especially desegregated education;
 - Managing diverse and complex projects and staff;
 - Maintaining program/project accountability and progress; and
 - Collaborating with diverse and sometimes competing interests of stakeholders, as well as other management and supportive entities;
- Detail oriented, with excellent organizational skills;
- Considerable knowledge of public school administration;
- Knowledge of the principles and techniques of budgetary preparation, performance analysis, fiscal management, and student success metrics;
- Considerable ability to understand and apply relevant state and federal laws, statutes and regulations;
- Considerable oral and written communication skills and effective public presentation skills.

Experience with the programs described above in addition to having had roles as a senior administrator in a Connecticut public school system; demonstrated appreciation for managing and promoting educational policy that fosters quality multicultural, multiracial Pre-K-12 educational settings and a passion for improving the student and life outcomes of students are preferred.

The Department encourages applicants who do not meet the stated qualifications but who 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 #786, submit a letter of application and resume with details of experience and training, three (3) current professional references 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: **Charlene Russell Tucker, Chief Operating Officer, 165 Capitol Avenue, Room 303, Hartford, CT 06106, Telephone: 860-713-6550. All required documents must be submitted to be considered for interview.**

Closing date for application:

May 10, 2013

Anticipated date of employment:

Immediate Upon Selection

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. 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, 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 Department of Education's nondiscrimination policies should be directed to: "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.

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